



AGENDA PARKS & RECREATION COMMITTEE

DATE: June 23, 2026
TIME: 7:00 PM
PLACE: Council Chambers, Cochrane RanchHouse

1 Call to Order

2 Adoption of Agenda

3 Adoption of Previous Minutes

3a [Adoption of February 24 Minutes](#)

4 Business

4a [Qualico Communities Presentation](#)

4b [Park Naming Policy Update](#)

4c [Wetland Policy Update](#)

4d [Administration Update](#)

4e [Council Highlights](#)

4f [SLS Centre Update](#)

4g Local School Divisions Member Update

4h Cochrane & District Agricultural Update

5 Adjournment



MINUTES ~PARKS & RECREATION COMMITTEE

DATE: Tuesday, February 24, 2026
TIME: 7:00 PM
PLACE: Council Chambers, Cochrane RanchHouse

PRESENT:

Committee Members:

**A. Guimond
K. Moynihan
L. Wilson
M. Chabbert
A. Leroux
S. Lawson
S. Blezy**

Council Member:

Manager, Parks & Recreation Services:

Director, Parks & Active Living:

Recording Secretary:

SLS Centre Board Member:

**M. Gale
C. Davies
M. Ambrose
A. Basha
E. Wagner**

Absent

Committee Members:

School Board Trustee - Rocky View Schools:

Cochrane & District Ag Society:

**L. Spruyt
F. Gilbert
S. Want**

1 Call to Order

Michelle Ambrose called the meeting to order at 7:00pm.

2 Adoption of Agenda

RES # 06/03/26 Moved by K. Moynihan that the Parks & Recreation Committee adopt the agenda as presented.

Carried Unanimously

3 Adoption of Previous Minutes

RES # 07/03/26 Moved by Councillor Gale that the Parks & Recreation Committee adopt the November 25, 2025 minutes.

Carried Unanimously

4 Business

4a Introductions

4b Terms of Reference

RES # 08/03/26 Moved by S. Blezy that the Parks & Recreation Committee reviewed the Terms of Reference.

Carried Unanimously

4c Election of Chair & Vice Chair

RES # 09/03/26 Lindsay Wilson accepted the nomination as Chair and Laura Spruyt Vice Chair.

Carried Unanimously

4d Town of Cochrane Procedural Bylaw

RES # 10/03/26 Moved by Councillor Gale that the Parks & Recreation Committee accept the Procedural Bylaw as information.

Carried Unanimously

4e Administration Update

4f Council Highlights

4g SLS Centre Update

4h Local School Divisions Member Update

No update provided.

4i Cochrane & District Agricultural Update

No updated provided.

5 Adjournment

Chair Lindsay Wilson adjourned the meeting at 8:03pm.

Chair

Recording Secretary

Town of Cochrane Council Report

Meeting:	Parks & Recreation Committee
Meeting Date:	June 23, 2026
Originated By:	Michelle Ambrose, Director, Parks & Active Living
Title:	Qualico Communities Presentation
Agenda Item:	4a

RECOMMENDED ACTION

That the Parks & Recreation Committee accept this presentation as information.

EXECUTIVE SUMMARY

Jessica Anderson, Senior Manager, Planning with Qualico Communities, will provide an overview of the Southbow Landing concept and present it to the Committee for information and discussion.

BACKGROUND

COMMUNICATION / PUBLIC ENGAGEMENT

FINANCIAL IMPLICATIONS

LEGISLATION/AUTHORITY

STRATEGIC ALIGNMENT

OPTIONS / IMPLICATIONS

That the Parks & Recreation Committee accept this presentation as information.

ATTACHMENTS

Town of Cochrane Council Report

Meeting:	Parks & Recreation Committee
Meeting Date:	June 23, 2026
Originated By:	Carly Davies, Manager, Parks and Recreation Services
Title:	Parks Naming of Streets and Public Area Policy 2026 Parks and Recreation Committee
Agenda Item:	4b

RECOMMENDED ACTION

That the Parks and Recreation Committee accept and endorse the changes regarding the Naming of Streets and Public Areas Policy update.

EXECUTIVE SUMMARY

Council approved administration's goal to update the Naming of Streets and Public Areas Policy in the fall after the Huw Jeffries park was approved. Administration is now bringing the policy forward for the Parks and Recreation Committee to review and endorse for the June 2026 meeting prior to Council approval.

BACKGROUND

During a prior 2026 Parks and Recreation Committee meeting, the committee and administration discussed the opportunities to improve the existing naming policy to align with current practices. This was briefly mentioned during the endorsement of the Huw Jeffries Park naming endorsement. Since this meeting, the Parks and Recreation Department has addressed alignment with the current names, departments, and available committees for endorsement. Although there are minimal changes, the policy needs to be updated to ensure direction is provided correctly to future naming opportunities. Another section was removed to ensure proper alignment with legislative order, which was the clause stating the notions would be brought forward "in camera". This does not reflect proper procedures as Council cannot make decisions in camera, therefore this does not work and was removed.

COMMUNICATION / PUBLIC ENGAGEMENT

Bringing it forward to the Parks and recreation committee for review during the June 2026 meeting.

FINANCIAL IMPLICATIONS

The Parks and Recreation Department will ensure there will be operational funds dedicated to up to three signs per year. Further budget will need to be approved during the specific naming recommendation.

LEGISLATION/AUTHORITY

STRATEGIC ALIGNMENT

OPTIONS / IMPLICATIONS

Option 1 (Recommended):

That the Parks and Recreation Committee endorse these changes and updates to the Naming of Streets and Public Areas policy.

If they endorse, administration will take this to Council for approval.

Option 2:

That the Parks and Recreation Committee DOES NOT endorse these changes and updates to the Naming of Streets and Public Area policy.

If they do NOT endorse, the Committee should provide information to administration on why they do not endorse these policy updates and provide clarification to what they would like to see to be able to provide their endorsement.

ATTACHMENTS

The original PDF existing policy and the proposed changes word document are attached for review.

	Town of Cochrane Policy
Policy No.: Policy Title: Approval Date: Revision Date: Department:	2303-03 Naming of Streets and Public Areas April 14, 2003 September 24, 2007 June 13, 2011 Community Services & Planning & Engineering Services

Policy Statement:

The Town will name municipal parks, pathways, natural areas or other public facilities to honour individuals or groups in recognition of their historical significance, volunteer contribution or national/international celebrity status.

The Town will ensure that all local streets and major roadways are named in accordance with this Policy.

1. Reason for Policy

- 1.1 The Town of Cochrane believes in the naming of public areas to honour individuals, families and/or organizations that have made significant contributions to the community. Contributions that have been made in the following areas may be recognized:
 - Volunteerism
 - Historical
 - Celebrity
 - Honorary
- 1.2 The Town of Cochrane believes in naming streets to provide a sense of community within developments, and to recognize natural, historical or environmental features, and/or contributing persons and organizations of the Town, in the naming of major roadways.

2. Definitions

- 2.1 "Public areas" means publicly owned and/or operated facilities, parks, pathways, playgrounds, natural areas and significant public landmarks.
- 2.2 "Major Roadways" means roads, and associated right-of-ways, developed at a collector standard or greater, as defined by the Town of Cochrane Transportation Master Plan, or similar document, as may be amended from time to time.

Policy 2303-03/Town of Cochrane/Page 1 of 4

- 2.3 "Local Streets" means roads, and associated right-of-ways, that are not developed at less than a collector standard, as defined by the Town of Cochrane Transportation Master Plan, or similar document, as may be amended from time to time.

3. Responsibilities

3.1. Town Council to:

- 3.1.1 Approve by resolution this policy and any amendments.
- 3.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- 3.1.3 Invite the Cochrane and Area Heritage Association and the Cochrane Historical and Archival Preservation Society to provide recommendations to Council for the naming of public areas.
- 3.1.4 Review recommendations for the naming of public areas and to formally approve names for public areas.

3.2 Chief Administrative Officer to:

- 3.2.1 Implement this policy and approve procedures.
- 3.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

3.3 Directors of the Departments to:

- 3.3.1 Ensure implementation of this policy and procedure.
- 3.3.2 Ensure that this policy and procedure is reviewed every three years.
- 3.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

3.4 Supervisor to:

- 3.4.1 Understand and adhere to this policy.
- 3.4.2 Ensure employees are aware of this policy and procedures.

3.5. All Employees to:

- 3.5.1 Understand and adhere to this policy.

4. End of Policy

	Town of Cochrane Procedure
Policy No.: Policy Title: Department:	2303-03 Naming of Streets and Public Areas Community Services & Planning & Engineering Services

1. General Guidelines

- 1.1 The Parks and Facilities Section will maintain a list of all public areas that may be named in honour of individuals, families or organizations. Public parks/natural areas to be named should be not less than one acre in size. Pathways to be named shall have a natural start and end point and should be not less than one kilometre in length.
- 1.2 The Planning Services Section will maintain a database of all street names and will work with developers to ensure that no local street or major roadways names are duplicated within the Town of Cochrane.

