

Town of Banff Planning and Development

2010 Annual Report





The Kinnear Centre for Creativity & Innovation

Guided by the Banff Centre Area Redevelopment Plan, the Kinnear Centre received a royal opening in 2010.

Photo Credit: Donald Lee, The Banff Centre

Town of Banff Planning and Development 2010 Annual Report

The Planning and Development Department provides a wide variety of professional community planning services to the citizens of Banff. Between on-going development administration duties and a variety of special studies and projects, the department remained exceptionally busy throughout the course of 2010. This Annual Report documents the accomplishments of the department during 2010 and sets a course for continued progress in 2011.

Planning and Development facilitates and directs the current and long range planning objectives of the Town of Banff. In carrying out its primary function Planning and Development is directly involved with a wide range of stakeholders including Council, the general public, developers, community and special interest groups, internal and external boards and commissions, federal and provincial government agencies and other Town departments. The core business activities of Planning and Development include developing strategies and policies for managing future growth and change including the Banff Community Plan, environmental management and heritage planning, maintaining, reviewing and enforcing the provisions of the Land Use Bylaw, preparing reports and making recommendations to Council, Municipal Planning Commission and Development Appeal Board,

We look forward to working with our citizens, elected officials and community partners in 2011.

Randall McKay. Manager of Planning & Development

Committees and Organizational Support

Planning and Development serves as a resource for a number of committees and organizations.

Municipal Planning Commission

The Municipal Planning Commission is a committee appointed annually by Council consisting of two members of Council, one person appointed by the Minister of the Environment and five citizen members. The role of MPC is to act as the development approving authority on all discretionary use applications, subdivision proposals and certain development permit applications as well as to make recommendations to Council on land use planning matters.

2010-2011 Membership

Bill Squarebriggs, Public Member
David Bayne, Public Member
Ted Christensen, Public Member
Yannis Karlos, Public Member
Jay Harris, Public Member
Grant Canning, Council Representative
Brian Standish, Council Representative
Anne-Marie Puccini, Minister of Environment Representative

Development Appeal Board

The Development Appeal Board is a quasi-judicial board established under the Municipal Government Act of the Province of Alberta. It is a tribunal, consisting of two members of Council, two members appointed by the Minister of the Environment and up to five citizen members appointed annually by Council. The Board hears appeals with respect to decisions of the Development Authority and renders decisions based on the evidence presented.

2010-2011 Membership

Philip Carmody, Public Member
Dak Kerr, Public Member
Ossi Treutler, Jr., Public Member
Rod Pickard, Minister of Environment Representative
Mike Murtha, Minister of Environment Representative
Stavros Karlos, Council Representative
Leslie Taylor, Council Representative

Banff Heritage Corporation

In 1996 Council established a municipally owned not-for-profit Heritage Corporation. The Town of Banff Heritage Corporation is able to receive endowments, property, grants, and other forms of donations from the public, business, other levels of government, or agencies such as the Alberta Historical Resources Foundation. The Board of Directors consist of four citizen representatives, one member of Council and one person appointed by the Minister of the Environment. Non-voting members include representatives of the Province of Alberta Community Development and the Alberta Association of Architects.

2010-2011 Board of Directors

Anita Battrum Public Representative
Rob Crosby, Public Member
Ralphine Locke, Public Member
Herb MacAulay, Public Member
Susan Kennard, Minister of Environment Representative
Doug Gilmour, Alberta Association of Architects Representative
Larry Pearson, Province of Alberta Representative
Grant Canning, Council Representative

Committees and Organizational Support

(continued)

Community Art Committee

The Banff Community Art Committee advises Council on opportunities to acquire and place public art in our community. The committee makes it possible for art installations in public spaces throughout the town to be enjoyed by residents and the millions of visitors that come to Banff each year. In 2010, the committee focused on developing a five year strategic plan, and researching and advising the Land Use Bylaw review on alternative funding mechanisms for public art.

