



SUSTAINABILITY SCREENING PROCESS

Approved July 3, 2007: Resolution 334-2007

Amended: June 24, 2008; February 3, 2009

PURPOSE OF SCREENING PROCESS

The primary purpose of the sustainability screening process is to ensure that the Guiding Principles from the Mining the Future (MTF) Vision and sustainability principles from such programs as The Natural Step (TNS) are fully considered by applicants when they are drafting their proposals and that the principles and goals from these initiatives are in the forefront for the public and the Town's decision-making bodies when planning and development proposals are being reviewed.

The Sustainability Screening Report (SSR) provides an applicant with an opportunity to describe how the project will provide a net benefit to the community. At the same time the Report provides Council and the public an opportunity to assess those benefits at the beginning of the Town's review and approval process.

INTRODUCTION

The screening matrix (*Schedule "A"*) and Checklist (*Schedule "D"*) identify three of the **Guiding Principles** from the *MTF Vision for Canmore* which address the "triple bottom line" of Canmore's social, economic and environmental ideals. These principles also encompass concepts from the sustainability conditions described in *The Natural Step*. Several **Goals** from these documents, as well as from the *Municipal Development Plan* are included in *Schedule "A"* to provide more specific illustrations of the application of the MTF Principles. To provide applicants with examples for drafting a Sustainability Screening Report (SSR) appropriate for their proposal a third column in the matrix consists of sample questions for each of the Principles and Goals.

The Town recognizes that each project is unique and therefore would be expected to provide a unique range of benefits to the community. Although each proponent should address the social, economic and environmental impacts of their proposal, different projects are expected to attain different balances among these three "bottom lines".

In order to successfully complete a screening report and Checklist applicants will need to be familiar with *A Vision for Canmore* (canmore.ca), *The Canmore Community Sustainability (Municipal Development) Plan*, the four system conditions of *The Natural Step* (naturalstep.ca) and the issues and questions raised in *Alberta's (AUMA) "Municipal Sustainability Planning" guidelines* (msp.munilink.net).

The process of screening and evaluating SSR's is necessarily a subjective one. In order to assist applicants and the Town in evaluating the sustainability of projects, a "Checklist" has been developed based on the Mining the Future Foundational Value of Sustainability (Schedule "D"). The weighting within the checklist will be reviewed periodically and is intended to illustrate the Town's current sustainability priorities.

Although there is no pass/fail component to SSR evaluation, including the checklist, during the review of the SSR Council may advise applicants that insufficient attention has been paid to particular principles or goals and that an amendment to the project or SSR is required before it is acceptable to Council. The Sustainability Screening Report must be accepted by Council before an application for an eligible statutory plan or development permit is deemed complete.

SUSTAINABILITY SCREENING REPORT PROCESS

The SSR review and acceptance process can be divided into six steps as follows:

1. DETERMINING ELIGIBILITY

Utilizing the criteria below, the Town of Canmore determines whether or not the proposal is subject to the Sustainability Screening Process. The applicant is provided with a copy of the SSR process and is advised by the Municipal Clerk of the requirements for completing an SSR.

Proposals requiring SSR's are determined as follows (*exceptions may be made by Council*):

(a) All statutory plans & amendments and Land Use Bylaw amendments require SSR's.

(b) Development Permits

Condition A: District Includes SSR Commitments. Development permit applications for development within land use districts containing SSR commitments which can be incorporated into development agreements or other contractual obligations as conditions of approval do not require an SSR.

Condition B: District Does not Include SSR Commitments. Development Permit applications for development within a land use district which does not contain site-specific SSR commitments which can be applied and enforced as a condition of approval require an SSR to be accepted by Council if the application exceeds the following thresholds:

Institutional and Industrial developments in excess of 2,000m²;
Commercial developments in excess of 1,000 m², and; **Residential, resort accommodation, or visitor accommodation** developments of more than five (5) units.