2. Naming of Streets

- 2.1 The names of collector or arterial streets which traverse more than one subdivision or community area should reflect natural, historical or environmental features, or contributing persons/organizations of the Town (i.e. Big Hill, Bow River, Quigley, George Fox etc.).
- 2.2 A list of recommended names for major roadways shall be prepared by Planning Services, with the assistance of the Cochrane and Area Heritage Association or the Cochrane Historical Archival and Preservation Society as required.
- 2.3 Planning Services shall provide a recommended list of names for major roadways to landowners over which a major roadway will traverse.
- 2.4 Local streets and major roadway names shall be suggested by developers at the time of subdivision and approved as part of the Subdivision Approval process. In the event that a major roadway is developed outside of the subdivision process, the Senior Leadership Team will determine roadway name.
- 2.5 Where suitable, the name of local streets shall be prefixed with the name or names associated with the subdivision or community area in which they are located (i.e. Gleneagles Close, Eagleview Way).

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- 2.5 Where suitable, the name of local streets shall be prefixed with the name or names associated with the subdivision or community area in which they are located (i.e. Gleneagles Close, Eagleview Way).

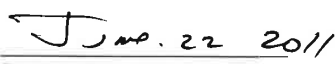
3. Naming of Public Areas

- 3.1 In naming a public area, the name shall not be duplicated nor shall it approximate phonetically the name of any other public areas, already named within the Town of Cochrane or within the urban fringe area having regard to the possibility of future annexation.
- 3.2 The name may have some historical significance to Cochrane such that the name shall reflect aboriginal activity and original names in the local area, early pioneers; or pioneering ethnic groups who resettled and developed the town and surrounding areas; or persons who have contributed to and/or participated in a broad range of public services and/or community activities.
- 3.3 The Town of Cochrane shall encourage suggestions for the naming of public areas. Suggestions should clearly state the historical significance; volunteerism, contribution, or celebrity of the individual, family or organization to be honored.
- 3.4 All suggested names will be referred to the Cochrane and Area Heritage Association and the Cochrane Historical and Archival Preservation Society for review and recommendation to Council.
- 3.5 Council will review the recommendations from the Cochrane and Area Heritage Association and the Cochrane Historical and Archival Preservation Society and designate public areas to be named in honor of the organization, individual, or family suggested.
- 3.6 All submissions shall be received confidentially and reviewed "In Camera" by Council. Only submissions that are chosen will be identified publicly.
- 3.7 The Parks and Facilities Section will prepare and install appropriate signage identifying the names of public areas
- 3.8 Parkland that is dedicated for the development of schools and school playfields should be named by the school jurisdiction constructing the school.

4. End of Procedure

Approval


Julian deCocq, C.A.O.


Date



Town of Cochrane Policy

Policy No.:	2303-03
Policy Title:	Naming of Streets and Public Areas
Approval Date:	April 14, 2003
Revision Date:	September 24, 2007 June 13, 2011
Department:	Community Services & Planning & Engineering Services June 18, 2026 Park and Recreation Services

Policy Statement:

The Town will name municipal parks, pathways, natural areas or other public facilities to honour individuals or groups in recognition of their historical significance, volunteer contribution or national/international celebrity status **or honorarium**.

The Town will ensure that all public spaces which are requested to be named, will be named local streets and major roadways are named in accordance with this Policy.

1. Reason for Policy

- 1.1 The Town of Cochrane believes in the naming of public areas to honour individuals, families and/or organizations that have made significant contributions to the community. Contributions that have been made in the following areas may be recognized:
- Volunteerism
 - Historical
 - Celebrity
 - Honorary
- 1.2 The Town of Cochrane believes in naming streets **or public spaces** to provide a sense of community within developments, and to recognize natural, historical or environmental features, and/or contributing persons and organizations of the Town, in the naming of **major roadwayspublic spaces**.

2. Definitions

- 2.1 "Public areas" means publicly owned and/or operated facilities, parks, pathways, playgrounds, roads, natural areas and significant public landmarks.

- 2.2 "Major Roadways" means roads, and associated right-of-ways, developed at a collector standard or greater, as defined by the Town of Cochrane Transportation Master Plan, or similar document, as may be amended from time to time.

Policy 2303

- 2.3 "Local Streets" means roads, and associated right-of-ways, that are not developed at less than a collector standard, as defined by the Town of Cochrane Transportation Master Plan, or similar document, as may be amended from time to time.

3. Responsibilities

3.1. Town Council to:

- 3.1.1 Approve by resolution this policy and any amendments.
- 3.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- 3.1.3 Invite the Cochrane and Area Heritage Association and the Cochrane Historical and Archival Preservation Society to provide recommendations to Council for the naming of public areas.
- 3.1.4 Review recommendations for the naming of public areas and to formally approve names for public areas.

3.2 Chief Administrative Officer to:

- 3.2.1 Implement this policy and approve procedures.
- 3.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

3.3 Directors of the Departments to:

- 3.3.1 Ensure implementation of this policy and procedure.
- 3.3.2 Ensure that this policy and procedure is reviewed every three years.
- 3.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

3.4 Supervisor to:

- 3.4.1 Understand and adhere to this policy.
- 3.4.2 Ensure employees are aware of this policy and procedures.

3.5. All Employees to:

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3.5.1 Understand and adhere to this policy.

1. General Guidelines

- 1.1 The Parks and ~~Facilities~~ Recreation Services and Records department will ~~Section will~~ maintain a list of all public areas that may be named in honour of individuals, families or organizations. Public parks/natural areas to be named should be not less than one acre in size. Pathways to be named shall have a natural start and end point and should be not less than one kilometre in length.
- 1.2 The Planning Services and Records Department ~~Section~~ will maintain a database of all street names and will work with developers to ensure that no local street or major roadways names are duplicated within the Town of Cochrane.

2. Naming of Streets

- 2.1 The names of collector or arterial streets which traverse more than one subdivision or community area should reflect natural, historical or environmental features, or contributing persons/organizations of the Town (i.e. Big Hill, Bow River, Quigley, George Fox etc.).
- 2.2 A list of recommended names for major roadways shall be prepared by Planning Services, with the assistance of the ~~Cochrane and Area Heritage Association~~ Parks and Recreation Committee and / or the Cochrane Historical Archival and Preservation Society as required.
- 2.3 Planning Services shall provide a recommended list of names for major roadways to landowners over which a major roadway will traverse.
- 2.4 Local streets and major roadway names shall be suggested by developers at the time of subdivision and approved as part of the Subdivision Approval process. In the event that a major roadway is developed outside of the subdivision process, the Senior Leadership Team will determine roadway name.
- 2.5 Where suitable, the name of local streets shall be prefixed with the name or names associated with the subdivision or community area in which they are located (i.e. Gleneagles Close, Eagleview Way).

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3. Naming of Public Areas

3.1 In naming a public area, the name shall not be duplicated nor shall it ~~approximate~~approximately or phonetically the name of any other public areas, already

named within the Town of Cochrane or within the urban fringe area having regard to the possibility of future annexation.

3.2 The name may have some historical significance to Cochrane such that the name shall reflect aboriginal activity and original names in the local area, early pioneers; or pioneering ethnic groups who settled and developed the town and surrounding areas; or persons who have contributed to and/or participated in a broad range of public services and / or community activities.

3.3 The Town of Cochrane shall encourage suggestions for the naming of public areas. Suggestions should clearly state the historical significance; volunteerism, contribution, or celebrity of the individual, family or organization to be honored.

3.4 All suggested names will be referred to the ~~Cochrane and Area Heritage Association~~Parks and Recreation Committee and / or the Cochrane Historical and Archival Preservation Society for review and recommendation to Council.

3.5 Council will review the recommendations from the ~~Cochrane and Area Heritage Association~~Parks and Recreation committee and / or the Cochrane Historical and Archival Preservation Society and designate public areas to be named in honor of the organization, individual, or family suggested.

~~3.6 All submissions shall be received confidentially and reviewed "In Camera" by Council. Only submissions that are chosen will be identified publicly.~~

3.~~6~~7 The Parks and ~~Facilities~~ Recreation Services department ~~Section~~ will prepare and install appropriate signage identifying the names of public areas.

3.8 Parkland that is dedicated for the development of schools and school playfields should be named by the school jurisdiction constructing the school unless otherwise supported by the JUPA committee and Parks and Recreation Committee. school.

- 2.5 Where suitable, the name of local streets shall be prefixed with the name or names associated with the subdivision or community area in which they are located (i.e. Gleneagles Close, Eagleview Way).

3. Naming of Public Areas

- 3.1 In naming a public area, the name shall not be duplicated nor shall it approximate phonetically the name of any other public areas, already named within the Town of Cochrane or within the urban fringe area having regard to the possibility of future annexation.
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- 3.3 The Town of Cochrane shall encourage suggestions for the naming of public areas. Suggestions should clearly state the historical significance; volunteerism, contribution, or celebrity of the individual, family or organization to be honored.
- 3.4 All suggested names will be referred to the Cochrane and Area Heritage Association and the Cochrane Historical and Archival Preservation Society for review and recommendation to Council.
- 3.5 Council will review the recommendations from the Cochrane and Area Heritage Association and the Cochrane Historical and Archival Preservation Society and designate public areas to be named in honor of the organization, individual, or family suggested.
- 3.6 All submissions shall be received confidentially and reviewed "In Camera" by Council. Only submissions that are chosen will be identified publicly.
- 3.7 The Parks and Facilities Section will prepare and install appropriate signage identifying the names of public areas
- 3.8 Parkland that is dedicated for the development of schools and school playfields should be named by the school jurisdiction constructing the school.