2010-2011 Membership

Tammy Hanratty, Public Member
Denise Swick, Public Member
Michale Lang, Whyte Museum Representative
Lee O'Donnell, Public Member
Jessica Pacheco, Public Member
Tabitha Minns, The Banff Centre Representative
Matthew Walker, Public Member
Keith Batstone, Town of Banff Administration
Sue Webb, Town of Banff Administration

Bow Corridor Ecosystem Advisory Committee

BCEAG is an interagency partnership coordinating environmental and resource management issues in the Bow Valley. The role of BCEAG is an advisory and coordinating group that makes recommendations for actions/decisions to the member organizations.

The focus area of BCEAG are the lands between the height of land on either side of the Bow Corridor from the Banff National Park eastern boundary east to Seebe. Issues related to lands outside the boundaries of this focus area are considered where there is potential for impact on the Bow Corridor.

2010-2011 Membership

Town of Banff
Town of Canmore
Municipal District of Bighorn
Alberta Community Development
Alberta Sustainable Resource Development
Alberta Environment
Parks Canada (Banff Field Unit)
Alberta Economic Development



Development Review

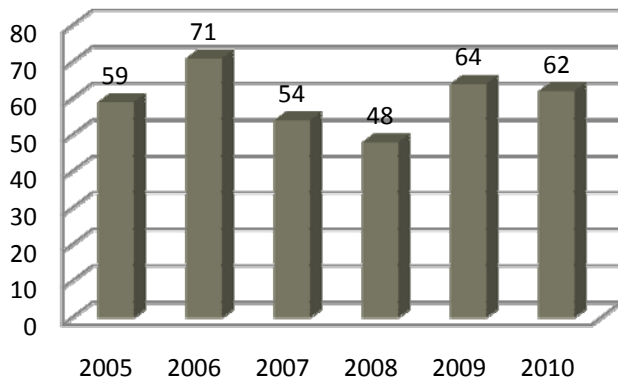
The Development Review function assesses all aspects of the physical realm in the Town to ensure we are achieving the goals of the Banff Community Plan, and fulfilling our role as a service centre for visitors to Banff National Park.

Development Permits

Development review (or current planning operations) consists of processing development permit applications, consulting with the public, organizing committee meetings and agendas, drafting reports, maintaining minutes and records and writing correspondence. Because most of these activities are statutory in nature and time sensitive, they often must be given priority over other planning tasks. The planning issues are also substantially more complex compared to similar sized municipalities given the scope and context of the Land Use Bylaw and other regulations and policies.

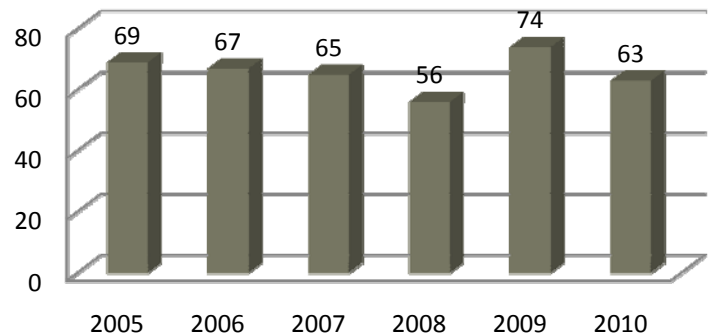
The best available measure of the department workload in this area is the number of applications processed per year, not necessarily permit values. Certain trends and observations can be made from reviewing these statistics. The level of development activity has been relatively consistent since 2005, which is one indicator of the overall health of the economy at large. It should be noted that some related current operational activities are not reflected in the graph. These include the often lengthy pre consultation meetings with the applicants and/or their representatives, drafting of development agreements, the handling of complaints regarding new projects once construction starts and additional enforcement duties.

Development Permit Volumes



Development Permit volumes in 2010 remain stable, and are above the running five year average. Development Permits include new development, re-development, and their volumes provide one illustration of economic activity.

Signs and Tree Cutting Permits



Sign Permits and Tree Cutting permits remained stable in 2010 as well, with total permit volumes slightly below the five year average. Sign permits can be seen as an indicator of commercial redevelopment activity, as they are often triggered by a new business opening or relocation.