2. SUBMITTAL OF SSR & CHECKLIST

The SSR Submittal Form, SSR, and Checklist (Schedule "D") are completed and submitted to the Municipal Clerk by the applicant. Applicants are encouraged to submit an SSR at an early, conceptual stage of their planning to minimize potential delays during the subsequent application process. First reading for an eligible Bylaw will not be considered until an SSR has been accepted by Council.

3. COUNCIL REVIEW & PUBLIC PROCESS

As noted in the Introduction, when a Sustainability Screening Report is required as part of an application for an amendment to a statutory plan or a development permit, the Town does not consider such applications to be complete until the Sustainability Screening Report has been reviewed at a public meeting and accepted by Council.

Upon receipt of an applicant's completed Sustainability Screening Report and Checklist, the Town will schedule and advertise a date for the public review of the Report during a meeting of Council. Prior to the meeting, Council and the applicant will receive Town Administration's comments on the SSR which will include a Checklist scored by the Town.

The public review provides the applicant with an opportunity to demonstrate to Council the net benefits of the proposal to the community. It also provides the public with an opportunity to ask questions of the applicant, Administration or Council in an informal, non-adversarial setting where the intent is to determine the sustainability of the project in the context of the Town's Vision for Canmore.

4. COUNCIL DECISION ON ACCEPTABILITY OF SSR

Following the public presentation, Council advises the applicant whether the SSR is accepted as submitted or whether the SSR and/or application requires clarification in order to be deemed a net benefit to the community. Council may also recommend/require an applicant to provide enhanced public consultation (*See Schedule "B"*) as part of the planning approval process.

The acceptability of SSR's will be determined by Council on the basis of sustainability as defined and described in *Mining the Future: A Vision for Canmore*. Considerations of detailed planning and development regulations such as lot sizes, parking requirements and building design are not usually relevant during the review of an SSR.

If amendments are required the amended SSR is returned to Council at a future date for review and acceptance. An application will continue to be deemed incomplete until any required changes to an SSR and/or application have been accepted by Council.

5. CHANGES TO SSR's

If prior to or during a scheduled public meeting for an SSR an applicant wishes to make an amendment to the SSR, the amendment shall be in writing, clearly outlining the changes. Council, may, at its discretion, upon reviewing the amendment(s), postpone the decision pending further Council review or additional Administrative comments.

If an applicant wishes to amend an SSR after it has been accepted by Council, such amendments are subject to review and acceptance by Council.

6. PROCESSING OF APPLICATION

When Council has accepted an SSR, Administration brings a completed application, including the SSR, forward to the relevant review body for a decision on the application.

CONTENTS OF SUSTAINABILITY SCREENING REPORTS

Although every SSR should address each of the three Principles described in the matrix in Schedule "A", the detailed contents of Sustainability Screening Reports will vary depending on the type of application (*area structure plan, land use bylaw amendment, development permit, etc*), the scope and detail of the proposal, and whether or not a previous SSR has been accepted by Council for the site.

Council will review each SSR in the context of the proposal, relevant policies and any previously-accepted Sustainability Screening Reports applicable to the project. Schedule "A" provides examples of relevant questions which should be considered by an applicant and will be considered by Council during its review. Applicants will need to be familiar with the relevant policy documents (*A Vision for Canmore, The Natural Step,*

Municipal Sustainability Planning, and the Canmore Sustainability (Municipal Development) Plan to determine what is appropriate for a specific application.

Contents of the Screening Reports should be divided into the three Principles described in Schedule "A" and Schedule "D": ***Social Fabric; Economic Sustainability; and Environmental Stewardship.*** The following is intended to provide additional guidance to the contents of Sustainability Screening Reports for different types of proposals.

STATUTORY PLANS. The level of detail for Sustainability Screening Reports for statutory plans (*Canmore Sustainability (Municipal Development) Plan, Area Structure Plans, Land Use Bylaw amendments, etc*) should reflect the level of detail present in the rest of the application. For example, an area structure plan which is to contain detailed urban design elements and descriptions of land uses would be expected to provide similar levels of detail for "sustainability". On the other hand, an amendment to the CSP/MDP or a more conceptual ASP would require only broader descriptions of sustainability which would be described in more detail in subsequent SSR's (*i.e. during the Land Use Bylaw and development permit processes*).