4. End of Procedure

Approval



Julian deCocq, C.A.O.

 June 22 2011
Date

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Town of Cochrane Council Report

Meeting:	Parks & Recreation Committee
Meeting Date:	June 23, 2026
Originated By:	Carly Davies, Manager, Parks and Recreation Services
Title:	Wetland Policy 2026 Parks and Recreation Committee
Agenda Item:	4c

RECOMMENDED ACTION

That the Parks and Recreation Committee accept this report as information regarding Wetland Policy update.

EXECUTIVE SUMMARY

Council instructed administration to update the Wetland Policy.

BACKGROUND

During the last NEP Task Force meeting, the committee and administration discussed the opportunities to improve the existing wetland policy. Since this meeting, Parks and Recreation administration has included both the proposed updates from the committee, addressed alignment with the new MDP and other policies. Other policies were added to try to align with operational direction as well as development direction.

COMMUNICATION / PUBLIC ENGAGEMENT

While the Wetland Policy provides important guidance for wetland conservation, opportunities to preserve wetlands during the early stages of development within Town boundaries are limited. Most Area Structure Plans (ASPs) have already been completed, and Biophysical Impact Assessments (BIAs) have identified existing wetlands, established their rankings, and determined which wetlands would be retained. Furthermore, several of the wetlands that have been preserved remain vulnerable to future loss or degradation, particularly those located within highway rights-of-way, where future transportation infrastructure expansion may result in their removal or exposure to increased salt impacts.

Given these constraints, the Parks and Recreation Department recommends focusing on the protection, enhancement, and responsible recreational use of all water bodies within Town boundaries. This approach includes improving riparian areas, exploring opportunities for stormwater reuse, and promoting natural filtration systems through green infrastructure solutions rather than relying solely on traditional concrete curb-and-gutter designs. These initiatives will help improve water quality, enhance ecological function, and support long-term environmental sustainability within the community.

This will be focused through the MDP, Parks Landscape Standards, Bow River Strategy, Sustainability plan, Environmental Assessments and the education program this committee is delivering. All aspects should be implemented and the wetland policy, although important is just a piece of the impactful resources.

FINANCIAL IMPLICATIONS

LEGISLATION/AUTHORITY

STRATEGIC ALIGNMENT

OPTIONS / IMPLICATIONS

Option 1 (Recommended):

That the Parks and Recreation Committee endorse these changes and updates to the Wetland policy.

If they endorse, administration will take this to Council for approval.

Option 2:

That the Parks and Recreation Committee DOES NOT endorse these changes and updates to the Wetland policy.

If they do NOT endorse, the Committee provide information to administration on why they do not endorse these policy updates and provide clarification to what they would like to see to be able to provide their endorsement.

ATTACHMENTS

Please note: Internal circulation for the attached document ends on June 30th.

	Town of Cochrane Policy
Policy No.: Policy Title: Approval Date: Revision Date: Department:	1502-02 Wetland Conservation September 11, 2006 September 23, 2013 Planning and Engineering Services May 26, 2026 Parks & Recreation Services

Introduction

The Town of Cochrane recognizes and appreciates the valuable ecosystem services, and the aesthetic appeal, that wetlands provide to our community.

The purpose of this policy is to establish guiding principles, conserve wetlands and their associated riparian areas, and to provide an implementation framework.

The guiding principles inform the procedures and associated reporting requirements. The procedures include various tools that can be utilized to achieve the principles. These tools will continue to evolve as more provincial guidance is available, and more knowledge is gained from successful best practices.

Policy Statement

The Town of Cochrane will conserve and manage wetlands and associated riparian lands in accordance with this policy.

1. Reason for Policy

- 1.1 To improve how wetland conservation occurs within Cochrane's boundaries, to enhance our ability to seek innovative solutions, to clarify expectations and requirements during the

development process and provide stewardship and maintenance direction.

1.2 The wetland conservation policy and procedures have been prepared by the Town to comply and create policies. Such as:

- (a) Bodies of water 60(1) Subject to any other enactment, a municipality has the direction, control and management of the bodies of water within the municipality, including the air space above and the ground below.; (section 60 (1) **Municipal Government Act**); December 18, 2025
- (b) ensure that legal and statutory requirements for protection of provincial water resources are met, risks of pollution and loss of wetlands and their associated riparian lands are avoided, minimized or mitigated; (**Provincial Wetland Restoration/Compensation Guide; Water Act, Provincial Land Use Policies; Public Lands Act**);
- (c) provide administration with clear, concise direction for use and development of all public and private lands in proximity to wetlands and associated riparian lands;(section 640 (2) **Municipal Government Act**); and
- (d) Clarify the development industry, Town Staff, and contractors the rules regarding the potential use and development of lands in proximity to wetlands and associated riparian lands.

2. Background Information

Conserving and enhancing wetlands and associated riparian lands is in the overall greater public interest, as these lands play a significant role in watershed management and they are a critical link to drinking water source protection.

Wetlands and their associated riparian lands have the capacity to improve water quality, retain sediments, absorb nutrients, degrade pesticides, reduce flood impacts and soil erosion, recharge groundwater aquifers, increase biodiversity by providing critical habitat for many species, and moderate climate conditions.

Wetlands and their associated riparian lands also contribute to aesthetic urban design and provide for recreational, educational and economic opportunities for current and future generations.

Wetlands are part of our natural capital, providing valuable environmental services to our community, and once lost are lost forever.

3. Guiding Principles

The wetland conservation policy directs administration to use the following principles when reviewing development applications.

- 2.1 **Recognize** and protect the ecological, cultural, social, and economic value and benefits of wetlands and wetland functions.
 - 2.1.1 Recognition comes from Biophysical Impact Assessments or acceptable professional alternatives approved by the Towns development authority that have been completed within no less than five years.
- 2.2 **Promote** public awareness of wetlands and the important ecological, cultural, social and economic functions they provide through education and the sharing of information, including the Town of Cochrane Wetland Inventory.
 - 2.2.1 Promotion should be encouraged through on site signage, social media and through educational channels in schools and local events.
- 2.3 **Strive to maintain** the integrity of local watersheds through the conservation of wetlands and associated riparian areas.
 - 2.3.1 The standard level of maintenance or quality of wetland should be determined in accordance with legislation and followed or surpassed by the landowner.
 - 2.3.2 Manage wetlands within the Town through maintenance and monitoring programs to conserve their natural character and function so they may remain sustainable over the long-term.

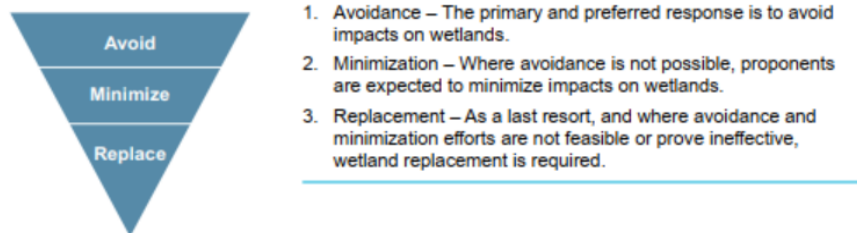
- 2.4 Achieve wetland **conservation** through sustainable development practices.
 - 2.4.1 Sustainable development practices include but are not limited to appropriate building setbacks, application of Low Impact Development principles, Best Management Practices for stormwater management and integrating wetlands and stormwater systems.
- 2.5 Maintain an **inventory** of natural wetlands and associated riparian lands within and directly adjacent to the Town boundary.
 - 2.5.1 Significant and notable wetlands should be showcased on the Town website with guidelines for how to interact and recreate within them.
- 2.6 Work together with community stakeholders to identify natural wetlands considered a priority for conservation.
 - 2.6.1 Significant and notable wetlands should be identified with proper standardized signage with supporting guidelines for how to interact and recreate with them.
 - 2.6.2 Town-identified ambassadors may be encouraged to promote educational materials and events to help residents identify and acknowledge the importance of the wetlands within our communities.
- 2.7 Promote a balanced approach to managing and conserving natural wetland and associated riparian lands within the context of urban development. Review,
- 2.8 Incorporate wetlands into the open space system.
 - 2.8.1 Identify a park typology where wetlands are identified. This area should be considered unprogrammable ER.
- 2.9 Require the use of science-based standards for establishing the significance of wetlands, and to develop setback requirements for wetlands and require the application of these setbacks in development planning.
- 2.10 Development and uses in proximity to conserved natural wetlands shall occur in a manner that is compatible with maintaining the wetlands natural character and ecological function.

2.10.1 Where a level of wetland is determined to remain by the Towns development authority, a required minimum setback of 5m ER followed by 5m MR

2.11 Support innovative approaches to integrating natural wetlands into the urban setting that support maintaining their natural characteristics and functions.

2.12 Ensure the provincial **Wetland Mitigation Hierarchy** process and guiding principles are applied to development applications.

Alberta's Wetland Mitigation Hierarchy can best be described as follows:



2.12.1 The provincial Wetland Mitigation Hierarchy process is achieved by avoiding wetlands first, then, if avoidance is not possible, minimizing the impacts of development, and finally if avoidance and minimization are not feasible, to mitigate the impacts of development through replacement. Avoiding and minimizing impacts to wetlands is the first priority for all wetlands. In the case of replacement, the applicant must make a reasonable case to the Town why avoidance cannot be fully achieved and/or why minimization cannot be achieved and provide the appropriate replacement.