Sundance Mall

This landmark building on Banff Avenue was one of several commercial renovation projects started in 2010. Planning and Development provided extensive design review on this project and assisted MPC during their deliberations. The capital reinvestment represented by projects such as these should be seen as a positive economic indicator.



Environmental Management

Given its location in Banff National Park and UNESCO World Heritage Site, the Town of Banff has both an opportunity and an obligation to strive toward becoming a model community for environmental stewardship.

The goals of leadership in environmental initiatives and consumption reductions are enshrined in the Banff Community Plan. These projects are expected of the Town by Parks Canada 3NEI and our National Parks visitors. The environmental management function is focused on both internal (Town) and external (community & Park) environmental stewardship actions to lessen Banff's environmental footprint, make responsible decisions, and to demonstrate leadership and innovation. While based in Planning & Development, the Environmental Coordinator works closely with all other Town departments to drive projects in areas such as waste diversion, urban forest management, environmental assessments and energy efficiency. Some key projects from 2010 include:

Waste and Recycling Utility

The planning, development and implementation of a cost-recovery rate model to encourage further commercial waste diversion was a major project in 2010, involving a number of Departments. Work included seeking direction of Council through workshops, reports and presentations, coordination of outreach / communications with commercial sector. New bin options, material decals, and test bills were all produced and distributed. Partly as a result of residential changes to recycling facilities in 2008-2009, total municipal solid waste sent to BFI landfill has been reduced from 6,658t in 2008 to 5,163t in 2010. It is expected that implementation of the new utility will cause this trend to continue.

External Funding Initiatives

Securing external funding for environmental initiatives is a key part of this position's responsibilities. Notable achievements in this area in 2010 include:

- Coordinated third-party verification, final reporting, claims and press conference for FCM-GMF for recycling and transit project funding totalling \$1.1 million
- Secured FCM-GMF \$4,000,000.00 low interest loan, and eligibility for \$400,000.00 grant for energy efficient LEED Rec Centre
- MPB ReLeaf grant \$5,000.00
- Community greenhouse fundraising

Urban Forest Management Plan

In conjunction with a steering committee and Grounds Division staff, budgets and plans were formulated and executed for 14 more planting pods and three thinning sites. Recognition of the Town's Mountain Pine Beetle response work was achieved by Tree Canada, and external funding secured.

Review of Environmental Rebate Program

A total of \$17,110.00 was granted back to the community in rebates for popular environmental improvements to reduce energy and water consumption. In 2010, past trends and experience elsewhere were analysed for the remaining funding available. Financial incentives for residential solar water heating systems, energy star fridges, energy star windows and doors (as now required for new construction in Land Use Bylaw) were all added.

Banff Recreation Centre

In order to execute this major municipal construction project in an environmentally sensitive location, weekly environmental compliance monitoring and regular project design involvement was required. In 2010, this work involved liaison and reporting to regulatory agencies including Parks Canada, and CMRIF as the project funder. It is a significant accomplishment that no pollution incidents or wildlife conflicts occurred during this lengthy, multi-faceted project, with heavy equipment working adjacent to creeks. Riparian zones in the wildlife corridor have been now been restored and landscaped with native species. Final environmental project reporting was completed in order to successfully claim the CAMRIF grant.



Long Range Planning

The Long Range Planning function develops and maintains the Banff Community Plan and coordinates the implementation of the goals and objectives contained within the document. It also provides research, policy drafting, and coordination of special projects.

Land Use Bylaw Review

Both current and previous Councils have identified the Land Use Bylaw Review as a strategic priority, a project which is being led by the Planning and Development Department. 2010 saw Phase 1 (Residential) of the Land Use Bylaw review work its way through the federal approval process, and recent housing projects have sought to utilize some of the incentives built into the amended Bylaw.



Phase 2 of the Land Use Bylaw is addressing issues of commercial growth and community character within the Town. The significant interest shown in these issues by people across Canada illustrated the strong name recognition of Banff across our country. Public consultation in 2010 focused on meeting with stakeholder groups, which will inform policy direction as Phase 2 reaches out to a broader audience in 2011.