DEVELOPMENT PERMITS. The same Principles, Goals and sample questions from Schedule "A" are applicable at the development permit stage. The extreme variety in scale and types of applications will be reflected in the nature of the specific SSR.

Where an SSR applicable to the development permit has been previously submitted, the SSR should confirm consistency with that previous Report. In addition, details on such topics as green building standards, number of units in employee or PAH housing, development of mixed-use buildings, details of off-site impacts, mechanisms for waste handling & recycling, and commercial square footage would likely be available at the development permit stage and should be included in the SSR.

MULTIPLE SSR's ON A SINGLE SITE

In some circumstances several SSR's could be required for various levels of the planning process. The level of detail in the relevant SSR's should be commensurate with the level of detail normally expected with the associated application.

The Town does not expect that previous SSR work be repeated, rather, if a previous SSR has been accepted by Council for the site, a subsequent application should confirm the commitments made in that SSR and provide additional details which might

reasonably be expected to be available at the relevant level of planning. For example, if an area structure plan has identified specific areas for detailed land uses then a subsequent land use bylaw amendment should reflect that direction. Similarly, if an SSR is consistent with previously-accepted SSR's and also provides further appropriate levels of detail and commitments, acceptance of the SSR by Council would be expected.

If an area structure plan or area redevelopment plan application includes specific SSR commitments which can be directly applied to a land use district and subsequently as a condition of development approval in the form of a development agreement or other contractual instrument, the SSR for the Land Use Bylaw amendment may only require confirmation of the ASP/ARP-approved SSR commitments.

TIMELINES

In order to provide an applicant with timelines Administration will endeavor to schedule public meetings for Sustainability Screening Reports to Council within 45 days of the SSR being submitted to the Municipal Clerk. This timeline could be extended by the applicant, and after 45 days the applicant would have an option to request to be a delegation to Council.

Sustainability Screening Process:

Schedules

Schedule "A": Sustainability Screening Matrix

Schedule "B": Examples of Enhanced Public Consultation

Schedule "C": Sample Agenda for SSR public meetings

Schedule "D": Sustainability Screening Process Checklist

Schedule “A”