2.12.2 Administration will work with developers, landowners and other stakeholders to retain wetlands within the Town and to maintain, restore, or enhance these wetlands to improve wetland condition and function.

2.12.3 In addition to provincial requirements, loss or degradation of a natural wetland may be subject to local replacement. Replacement options include but

are not limited to restoration or enhancement of other natural local wetlands, or the creation of replacement constructed wetlands.

2.13 Pursue opportunities with the province or restoration agencies to direct compensation to local projects.

2.13.1 Local projects should be coordinated annually to align with grant funding to leverage these projects further.

Alignment with the Municipal Development Plan

This Policy aligns with and supports the direction of the Municipal development Plan:

4.1.26. Consider and integrate the surrounding natural areas in the planning of communities.

4.1.27. Mitigate the impacts of development on riparian corridors, valued natural features and environmentally sensitive areas.

4.1.28. Encourage development to protect and enhance the ecological function of the landscape.

4.1.29. Design public spaces, parks and open spaces to protect or integrate natural features, supporting an interconnected ecological network.

4.3.22. Document and map environmentally sensitive areas that are confirmed prior to subdivision and/or finer scale planning through studies carried out by a qualified professional.

4.3.23. Develop and maintain an inventory of environmentally sensitive areas and prepare management plans for their conservation or enhancement, as required.

4.3.24. Require a Biophysical Impact Assessment and ecological report for any proposed development that may pose environmental effects.

4.3.25. Consider mitigation principles outlined in Alberta's Wetland Policy to inform decisions regarding the integration of natural, enhanced and constructed wetlands into new developments.

4.3.26. Discourage the modification of wetlands unless proposed changes will improve ecological function, increase size or cannot be avoided in community design, as determined by the Planning Authority.

4.3.27. Promote awareness of recreational uses that are compatible with natural areas and, as necessary, redirect incompatible patterns of use to more suitable locations.

4.3.28. Protect intact natural areas, restore disturbed areas (when possible) and naturalize public land where appropriate.

4.3.29. Require setbacks from watercourses, ravines, gullies, coulees and escarpments for public access and protection of vistas and view sheds.

4.7.8. Design stormwater systems in both new and redeveloping areas to ensure the continued health of nearby waterways, ravines, wetlands and other sensitive areas.

3.1.2. Encourage growth and redevelopment that is designed to be resilient to climate risks and other natural hazards, including reducing greenhouse gas emissions and improving watershed health, within municipal boundaries.

3.1.9. Integrate the following into a growth management and development framework:

b. Environmental sustainability and the protection of natural assets and connections with Cochrane's and the region's broader open space system

Alignment with the Cochrane Sustainability Plan

We are Responsible Citizens of the Planet

- Pathway 2, We treat water as a precious resource.

4. Related Information and Regulations

- 4.1 Alberta Wetland Policy, Alberta Environmental and Sustainable Resource Development, 2013
- 4.2 Provincial Wetland Restoration/Compensation Guide, Alberta Environment, 2005.
- 4.3 Wetland Management in the Settled Area of Alberta-An Interim Policy, Alberta Water Resources Commission, 1993
- 4.4 City of Calgary Wetland Conservation Plan, City of Calgary, 2004
- 4.5 Rocky View County Wetland Conservation and Management Policy #420, 2010
- 4.6 Riparian Area's-A User's Guide to Health, Lorne Fitch, Cows and Fish Program, 2013
- 4.7 Alberta's Wetlands: A Law and Policy Guide, A. Kwasniak, Environmental Law Centre, 2002
- 4.8 Stewart and Kantrud Wetland Classification System: Stewart, Robert E. and Harold A. Kantrud. Classification of natural ponds and lakes in the glaciated prairie region. Resource Publication 92. Bureau of Sport Fisheries and Wildlife. U.S. Fish and Wildlife Service. Washington, D.C. (Northern Prairie Wildlife Research Centre Home Page. 1971.
- 4.9 Town of Cochrane Land Use Bylaw 01/2004, Section 11
- 4.10 Town of Cochrane Stormwater Management Study (2004), as amended from time to time
- 4.11 Town of Cochrane Snow and Ice Control Policy 2301-02
- 4.12 Federal and Provincial Legislation and Regulations
 - The Fisheries Act o Navigable Waters Protection Act

- Migratory Birds Convention Act
- Public Lands Act
- Water Act
- Species at Risk Act
- Environmental Protection and Enhancement Act
- Wildlife Act
- Municipal Government Act
- Alberta Land Stewardship Act and the subsequent land use framework for our region, the future South Saskatchewan Regional Plan

4.13 Water for Life: Alberta's Strategy for Sustainability, 2006

4.14 Stepping Back from the Water, Alberta Environment and Sustainable Resource Development, 2012

5. Definitions

- 5.1 "Biodiversity" means the variability among living organisms and the ecological complexes of which they are a part and includes diversity within and between species and ecosystems.
- 5.2 "Pollution" means non-point source impacts on the environment from substances, including but not limited to sediments, nutrients, pesticides, and toxic chemicals that typically reach a water body by surface or subsurface flows through adjacent lands, and the unauthorized release of a 'deleterious substance' as defined by the *Fisheries Act (Canada)*, or the unauthorized release of any substance whether non-point or otherwise that may cause an adverse effect under the provisions of the *Environmental Protection and Enhancement Act*.
- 5.3 "Riparian Lands" means the lands adjacent to streams, rivers, wetlands, lakes, and other water bodies, where the vegetation and soils show evidence of being influenced by the presence of water. Riparian areas are the green zones around lakes, rivers, and wetlands. They are the transitional zone between surface water and the drier uplands and play a vital role in the healthy functioning of both.
- 5.4 "Town" means the corporation of the Town of Cochrane and all the lands within its jurisdictional boundaries.

- 5.5 "Wetlands" means land that is saturated with water long enough to promote wetland or aquatic processes as indicated by poorly drained soils, hydrophytic vegetation, and various kinds of biological activity which are adapted to the wet environment or; "lands that are wet, low lying areas that collect enough water to support water loving plants" (as per Town of Cochrane Land Use Bylaw 01/2004).
- 5.6 "Wetland Inventory" means the Town led project to identify, map and classify wetlands in accordance with the Stewart and Kantrud Wetland Classification.

6. Responsibilities

6.1 Town Council to:

- 6.1.1 Approve by resolution of this policy and any amendments.
- 6.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

6.2 Chief Administrative Officer to:

- 6.2.1 Implement this policy and approve procedures.
- 6.2.2 Ensure policy and procedure reviews occur.

6.3 Senior Manager of the Department to:

- 6.3.1 Ensure implementation of this policy and procedure.
- 6.3.2 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments and recommend appropriate allocation of resources.
- 6.3.3 Inform all managers of procedures to allow for successful implementation of the procedure.
- 6.3.4 Develop, and recommend for adoption by Council, Land Use Bylaw amendments as required to implement the procedure.

6.4 Manager to:

Understand and adhere to this policy and procedures.
Ensure employees are aware of this policy and procedures

Appoint staff to assist in the identification of wetlands and associated riparian lands.

Inform staff of procedures to allow for the successful implementation of the policy.

6.5 All employees to:

Understand and adhere to this policy and procedures.

7. end of policy

Date:

Signature:

PREVIOUS VERSIONS

	Town of Cochrane Policy
Policy No.: Policy Title: Approval Date: Revision Date: Department:	1502-02 Wetland Conservation September 11, 2006 September 23, 2013 Planning and Engineering Services

Introduction

The Town of Cochrane recognizes and appreciates the valuable ecosystem services, and the aesthetic appeal, that wetlands provide to our community.

The purpose of this policy is to establish guiding principles, conserve wetlands and their associated riparian areas, and to provide an implementation framework.

The guiding principles inform the procedures and associated reporting requirements. The procedures include various tools that can be utilized to achieve the principles. These tools will continue to evolve as more provincial guidance is available and more knowledge is gained from successful best practices.

Policy Statement

The Town of Cochrane will conserve and manage wetlands and associated riparian lands in accordance with this policy.

1. Reason for Policy

- 1.1 To improve how wetland conservation occurs within Cochrane's boundaries, to enhance our ability to seek innovative solutions, and to clarify expectations and requirements during the development process.
- 1.2 The wetland conservation policy and procedures have been prepared by the Town to:
 - (a) help the Town fulfill its legislative mandate in direction, control and management of the rivers, streams, watercourses, lakes and other natural bodies of water within the municipality, including the air space above and the ground below; (section 60 (1) Municipal Government Act);
 - (b) ensure that legal and statutory requirements for protection of provincial water resources are met, risks of pollution and loss of wetlands and their associated riparian lands are avoided, minimized or mitigated; (Provincial Wetland Restoration/Compensation Guide; Water Act, Provincial Land Use Policies; Public Lands Act);
 - (c) provide administration with clear, concise direction for use and development of all public and private lands in proximity to wetlands and associated riparian lands;(section 640 (2) Municipal Government Act); and
 - (d) clarify to the development industry, Town Staff, and contractors the rules regarding the potential use and development of lands in proximity to wetlands and associated riparian lands.

2. Guiding Principles

The wetland conservation policy directs administration to use the following principles when reviewing development applications.