In addition to the Land Use Bylaw Review, the long range planning function coordinates special projects and provides other oversight functions. Examples from 2010 include:

Banff National Park Management Plan

Planning and Development staff reviewed and provided a comprehensive overview and comments on the draft Banff National Park of Canada Management Plan review/update. This input formed the basis of the Town of Banff's response to the initial draft plan draft, specifically in the areas relating to land use and commercial growth management within the town.

Development Planning Support

The long range planning function continues to support the development planning function through handling larger development projects and their associated appeals, as well as coordinating projects which have policy implications. Some key projects of note in 2010 include the Wolf / Beaver apartment housing project, the Bottle Depot project, and the Inns of Banff site redevelopment.

Safety Codes Provincial Audit

An audit of building inspections services was conducted by Alberta Municipal Affairs Public Safety to ensure adherence to requirements outlined in the Town of Banff Quality Management Plan. The auditors were satisfied that the Town of Banff was performing within the parameters of our Quality Management Plan (QMP) and made recommendations which are currently being implemented by staff.

Administrative Systems

One initiative implemented in 2010 was a comprehensive consolidation of permit tracking for the Town, involving over 4,000 permits issued since Incorporation. This centralized registry allows all Town of Banff staff to instantly find permit records using the Town's intranet 'Maps' service, and even view permit info online.

Heritage Planning

As a town within a National Park and a World Heritage Site, Banff has both an opportunity and obligation to protect and enhance natural and cultural heritage resources. In an effort to preserve the heritage attributes that give Banff its unique identity and sense of place, the Town endeavours to achieve a balanced and sustainable community.

The heritage planning function is involved with the promotion, preservation, protection, enhancement and management of heritage resources within the Town of Banff. The heritage programs are also intended to build awareness and appreciation among residents and visitors of Banff's unique heritage resources. An ongoing strategy of the Banff Heritage Corporation is to maintain a regulatory and financial framework in order to preserve and protect Banff's built heritage and work with government organizations, agencies and individuals in the preservation of historic sites in Banff.

Public Appreciation & Understanding

The Banff Heritage Corporation provides heritage planning expertise and advice to residents and visitors within the town of Banff and Banff National Park. The Banff Heritage Corporation also works with the Province of Alberta as part of the Municipal Heritage Partnership Program to utilize the Canadian Register of Historic Places and to apply the Parks Canada Standards and Guidelines document to Town of Banff development review and designation processes. The Municipal Heritage Partnership Program is part of a Canada wide conservation endeavor called the Historic Places Initiative.



The Bayne Residence

In 2010 Council approved an "Intent to Designate" for the Bayne Residence, indicating that it would soon become one more recognized heritage resource in Banff.

Visitor Experience

With respect to promotion, the Banff Heritage Corporation continues to work on a number of education and visitor experience initiatives. The highlights of our active contributions to date include:

- Fundraising for the manufacture and installation of new heritage plaques. These interpretive panels tell the story of built heritage sites of significance located within the Banff townsite.
- A redesign and update of the 'Walking Through Banff's History' brochure. This is an initiative that allows visitors to experience the roots of Banff's unique community character and human history by taking a self-guided tour of local heritage buildings.
- Hosting the sixth annual *Doors Open Banff* event in August as part of a weekend of culture and history for residents and visitors. This partnership with Banff Culture Walk, Parks Canada and Banff Lake Louise Tourism was very successful with record visitor attendance records. A total of 22 heritage sites opened their doors in 2010.
- The Banff Heritage Corporation collaborated with Parks Canada, Banff Heritage Tourism and the Interpretative Guides Association to host the seventh annual Heritage Awards event in June at the Whyte Museum of the Canadian Rockies.
- The Banff Heritage Corporation continues to collaborate with the archives at the Whyte Museum of the Canadian Rockies and the Eleanor Luxton Foundation with 'Landmarks and Legends'. This is a series of one page profiles that are published in the newspaper or posted on the Town of Banff website to celebrate some of Banff's landmark buildings and locations, as well as the legendary individuals that are part of our rich history. In 2010, the Heritage Corporation showcased all of the existing profiles as part of programming for Parks radio. The commitment to continue and contribute to this popular series is ongoing.
- In July 2010 the Banff Heritage Corporation worked with the Tokyo Broadcasting System on a special short television feature entitled 'A Window of the World'. The show was broadcast nationwide in Japan on October 8th, 2010