Sustainability Screening Matrix

Selected Principles	Selected Goals from Key Policy Documents	Examples of Relevant Questions
<p>Sustaining & Strengthening the Social Fabric</p> <p><i>“Embracing diversity, and managing our community in ways that support diversity, are the means to creating and maintaining a strong social fabric”. Social cohesion is perhaps the foremost value in the Vision for Canmore’s future [MTF]</i></p>	<p>To ensure all citizens have access to basic levels of safe, secure, affordable and appropriate shelter. [MTF] To establish perpetually affordable housing wherever feasible. [MDP]</p>	<p>NOTE: These are <u>sample questions only</u>. Not all of these questions will be relevant for any one project and applicants should not limit themselves to these questions since topics not listed here may be important to a project. The applicant should describe all relevant contributions to sustaining Canmore’s social fabric, economy and environment.</p> <ul style="list-style-type: none"> ▪ Does the proposal provide a mix of affordable housing options for all who require it, including employees? [MTF] ▪ Does the proposal contribute to the goal of a well-stratified demographic profile by incorporating services and/or accommodation for residents of all ages, income levels and skills? [MTF] ▪ Does the proposal contribute directly or indirectly to community health and social programs? [MTF]
	<p>To manage the rate and type of growth in a manner which will enhance the sense of community which is compatible with the heritage, character and physical setting of the Town. [MDP]</p>	<ul style="list-style-type: none"> ▪ What public review process has been incorporated into the development process in addition to any statutory requirements? [MTF] ▪ How will the proposal reflect and/or enhance Canmore’s unique sense of place and identity [MTF] ▪ How does the physical design of the proposal encourage community members to interact in both formal and informal ways? [MTF] –
<p>Economic Sustainability</p> <p><i>Economic sustainability requires a diversity of income sources and the participation of a diverse local workforce. [MTF]</i></p> <p><i>The Town will favour proposals which provide local, long-term benefits and utilize local human and natural resources.</i></p>	<p>To ensure that local economic activity provides a municipal tax base sufficient to fund facilities, amenities and activities for Canmore residents. [MDP]</p>	<ul style="list-style-type: none"> • What are the anticipated short (1-2 years), medium (3-5 years), and long (5-10 years) term municipal fiscal implications for the project (<i>i.e. municipal costs, assessments, revenues</i>) ? • Will the proposed timing of the project fit into the Town’s current plans for the design and construction of municipal infrastructure? • Would the project result in a net increase in the percentage of non-residential assessment in the Town?
	<p>To enhance the opportunities for economic growth and diversified employment, thereby promoting self-sufficiency and stability. [MDP]</p>	<ul style="list-style-type: none"> ▪ Does the proposal provide for year-around and long-term employment? ▪ Would the proposed development support new and existing businesses, both large and small? [MSP][MTF] ▪ Would the proposed development assist in diversifying Canmore’s economy? [MSP][MTF] ▪ What percentage of the employment created would provide jobs with above-median salaries?
<p>Environmental Stewardship</p> <p><i>Canmore is both geographically bounded and ecologically significant. Environmental stewardship means that we must work toward our future without squandering either our cultural or natural capital. [MTF]</i></p> <p><i>Canmore’s environment provides a foundation for community economic prosperity as well as our social well-being. [MDP]</i></p>	<p>To develop efficient land use that will minimize social, environmental, capital and maintenance costs. [MDP]</p>	<ul style="list-style-type: none"> ▪ Does the proposed location and density of the development result in an efficient use of land in the community through a compact urban form? [MSP] ▪ Does the proposal incorporate a mix of compatible land uses? [MSP] ▪ Does the proposal encourage the use of transit, walking or cycling? [MSP] ▪ Does the proposal exceed the Town’s minimum requirements for “green” or alternative infrastructure? [TNS] ▪ What impact will the proposal have (directly or indirectly) on air quality, water quality, or environmentally sensitive lands? [MSP] ▪ What measures does the proposal include that will reduce: (1) the use of minerals & metals extracted from the earth’s crust; (2) the use of chemicals and compounds used by society, and; (3) the physical impact of the proposal on natural landscapes and processes? [TNS]
	<p>To maintain the biodiversity and ecological integrity of the Bow Valley ecosystem [MTF]</p>	<ul style="list-style-type: none"> ▪ Will the proposal have any impact, positive or negative, on wildlife habitat connectivity? [MTF] ▪ Would the project create appropriate opportunities for citizens and visitors to enjoy and appreciate Canmore’s natural environment? [MDP] ▪ Does the proposal respect the needs of humans and wildlife in the use of the natural landscape. [MTF] ▪ How would the proposal increase community understanding of environmental stewardship in the Bow Valley? [MTF]

Schedule "B"

Examples of Enhanced Public Consultation

One of the purposes of the Sustainability Screening Process is enabling citizens to be aware of and to participate in the planning process of the Town. In order to further this intent, in addition to the public presentations of SSR's at Council meetings, enhanced public consultation may be required by the Town.

Examples of enhanced consultation could include some or all of the following:

- Sending letters of notification about an application to a larger number of area residents than the mandatory "*adjacent property owners*". This would occur prior to a decision being rendered rather than after, as is the current practice.
- Advertising the receipt of larger development permit applications in the newspaper rather than advertising only the decisions on development permits;
- Posting notices (*possibly including maps, descriptions, etc.*) of applications for land use bylaw amendments and development applications on site prior to a decision on an application being rendered by the relevant review body (*Council, Subdivision Approving Authority, Canmore Planning Commission*).
- Council may require or recommend that applicants conduct one or more open houses prior to a decision on an application.