- 2.1 Recognize the ecological, cultural, social, and economic value and benefits of wetlands and wetland functions.
- 2.2 Promote public awareness of wetlands and the important ecological, cultural, social and economic functions they

provide through education and the sharing of information, including the Town of Cochrane Wetland Inventory.

2.3 Strive to maintain the integrity of local watersheds through the conservation of wetlands and associated riparian areas.

2.4 Achieve wetland conservation through sustainable development practices.

2.4.1 Sustainable development practices include but are not limited to appropriate building setbacks, application of Low Impact Development principles, Best Management Practices for stormwater management and integrating wetlands and stormwater systems.

2.5 Maintain an inventory of natural wetlands and associated riparian lands within and directly adjacent to the Town boundary.

2.6 Work together with community stakeholders to identify natural wetlands considered a priority for conservation.

2.7 Promote a balanced approach to managing and conserving natural wetland and associated riparian lands within the context of urban development.

2.8 Incorporate wetlands into the open space system.

2.9 Require the use of science-based standards for establishing the significance of wetlands, and to develop setback requirements for wetlands and require the application of these setbacks in development planning.

2.10 Ensure the provincial Wetland Mitigation Hierarchy process and guiding principles are applied to development applications.

2.10.1 The provincial Wetland Mitigation Hierarchy process is achieved by avoiding wetlands first, then, if avoidance is not possible, minimizing the impacts of development, and finally if avoidance and minimization are not feasible, to mitigate the impacts of development

through replacement. Avoiding and minimizing impacts to wetlands is the first priority for all wetlands. In the case of replacement, the applicant must make a reasonable case to the Town why avoidance cannot be fully achieved and/or why minimization cannot be achieved and provide the appropriate replacement.

2.10.2 Administration will work with developers, landowners and other stakeholders to retain wetlands within the Town and to maintain, restore, or enhance these wetlands to improve wetland condition and function.

2.10.3 In addition to provincial requirements, loss or degradation of a natural wetland may be subject to local replacement. Replacement options include but are not limited to restoration or enhancement of other natural local wetlands, or the creation of replacement constructed wetlands.

2.11 Development and uses in proximity to conserved natural wetlands shall occur in a manner that is compatible with maintaining the wetlands natural character and ecological function.

2.12 Support innovative approaches to integrating natural wetlands into the urban setting that support maintaining their natural characteristics and functions.

2.13 Pursue opportunities with the province or restoration agencies to direct compensation to local projects.

2.14 Manage wetlands within the Town through maintenance and monitoring programs to conserve their natural character and function so they may remain sustainable over the long-term.

3. Background Information

Conserving and enhancing wetlands and associated riparian lands is in the overall greater public interest, as these lands play a significant role in watershed management and they are a critical link to drinking water source protection.

Wetlands and their associated riparian lands have the capacity to improve water quality, retain sediments, absorb nutrients, degrade pesticides, reduce flood impacts and soil erosion, recharge groundwater aquifers, increase biodiversity by providing critical habitat for many species, and moderate climate conditions.

Wetlands and their associated riparian lands also contribute to aesthetic urban design and provide for recreational, educational and economic opportunities for current and future generations.

Wetlands are part of our natural capital, providing valuable environmental services to our community, and once lost are lost forever.

Alignment with the Municipal Development Plan

This Policy aligns with and supports the direction of the Municipal Development Plan:

- The Town shall encourage sustainable methods aimed at minimizing water pollution and damage to wetlands and riparian areas (6.3.1(b)iii).
- The Town shall protect ecologically significant areas from development by identifying and taking inventory of these areas and preparing management plans for their conservation and enhancement as identified through a biophysical assessment. Ecologically significant areas include those containing rare flora, wildlife habitat, wildlife corridors, watersheds (floodplains, riparian areas, and wetlands) escarpments, significant natural landforms, continuous tree cover, and natural hazards (6.3.3(a)).
- Wherever possible, the Town shall use environmental reserves and statutory planning tools (environmental and conservation easements) as established in provincial legislation as the vehicles for protecting ecologically significant areas (6.3.3(b)).

- The Town shall provide adequate subdivision and development setbacks from ecologically significant features in accordance with municipal documents (6.3.3(c)).
- The Town will ensure that developments adjacent to wetlands, water bodies, and watercourses will not do any of the following (6.3.3(d):
 - Reduce water quality or impede the flow of water
 - Lead to soil erosion or shoreline damage
 - Adversely affect the natural amenities
 - Adversely affect recreational potential
 - Restrict access to the water unless safety factors dictate otherwise
 - Adversely affect the visual quality of the natural amenities
 - Adversely affect fish and wildlife habitat

Alignment with the Cochrane Sustainability Plan

We are Responsible Citizens of the Planet

- Pathway 2, We treat water as a precious resource.
- Pathway 4, We contribute to the solution on climate change.

Cochrane is a Complete Community

- Pathway 10, There is enough room for everything a community should have.
- Pathway 13, We build Cochrane on the strengths of our natural and cultural heritage.

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6.3.3 Inform all managers of procedures to allow for the successful implementation of the procedure.

6.3.4 Develop, and recommend for adoption by Council, Land Use Bylaw amendments as required to implement the procedure.

6.4 Manager to:

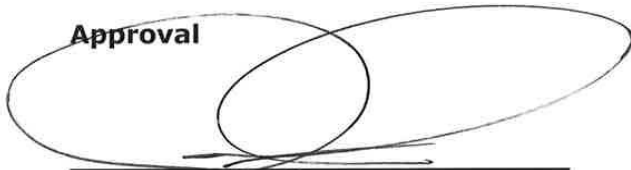
- 6.4.1 Understand and adhere to this policy and procedure.
- 6.4.2 Ensure employees are aware of this policy and procedure.
- 6.4.3 Appoint staff to assist with the identification of wetlands and associated riparian lands.
- 6.4.4 Appoint staff to assist with the implementation of the policy.
- 6.4.5 Inform staff of procedures to allow for the successful implementation of the policy.

6.5 All Employees to:

- 6.5.1 Understand and adhere to this policy and procedure.

7. End of Policy

Approval



Julian deCocq, C.A.O.

October 28, 2013
Date

	Town of Cochrane Procedure
Policy No.: Policy Title: Department:	1502-02 Wetland Conservation Development and Infrastructure Services

1. Purpose

- 1.1 This procedure outlines the application review process, the reporting requirements, and the report content guidelines in order to implement the approved policy.

2. Development Application Review and Approval Process

- 2.1 The attached flow chart is the planning framework through which development applications will be reviewed when wetlands and riparian lands are present. The chart outlines when reports are required to be included in an application. The reporting structure is intended to be cumulative to ensure each application is properly supported with the necessary information. Comprehensive information is needed in order to make informed decisions regarding wetland conservation.

3. Appendix – Attached – Six report content guideline documents.

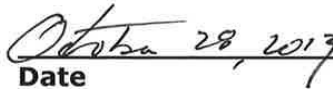
- 3.1 Biophysical Impact Assessment Guidelines
- 3.2 Wetland and Stormwater Integration Guidelines
- 3.3 Environmental Reserve and Setbacks Guidelines
- 3.4 Wetland Management and Monitoring Guidelines
- 3.5 Environmental Construction and Operation Plan Guidelines
- 3.6 Erosion and Sediment Control Guidelines