Building Inspection

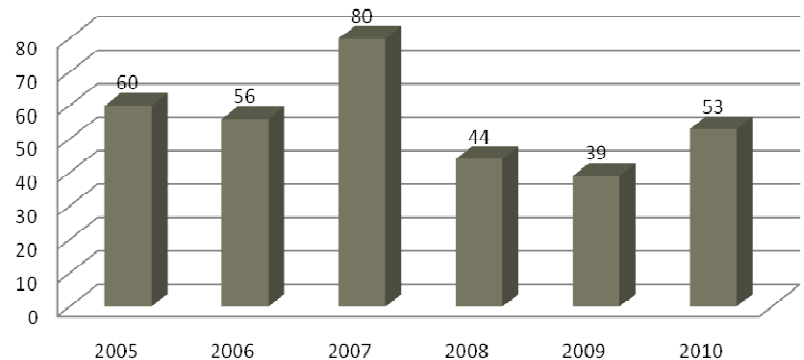
Building inspection services help to protect public health and safety by ensuring that buildings are designed and constructed in accordance with the Alberta Building Code and Safety Codes Act.

Building Inspection is responsible for the regulation of construction, alteration, and repair or demolition of buildings and structures. Its primary purpose is the promotion of public safety through the application of appropriate uniform building standards in accordance with the Safety Codes Act of the Province of Alberta and the Town of Banff Quality Management Plan (QMP). Provincial codes must be followed for new building construction, as well as for any renovation or alteration to an existing building. This applies to all commercial, institutional and residential projects.

The Town of Banff continues to provide contracted building inspection services on a roughly one-day per week schedule. In 2010 a decision was made to change the service provider in an effort to achieve greater cost efficiencies and increased customer service. Feedback to date on the transition has been positive.

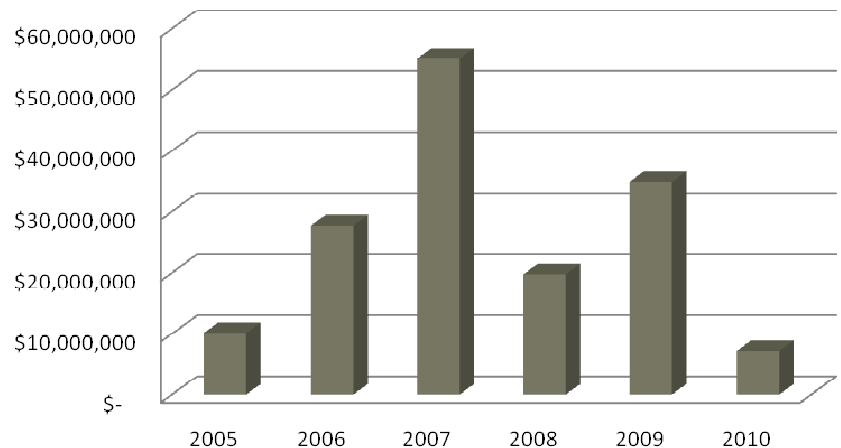
Building Permit activity in 2010 remained on par with the five year average of 55 permits per year, an increase compared to both 2008 and 2009 levels. Much of this activity was in renovations, commercial fit-outs, and other lower value activity.

Building Permits (Volume)



Even though permit volumes remained stable, value of construction in 2010 was lower than any of the five previous years, such as 2009 where values were inflated by large, one-off projects such as the Kinnear Centre and the Recreation Centre.

Building Permits; Value of Construction



Business Licensing

The responsibility for business licensing shifted to Planning and Development in 2010. The business licensing function ensures that all business operators in the Town are properly licensed, and handles inquiries from businesses regarding fee structure and other pertinent issues. Anyone providing goods or services within the Banff townsite must have a Town of Banff business license. Anyone operating a business partly in the town and partly elsewhere in Banff National Park must have two licenses - one issued by Parks Canada and one from the Town of Banff. The license from Parks Canada must be obtained first. A total of 872 business licenses were issued in 2010.