Schedule "C"

Sample Procedure for SSR Public Meetings

- **Mayor calls public meeting to order;** advises those present of the nature and purpose of meeting
- **Applicant makes presentation^{1,2}.** The primary purpose of the public meeting is to give the applicant an opportunity to describe to Council and the public what the project entails or proposes, and how the proposal would provide a net benefit to the community.
- **Council provided with opportunity to ask applicant questions**
- **Public provided with an opportunity to ask questions.** Members of the public may ask questions of the applicant, Administration or Council and make comments regarding the SSR. This "public forum" is intended to be a non-adversarial, informative exchange of opinions and information.
- **Council provided with opportunity to ask Administration questions**
- **Applicant given opportunity for final comments**
- **Any final questions or comments by Council**
- **Council, by resolution, determines whether to accept the SSR as presented or whether clarification is required unless Council requires additional time and/or information to render a decision on the SSR.**

NOTES

1. *Administration will provide Council and the applicant with Administrative Comments on the SSR, including a scored Checklist, in a written report prior to the meeting.*
2. *Applicants will be given an opportunity to conduct an open house in the Atrium prior to the public meeting.*

Schedule "D"

Sustainability Screening Report CHECKLIST



"Serving the Community to Enhance Our Quality of Life"

Sustainability Screening Report: CHECKLIST

PURPOSE OF SUSTAINABILITY SCREENING PROCESS

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(Excerpt from *Sustainability Screening Process* adopted July 3, 2007)

ROLE OF "CHECKLIST" IN SUSTAINABILITY SCREENING REPORT PROCESS

The checklist is intended to assist applicants in evaluating their Sustainability Screening Reports (SSR's) in the context of the Town's *Vision for Canmore*. An understanding of *Mining the Future: A Vision for Canmore* is essential in order to successfully complete an SSR and subsequently to evaluate the SSR utilizing the "Checklist" (see *Useful Resources*, below). There is not a pass/fail component to the checklist as it is intended only to assist both the applicant and Council in the general evaluation of the SSR. Different types and sizes of development will result in different scores.

Directions for Completing Checklist:

1. **Self-scoring.** Following the completion of their SSR's, applicants are to self-score the checklist by awarding points in the blank column and multiplying it by the "weight" to determine points for each section. The sections are weighted to reflect current Town priorities.
2. **Submit SSR and Checklist to Municipal Clerk.** Both the completed SSR and the Checklist should be submitted to the Town of Canmore Municipal Clerk. (SSR@canmore.ca, [403] 678-1535)
3. **Administrative Comments.** Town staff will review the SSR and Checklist and provide Council with comments on the SSR, including staff scoring of the checklist.

USEFUL RESOURCES

Mining the Future – A Vision for Canmore [canmore.ca/Community Sustainability/A Vision for Canmore](http://canmore.ca/Community%20Sustainability/A%20Vision%20for%20Canmore)
Sustainability Screening Process [canmore.ca/Community Sustainability/Sustainability Screening Process](http://canmore.ca/Community%20Sustainability/Sustainability%20Screening%20Process)
Municipal Sustainability Planning – [msp.munilink.net/Five dimensions of sustainability](http://msp.munilink.net/Five%20dimensions%20of%20sustainability)
The Natural Step naturalstep.ca
Smart Growth smartgrowth.bc.ca