4. End of Procedure

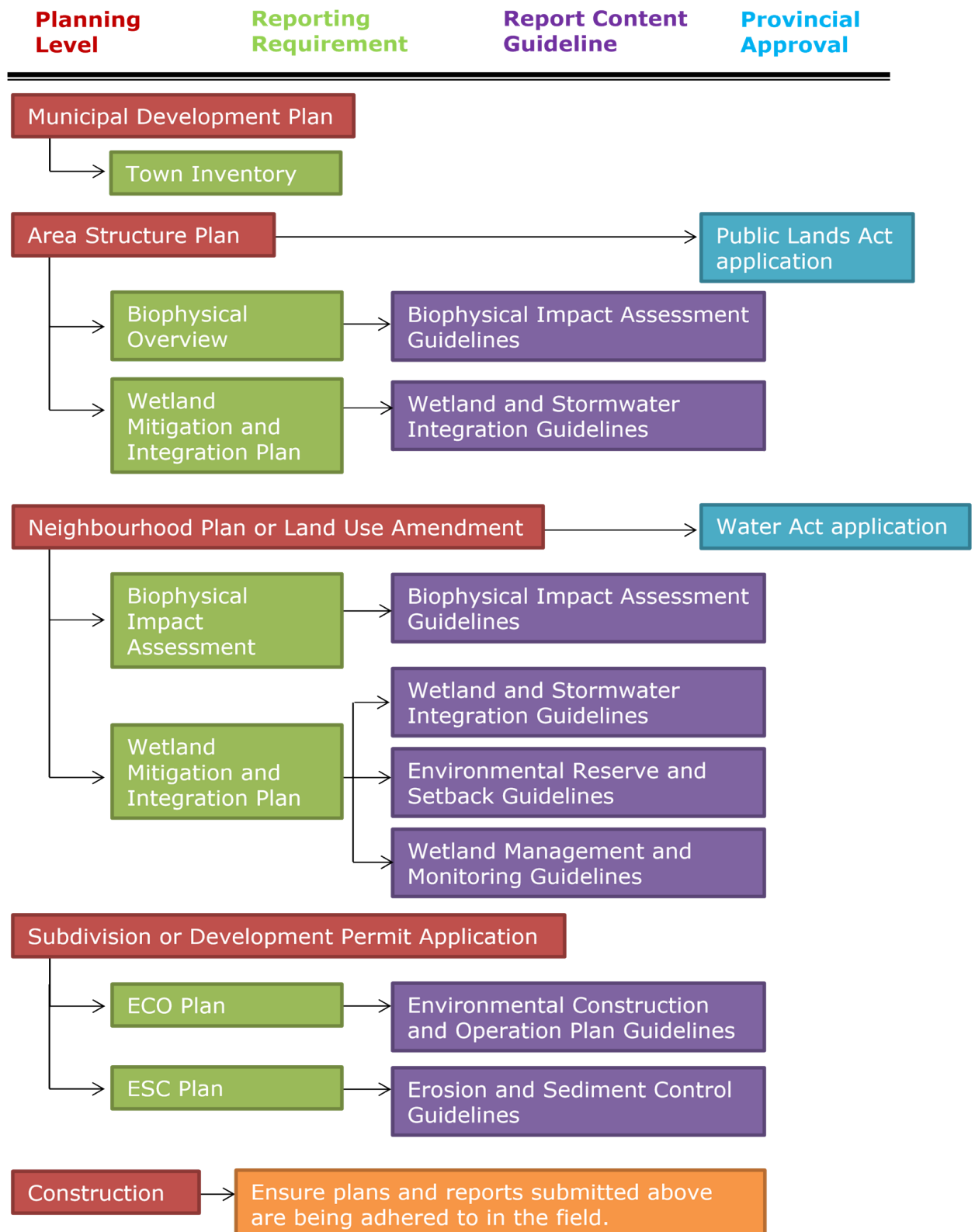
Approval



Julian deCocq, C.A.O.

 28, 2013

Date





TOWN OF COCHRANE BIOPHYSICAL IMPACT ASSESSMENT GUIDELINES

2013

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1 Introduction

The Town of Cochrane has prepared this Biophysical Impact Assessment (BIA) Framework to facilitate land use planning and support the Town's Vision for sustainable development. The BIA Framework supports the goal of environmental stewardship and the Town's commitment to careful and responsible management of their natural resources and ecological assets.

This Framework aligns with other municipal, provincial and federal environmental legislation, policies and plans. It describes when, where and how a BIA is prepared and applied in land use planning within the Town. It also presents BIA objectives and required components, the timing of the assessment, and the professional requirements for BIA preparation.

1.1 Purpose

This BIA Framework addresses the requirements of the Town of Cochrane Municipal Development Plan (MDP Bylaw 07/2008). The MDP is a long-term policy document that guides Council, administration, developers, residents, and adjacent municipalities in making accountable land use decisions. Section 6.3.2 (a) indicates that a municipal environmental impact statement (MEIS) shall be prepared by proponents of development within the Town. The MDP presents general guidelines for preparing an MEIS, which includes a biophysical assessment.

The BIA is an environmental assessment tool that will aid the Town in making land use decisions and support responsible management of their natural resources. The BIA describes existing environmental conditions then assesses the potential environmental impacts of a proposed land use or development. Mitigation measures are identified that may eliminate, reduce or control the identified environmental impacts. The overall goal of the BIA is to minimize or avoid negative environmental impacts and support adequate protection of Environmentally Significant Areas (ESAs). This Framework provides guidelines on preparing a Biophysical Impact Assessment compatible with other municipal and provincial standards.

When wetlands are present, the BIA Framework will apply as procedures for the Town of Cochrane Wetland Conservation Policy. The Framework will be amended, as needed, to meet wetland and riparian land conservation objectives.

1.2 Why a BIA Framework

The BIA is a standard assessment approach applied by other municipalities in the province as part of their land use planning and development application process. This Framework was prepared to:

- establish requirements and expectations of developers (project proponents);
- provide clear and consistent guidelines for identifying, evaluating and mitigating environmental impacts compatible with other local municipalities;
- support consistency and compatibility with federal and provincial environmental assessment regulations; and
- ensure council and administration have adequate information to make informed land use decisions.

2 BIA Framework

2.1 Who Prepares the BIA

The Town of Cochrane requires that all BIAs are signed and stamped by a Professional Biologist registered with the Alberta Society of Professional Biologists (ASPB). Field staff must have the appropriate skills and experience in surveying biophysical features that include, but are not limited to, upland plant communities, rare plants, soils, wildlife (birds, mammals, amphibians, reptiles), and wetlands, including wetland identification, classification, and delineation.

When wetlands are present, other professionals are required to provide their expertise in the fields of hydrology, hydrogeology and water engineering. Studies of the surface and ground water hydrology of a project site, including wetland hydrology, should be prepared, signed and stamped by a qualified professional in one of these fields of expertise.

Detailed assessments of terrain stability and suitability for development and of stormwater are not included as part of the BIA Framework. All development proposals will be reviewed and analyzed using all of the detailed assessments holistically. Recommendations from the BIA must be incorporated and addressed in the proposal.

2.2 When is a BIA Required

The MDP states that an MEIS, herein identified as a BIA, shall be required for all developments, subdivisions, or other areas as determined by the Town. A BIA is a required component of any application when there is a natural landscape feature **within and/or directly adjacent** to the land proposed for development.

Examples of Natural Landscape Features:

<i>Agricultural Lands:</i>	cultivated fields, croplands, pasture lands
<i>Natural Plant Communities:</i>	native or tame grasslands, shrublands, and forests
<i>Natural Water bodies:</i>	Water bodies and watercourses such as rivers creeks streams and ephemeral drainages, wetlands, ponds, lakes, riparian lands
<i>Natural Landforms:</i>	natural escarpments, coulees, floodplains, bedrock outcrops, prominent ridgelines
<i>Environmentally Significant Areas:</i>	areas that contain rare or unique environmental elements or that include environmental elements that

	may require special management consideration due to their conservation needs Town of Cochrane MDP identifies ESAs as: • areas containing rare flora • wildlife habitat and wildlife corridors • floodplains, riparian areas and wetlands • escarpments, natural hazards and significant natural landforms • continuous tree cover
--	---

2.3 Time of Year for a BIA

BIAs include field surveys of a proposed project site to adequately describe existing conditions, for example, existing vegetation communities, habitat, and wildlife use. All BIAs will require field surveys to be completed during the growing season, from approximately May to September, to ensure that the data acquired provide adequate information on species diversity within the site. As well, multiple field surveys over the growing season are required to adequately capture the range of seasonally dependent species occurring within a proposed development site.

Field surveys of a proposed project site can be prepared up to 5 years ahead of their development application. After 5 years or if there are changes to the landscape, additional follow-up field inventories will be required to confirm existing environmental conditions.

3 BIA Planning and Review Process

3.1 Where the BIA Fits in the Planning Process

BIAs are prepared at various stages in the land use planning process. The flow chart below presents the land use planning framework for the preparation and review of BIAs by proponents of development. For Subdivisions, Neighborhood Plans and Area Structure Plans, the BIA replaces the MEIS as described in the MDP. For development permits or other proposed development activities, the development officer shall advise a proponent of development to follow either the BIA or MEIS guidelines.

<<add planning flow chart here>>

3.2 BIA Preparation and Review

The general process for BIA preparation and review is as follows:

1. Conduct an initial project meeting involving Town of Cochrane, the proponent for development and associated consultants.
2. Prepare a BO (Biophysical Overview) conducting multiple surveys between May and September documenting existing environmental conditions and evaluate significance of features.
3. Prepare a BIA (Biophysical Impact Assessment) with reference to a final concept for development.
4. Submit the BIA for review by the Town of Cochrane.

An iterative approach is recommended where the proponent works with administration throughout the 4 step process.

3.3 Initial Project Meeting

An initial project review will be completed with the proponent of a new activity or development and Town planners to confirm the need for a BIA. Detailed field investigations of the proposed development site are not required at this stage in the application process. Instead, a desk-top review of the proposed development site is required to determine the nature of existing site conditions and to identify any natural landscape features.

Material Required for the Initial project Meeting:

<i>Location Map:</i>	A map showing the full project site boundary and location within the Town
<i>Aerial Photograph:</i>	A recent aerial photograph showing current conditions within and adjacent to the proposed project site
<i>Site Photographs</i>	Where possible, site photographs showing different areas of the site
<i>Existing Studies</i>	Any previous environmental studies completed within the project site

Based on a review of this material, and at the discretion of the Town, a BIA will be required when natural landscape features are known to, or are expected to, occur within or adjacent to the proposed development site.

3.4 Biophysical Overview

A Biophysical Overview (BO) is an inventory of the current biophysical conditions of a proposed development area. The objective of the BI is to describe and document observations of the natural landscape features of the area including, but not limited to:

- Natural Subregion
- Landforms
- Soils
- Hydrology (surface and ground water)
- Plants and plant communities
- Rare ecological communities
- Rare species of plants and wildlife
- Wildlife, Wildlife Habitat, Wildlife Movement
- Wetlands and associated riparian areas
- Environmentally Significant Areas (ESAs)
- Aquatic Environmentally Significant Areas (AESAs)

Data is compiled on these natural landscape features through desk-top review of available information, field surveys in the growing season between May and September, and available standard procedures for feature classification and assessment. Methods of inventory and assessment, for example the criteria for determining ESAs and AESAs, are to be documented in the BO. Maps and site reference photographs of observed natural features are to be included in the BO.