Enforcement

Planning and Development staff, in conjunction with Bylaw Services, are responsible for ensuring that properties throughout Banff are in compliance with the rules and regulations set forth in Land Use Bylaw 31-4. Staff inspect sites to address unauthorized development, signage, landscaping, occupancy of buildings and conditions of development permit approvals. They also respond to citizen complaints and inquiries, and administer enforcement actions either with written warnings, tickets, or, as a final option, legal action. Bylaw enforcement continues to be one of the most time consuming, sensitive and difficult tasks. At any given time there are usually between 5-10 active files to administer in this particular area.

Presentations and Community Education

Planning and Development Department staff worked throughout the year to educate and inform the community about a number of projects and initiatives, most notably the Land Use Bylaw review/update. Staff members are frequently invited to make presentations in classrooms, conferences or to special interest groups at a local, regional, national and international level.

One of the greatest challenges that the Planning and Development Department faces is the increasing demand for public involvement in all of its processes. This results in a greater demand for information which adds to the workload of an already busy staff, through responding to more telephone/email inquiries, attending more meetings or developing more public education tools. There is a growing expectation that consensus be reached before Council deals with an issue, where the validity of the process or the product is challenged. The perceived need to achieve consensus can result in drawn out processes which are costly and do not always contribute to strategic planning objectives.

The increased demand for public involvement also affects existing lines of communication and reporting relationships. Traditional protocols (particularly between staff and management) continue to evolve as developers interact directly to deal with issues and problems. Planning and Development must address the trend toward increased public involvement and changing Administrative/Council relationships, while not abandoning its pivotal role in providing sound professional and technical advice and building matters.

2011 / The Year Ahead

In order to respond to the trends, drivers and key issues which have been identified as part of the Town of Banff Service Review, the following goals and objectives will be used to guide the actions of the department over the course of the next three years:

- Improve customer service by completing an evaluation of all customer service procedures and amending all processes accordingly in conjunction with Phase Three and Four of the Land Use Bylaw review/update.
- Develop better customer based performance measures in the current planning and building permit functions.
- Update area redevelopment plans as required and revisit appropriate use and essential services, review as part of the Land Use Bylaw review.
- Conduct a municipal census, investigate funding incentives for secondary suites and public art, develop a town wide street lighting policy and continue to pursue alternate energy opportunities.
- Ensure the efficient and effective use of resources by developing a more flexible organizational and management structure in order to better respond to changing priorities.
- Provide staff with the necessary training, support and authority to enable decisions to be made at every level.
- Working with other departments to ensure a coordinated approach to departmental work programs.
- Increasing productivity through streamlined processes and the use of technology.
- Improving communication between Planning & Development Department staff and clients

If you have any questions or feedback about our annual report, or about development within the Town of Banff, please contact any of us on the Planning and Development team through our main line at 403.762.1215.

Planning and Development
Town of Banff
110 Bear Street, Box 1260,
Banff, Alberta, T1L 1A1

Staff Profile

The Planning and Development Department has a total of six staff positions, including four professional planners, one environmental coordinator and one administrative assistant. Currently, three professional planners have achieved full certification from the Canadian Institute of Planners (CIP), a recognized mark of skills and experience in the planning profession.

Several staff members within the department have additional certifications and professional memberships in their fields of expertise.

Manager of Planning and Development

Randall McKay is a member of the Canadian Institute of Planners and American Institute of Certified Planners,

Environmental Coordinator

Chad Townsend is a member of the Canadian Institute of Planners.

Senior Planner

Darren Enns is a member of the Canadian Institute of Planners, has worked in visitor-based communities in both Canada and abroad, and volunteers his time with capacity building projects in the developing world.

Planner

Keith Batstone is a provisional member of the Canadian Institute of Planners, Canadian Association of Geographers, and is past treasurer of Rundle Mountain Cycling Club.

Planner

Claire Wilkinson is a member of the Planning Institute of Australia and the Commonwealth Association of Planners, has worked within the United Nations system on urban youth issues, and was formerly chairperson for the Centre for Youth Development in Vancouver.

Administrative Assistant

Tracy Wagner