<p style="text-align: center;">Strengthening the Social Fabric</p> <p style="text-align: center;"><i>“... embracing diversity and managing our community in ways that support diversity are the means to creating and maintaining a strong social fabric” Mining the Future</i></p>	<p style="text-align: center;">Points N/A or none = 0 Poor = 1 Good = 2-3 Excellent = 4-5</p>	<p style="text-align: center;">Weight</p>	<p style="text-align: center;">Pts X Weight</p>
<p>1) Access to basic levels of appropriate shelter a) Innovative housing initiatives such as PAH, co-op, or community housing. <i>[provide details in SSR]</i></p>		<p style="text-align: center;">3</p>	<p style="text-align: center;">___/15</p>
<p>2) Employee Housing a) Housing for employees generated by the project <i>[provide details in SSR]</i></p>		<p style="text-align: center;">2</p>	<p style="text-align: center;">___/10</p>
<p>3) Growth that retains/enhances Town identity a) Unique physical sense of place and “small town” atmosphere b) Project design that encourages social interaction, connectedness in the public realm c) Accessible recreation and/or cultural facilities or programs, public art</p>		<p style="text-align: center;">2</p>	<p style="text-align: center;">___/10</p>
<p>4) Civic Engagement, Community Participation & Leadership Exceeding statutory requirements</p>		<p style="text-align: center;">1</p>	<p style="text-align: center;">___/5</p>
<p>Social Fabric Subtotal : ___/40</p>			
<p style="text-align: center;">Building Economic Sustainability</p> <p style="text-align: center;"><i>“Economic sustainability requires a diversity of income sources and the participation of a diverse, local, workforce.” Mining the Future</i></p>	<p style="text-align: center;">Points N/A or none = 0 Poor = 1 Good = 2-3 Excellent = 4-5</p>	<p style="text-align: center;">Weight</p>	<p style="text-align: center;">Pts X Weight</p>
<p>5) Municipal Fiscal Impact a) Long-term fiscal impact <i>[provide details in SSR]</i> b) Impact on ratio of commercial to residential assessment (<i>Canmore goal: 40%/60%</i>) c) Complements Town’s current infrastructure plans</p>		<p style="text-align: center;">3</p>	<p style="text-align: center;">___/15</p>
<p>6) Employment a) Diversification of Town’s existing employment base <i>[provide details in SSR]</i> b) Quality of employment; permanent, full-time and part-time jobs, “living wage” for the Bow Valley <i>[provide details in SSR]</i></p>		<p style="text-align: center;">2</p>	<p style="text-align: center;">___/10</p>
<p>7) Economic Diversity; Broadening the Base. a) Diversification of Town’s business base b) Support for other large and/or small existing businesses c) Access to goods/services for downtown or residential / local neighbourhoods</p>		<p style="text-align: center;">2</p>	<p style="text-align: center;">___/10</p>
<p>Economic Sustainability Subtotal: ___/35</p>			

<p style="text-align: center;">Enhancing Environmental Stewardship</p> <p style="text-align: center;"><i>“Environmental Stewardship means that we must work towards our future without squandering either our cultural or our natural capital.”</i></p> <p style="text-align: center;">Mining the Future</p>	<p style="text-align: center;">Points</p> <p>N/A or none = 0 Poor = 1 Good = 2-3 Excellent = 4-5</p>	<p style="text-align: center;">Weight</p>	<p style="text-align: center;">Pts X Weight</p>
<p>8) Land Use</p> <p>a) Reuse of land, e.g. infill or brown/grey field vs. greenfield b) Automobile use vs. non-auto for in-Town transportation c) “Smart-growth” mixed-use development; residential, shopping and employment d) Balance of appropriate density with public access/amenities</p>		3	__/15
<p>9) Natural Environment</p> <p>a) Environmentally sensitive lands within or adjacent to the site; protection/ use by the public b) On-site natural areas c) Maintenance of biodiversity, e.g. wildlife corridors</p>		1	__/5
<p>10) Green Building and “innovation”</p> <p>a) Built Green initiatives, e.g. Bronze/Silver/Gold or other certification <i>[provide details in SSR]</i> b) The Natural Step; <u>reduction</u> of: (1) <i>Build up of materials extracted from earth’s crust</i>; (2) <i>Buildup of chemicals produced by society</i>, and; (3) <i>Physical degradation of nature</i> <i>[provide details in SSR]</i> c) Innovative infrastructure; e.g. low impact storm water management, grey water usage, on-site energy generation <i>[provide details in SSR]</i></p>		1	__/5
<p>Environmental Stewardship Subtotal: __/25</p>			
<p>Checklist Total: __/100</p>			