The Biophysical Overview can be prepared for a range of planning applications. The BO, if prepared for higher level plans, such as Area Structure Plans, can apply to regional planning initiatives within the Town, for example planning for a connected system of designated open space. The BO can also be applied early in the planning process to determine ESAs to be considered candidates for conservation within the Town.

A BO can be prepared up to 5 years ahead of a concept for development of a proposed project site. After 5 years or if there are changes to the landscape, additional follow-up field inventories will be required to confirm existing environmental conditions.

3.5 Biophysical Impact Assessment

The BIA includes the Biophysical Overview (BI) and applies this data in an assessment of the potential impacts of a propose activity or development on the existing biophysical conditions of a proposed project site.

The objectives of the BIA are to:

<i>Existing Conditions</i>	describe existing biophysical (environmental) conditions within and adjacent to the proposed project site, including ESAs
<i>Project Description</i>	describe the proposed activity or development
<i>Potential Impacts:</i>	predict the potential adverse impacts of the proposed activity or development on existing biophysical (environmental) conditions, including ESAs
<i>Mitigation measures</i>	recommend mitigation measures to reduce, eliminate, or control the predicted impacts
<i>Residual Impacts</i>	evaluate the significance of any residual environmental impacts that persist after mitigation measures are implemented
<i>Cumulative Effects</i>	describe the potential cumulative environment effects of the proposed activity or development when combine with over past and reasonably foreseeable land uses in the region.

A BIA is a required component of any development application when there is a natural landscape feature within and/or directly adjacent to the land proposed for development. The BIA is prepared with reference to a final concept plan for development. Conceptual plans for stormwater management within the project site should also be assessed in the BIA. Field data applied in the preparation of the BIA should be no more than 5 years old. After 5 years, additional follow-up field inventories will be required to confirm existing environmental conditions.

3.6 Review of the BIA by the Town

The BIA will be reviewed and approved at the discretion of the Town. The Town may request additional information as part of the review process.

4 BIA Requirements

4.1 Biophysical Components

The Biophysical Components to address in the Biophysical Overview are summarized below.

<i>Biophysical Component</i>	<i>Biophysical Overview Information to Provide</i>
<i>Natural Subregion</i>	Identify what Natural Subregion the project site is located in.
<i>Landform</i>	Describe existing terrain features such as topography, terrain variability, slope, aspect, and landscape position.
<i>Soils</i>	Describe soil types within the project site with reference to available databases and/or soil surveys.
<i>Water bodies and Wetlands</i>	Field survey to delineate, classify and map water bodies or wetlands or wetland complexes. Confirm whether any natural and permanent water bodies are claimed by the Province. Inventory each wetland with reference to Provincial Wetland Restoration/Compensation Guide (2007) (see Section 4.4). Compare with Town of Cochrane Wetland Inventory Data
<i>Fish and Fish Habitat</i>	Identify fish species and evaluate fish habitat suitability.
<i>Plant Communities</i>	Identify and map plant communities
<i>Rare Species</i>	Complete an Alberta Conservation Information Management System (ACIMS) database search. Complete a Fisheries and Wildlife Management System (FWIMS) database search. Complete field surveys and map locations for rare plants as per the Alberta Native Plant Council standards.
<i>Wildlife</i>	Complete field surveys to document wildlife occurrence, including breeding, by location and/or habitat type. Document wildlife occurrence for each wetland. Include systematic field surveys (breeding bird surveys, amphibian surveys, species-specific surveys are needed), and incidental observations.
<i>Wildlife Habitat</i>	Describe wildlife habitat conditions in terms of habitat suitability, wildlife movement, and/or level of disturbance.

<i>Other Unique Features</i>	Describe any unique natural features observed, for example springs or unusual land forms.
<i>Land Use</i>	Describe historical and current land use activities within and adjacent to the project site.
<i>Environmentally Significant Areas</i>	Identify ESA based on predetermined criteria (see Section 4.5 for details).

Additional biophysical information may be required depending on sitespecific conditions and at the discretion of the Town.

4.2 When there are Water bodies

Proponents of development are responsible for determining whether there are any natural water bodies on or directly adjacent to their land that are subject to provincial regulations and guides.

Key Provincial Regulations and Guides for Water bodies :

<i>Alberta Water Act:</i>	A Water Act application and approval is required if water bodies, including wetlands, may be impacted by a new land activity or development
<i>Alberta Public Lands Act:</i>	The Crown owns the bed and shore of all permanent naturally occurring water bodies, including wetlands. Proponents of development are responsible for confirming whether the Crown claims a water body on their land and for pursuing appropriate approvals.
<i>Provincial Wetland Restoration/Compensation Guide:</i>	Proponents of development that may impact a wetland are required to indicate how impact to wetlands may be mitigated through avoidance, minimized impacts, or compensation.

4.3 Crown-claimed Water bodies and Wetlands

The Province, under Section 3 of the *Public Lands Act*, regulates the use and development of provincial public lands, which include most of the beds and shores of permanent and naturally occurring water bodies, including wetlands. Wetlands that are deemed permanent and naturally occurring may be claimed by the Province.

Proponents of development should confirm, as part of the Biophysical Overview, whether the Crown claims any water bodies or wetlands within a proposed project site. If claimed, certain restrictions may apply to the use or development of the water body or wetland.

The ownership of the beds and shores of a particular water body is not always obvious, and historical research may be required to verify that

ownership. Few land titles in Alberta mention water bodies. More often, the title description is silent to the ownership of beds and shores.

Proponents of development can contact the Water Boundaries Division of ESRD (Environment and Sustainable Resource Development) to confirm whether a water body or wetland on their project site is claimed by the Crown.

4.4 Wetland Inventory

Under the *Water Act*, the Province regulates the diversion and use of all water. The *Water Act* requires a proponent of development to obtain an approval for any activity that may impact wetlands. The Provincial Wetland Restoration/Compensation Guide (2007) provides direction regarding how to inventory wetlands prior to making an application under the *Water Act*.

Proponents of development are required to, at a minimum, provide the following information:

- area of each wetland (include flooded portion and transition zone from aquatic to terrestrial);
- hydrological assessment of the wetland (include contributing drainage area);
- statement of wetland benefits (hydrological, ecological and economical);
 - classification of each wetland based on either the Cowardin Wetland Classification System or the Stewart and Kantrud Classification System;
- identify any wetland complexes (a group of two or more wetlands that are hydrologically or ecologically connected)
- flora (plants) and fauna (wildlife) at the wetland, including presence of rare or endangered species;
- type of wetland margin;
- surrounding upland use (cropland, natural)
- historical aerial photographs;
- reference photographs depicting the wetland area, wetland margin and immediate upland area.

The wetland information compiled as per the Provincial Wetland Restoration/Compensation Guide (2007) is to be presented in the BIA submitted to the Town.

The Town may request additional hydrological studies of wetlands in areas where there are a high number of wetlands present in relative close proximity, anticipating the potential for surface or ground water connections. Additional hydrological study may include an evaluation of both surface and sub-surface conditions associated with the wetlands. The

approach and scope of the study should be determined by a qualified professional in the fields of hydro-geology and/or water engineering. Study methods applied should give some indication of the natural hydrologic signature of the wetlands including identification of wetland catchment area and precipitation patterns affecting wetland conditions. They should also provide some indication of the potential for hydrological connections between wetlands that may be adversely affected by proposed development.

A phased approach to evaluating sub-surface hydrology may be applied that begins with a desk-top review of available information including historical aerial photographs, well data, and/or bore-hole data from geotechnical studies for a given site. Further data collection may be requested based on the recommendations provided from these studies and at the discretion of Town administration. Further data collection may include field sampling of surface and groundwater conditions.

4.5 Environmentally Significant Areas

The Province describes ESAs as areas that contain rare or unique elements or that include elements that may require special management consideration due to their conservation needs. ESAs are considered important to the long-term maintenance of biological diversity, soil, water, or other natural processes at multiple spatial scales.

ESAs are not subject to province policy and do not necessarily require legal protection. However, identifying ESAs helps inform land-use planning and emphasizes environmental stewardship. Identifying ESAs also supports the Town's commitment to careful and responsible management of their natural resources.

The Province identifies ESAs in the following publications:

- Environmentally Significant Areas - Provincial Update (Fiera Biological Consulting, 2009)
- Aquatic Environmentally Significant Areas in Alberta (Fiera Biological Consulting, 2011)

Provincial Criteria for ESAs and AESAs:

<i>ESA</i>	Areas that contain elements of conservation concern Areas that contain rare or unique landforms Areas that contain habitat for focal species Areas that contain important wildlife habitat Riparian Areas Large Natural Areas Sites of Recognized Significance
<i>AESA:</i>	Presence of aquatic focal species, species groups, or their habitat Presence of species of conservation concern Present of Rare or unique aquatic ecosystems Key areas that contribute to water quality Key areas of biological connectivity Key areas of intact complexity and/or biodiversity Key areas that contribute to water quantity

These provincial criteria are meant to be applied in an evaluation process that is objective and repeatable.

For the BIA, these provincial criteria, or a similar set of criteria, should be applied in evaluating the environmental significance of natural features within a proposed project site. The criteria used in identifying ESAs should be clearly defined and presented in the BIA. The appropriate desk-top and field data should be collected and compiled in the Biophysical Overview to facilitate the evaluation of environmental significance.

Certain natural features may also be identified as highly valued by the community. Where this information is available, it should be considered when evaluating the significance of natural features within a proposed project site. The Town of Cochrane MDP also identifies natural features considered environmentally significant on a local scale.

4.6 Project Description

Summarized below is the information to be provided in the project description. The final concept plan for the proposed development should be presented in the project description.

<i>Component</i>	<i>Information to Provide</i>
<i>Project Location</i>	Include map of location and the legal land description
<i>Project Setting</i>	Describe surrounding land uses
<i>Land Titles</i>	Include land titles documentation and any associated land caveats or easements
<i>Description</i>	Present a description of the size and type of land use or development proposed
<i>Purpose</i>	Present a rationale for the proposed land use activity or development
<i>Design Details</i>	Present site-specific design concept and considerations
<i>Stormwater</i>	Present the concept for Stormwater management and related infrastructure
<i>Schedule</i>	Provide anticipated project phasing and time of project completion

4.7 Potential Biophysical Impacts

Potential impacts are identified with reference to the environmental components described in the Biophysical Overview including Environmentally Significant Areas (ESAs). They include both direct impacts (for example, clearing of vegetation) and indirect impacts (example, sensory disturbance of wildlife in adjacent habitat). Examples of potential impacts are presented in the following Table.

The potential biophysical impacts of a proposed activity or development should be identified with reference to the final concept plan for the proposed development. The assessment of potential environmental impacts should include reference to the stormwater management plans for the site.

<i>Environmental Component</i>	<i>Examples of Potential Impact</i>
<i>Landform</i>	Altered drainage patterns, erosion and sedimentation, loss of unique landform features, slope instability
<i>Soils</i>	Loss of native soils, compaction, erosion

<i>Water bodies and Wetlands</i>	Loss or alteration of water bodies and wetlands, sedimentation, pollution, changes in the natural hydroperiod, damage or loss if wetland habitat, weed invasion
<i>Fish and Fish Habitat</i>	Damage or loss of fish and fish habitat
<i>Plant Communities</i>	Damage and clearing of native plants and plant communities, reduced biodiversity, weed invasion
<i>Rare Species</i>	Loss or disturbance of rare species
<i>Wildlife</i>	Loss or disturbance of wildlife and active breeding sites such as nests and burrows
<i>Wildlife Habitat</i>	Loss of wildlife habitat, barriers to wildlife movement, reduced habitat suitability
<i>Other Unique Features</i>	Loss or alteration of unique natural features
<i>Environmentally Significant Areas</i>	Loss or alteration of ESAs

4.8 Mitigation Measures

Mitigation measures are measures applied to eliminate, reduce, or control the predicted negative biophysical impacts of a particular project or activity. The BIA will document mitigation measures to address all identified potential impacts. Standard methods should be identified for addressing impacts as well as experimental methods where site-specific conditions demand a more unique approach. Mitigation measures should be identified that adhere to and support municipal, provincial, and federal guidelines and regulations.

Recommended Mitigation Measures may include, but are not limited to:

- Environmental Reserve (ER) designation;
- setback identification;
- wildlife sensitive timing for construction;
- species-specific mitigation measures to avoid impacts to species of conservation concern;
- wildlife corridor designation;
- Invasive plant management;
- Preparation of an Environmental Construction and Operation Plan (ECO Plan) documenting measures to:
 - reduce vegetation disturbance
 - manage erosion and sedimentation

- control dust and noise
- manage risk of spills and accidental fire
- manage waste and recycling ▪ restore areas of disturbance; and □ Public Education.

4.8.1 Timing of Construction

Site clearing and construction are the prime sources of impacts to existing environmental conditions, in particular wildlife that may inhabit the area to be developed. A key mitigation measure to reduce impacts to wildlife is to avoid site clearing and construction in the critical time period for many wildlife species: approximately April 1st to July 31st. This is the primary breeding period for many wildlife species.

4.9 Wetland Mitigation Plan

The Provincial Wetland Restoration/Compensation Guide (2007) provides direction regarding the approach to mitigating loss of naturally occurring wetlands. Options for mitigation measures to reduce naturally occurring wetland loss include:

- **avoiding** impacts to the wetlands;
- **minimizing** impacts and requiring applicable compensation; and
- **compensating** for impacts that cannot be avoided or minimized

An application to the provincial Water Approvals Team, under the *Water Act*, is required prior to proceeding with any part of a proposed development that may impact Project Site wetlands. The application will include a Wetland Mitigation Plan that provides specific details regarding the mitigation measures applicable to natural wetlands.

A Wetland Mitigation Plan should be prepared as part of the BIA and should include:

- the mitigation options to be pursued (avoid, minimize, or compensate) as part of the concept plan for development;
- details regarding how the mitigation options will be implemented;
- the approach to identification and implementation of wetland setbacks;
- the approach to conserving wetlands into the urban context, including stormwater/wetland integration;
- a statement indicating why it may not be possible to avoid or minimize impacting wetlands; and
- documentation of provincial approvals under the *Water Act* and, where appropriate, *Public Lands Act*.

The Wetland Mitigation Plan should be in compliance with the Town of Cochrane Wetland Conservation Policy and associated procedures.

4.9.1 Crown-claimed Water bodies

Crown-claimed water bodies may be impacted by a proposed activity or development. If this is the case, the proponent of the activity or development is responsible for consulting with the appropriate provincial authority, which is currently the Public Lands Division of Alberta Environment and Sustainable Resource Development (ESRD). The Water Boundaries Unit within Public Lands conducts all evaluations of water bodies to confirm whether they are Crown-claimed.

4.10 Monitoring

The BIA will include recommendations for monitoring when:

- more experimental mitigation measures are identified to reduce or control impacts on existing biophysical conditions;
- when sensitive biophysical features are to be retained and integrated into the development; and
- when wetlands are to be retained and/or integrated into the proposed stormwater management system.

A **Monitoring Plan** should be prepared that identifies:

- measurable environmental parameters and targets to gauge the success of the proposed management activity;
- information on sampling procedures (for example, permanent sample plots, photographic records);
- timing and scheduling of monitoring activities; and
- a schedule or reporting.

4.10.1 Wildlife Monitoring during Construction

Monitoring is also recommended in the event that site clearing and construction is planned within the critical breed period for many wildlife species: approximately April 1st to July 31st. If this sensitive time period cannot be avoided, it is recommended that on-site monitoring be conducted by a qualified Professional Biologist during site-clearing to facilitate avoidance of wildlife and wildlife residences, in particular active breeding sites.

4.11 Residual Impacts and Evaluating Significance

Residual Impacts are those impacts predicted to persist after mitigation measures are implemented. The BIA should identify the predicted residual impacts of a proposed activity or development. The significance of these residual impacts should be evaluated with reference to predetermined parameters based on criteria that may include the geographic extent, duration and magnitude of the impact or whether the impact is reversible.

4.12 Description of Cumulative Environmental Effects

Cumulative effects are the changes to the environment caused by all past, present and reasonably foreseeable future human activities. The BIA should describe predicted changes in the environment caused by the current proposed development when combined with other past, present and reasonably foreseeable future human activities.

Cumulative effects may be described with consideration for:

- a larger regional area (for example the Town of Cochrane, Rocky View Country, the Natural Subregion, or southern Alberta);
- multiple regional scales;
- an extended period of time (for example 50 years into the past and into future or as per the Town of Cochrane Growth Management Plans); and
- other past, present and reasonably foreseeable future human projects and activities (for example agricultural practices, transportation, recreation).

The description of cumulative effects may focus on certain specified Value Ecosystem Components: natural features of the landscape with ecological or even social significance.

5 Related Legislation, Policy and Plans

This BIA Framework aligns with other municipal, provincial and federal legislation, policies and plans. Current relevant environmental legislation, policies and plans include, but are not limited to:

- Environmental Protection and Enhancement Act
- Conservation and Reclamation Regulation
- Historical Resources Act
- Municipal Government Act
- Provincial Wetland Restoration/Compensation Guide, 2007
- Public Lands Act
- Water Act

- Weed Control Act
- Wildlife Act
- Canadian Environmental Assessment Act
- Fisheries Act
- Migratory Birds Convention Act
- Navigable Waters Protection Act
- Species at Risk Act, 2002, c.29;
- Cochrane Sustainability Plan
- Municipal Development Plan
- Wetland Conservation Policy

This Framework will be updated, as needed, to address relevant changes in the current regulatory scheme.

Proponents of new land use activities and development are responsible for knowing what environmental regulations, policies and plans apply to their projects and complying with the environmental regulatory framework.

5.1 Other Municipal Assessments and Plans

The MDP, Section 6.3.2 and 6.3.3 provide direction regarding other additional assessments and plans that may be required, at the Town's discretion, as part of an application for development.

Other required municipal assessments and plans may include:

- hydrological studies of surface and ground water conditions
 - geotechnical studies and terrain stability/flood or subsidence hazard assessment;
 - stormwater management and stormwater/wetlands integration;
 - Erosion and Sediment Control (ESC) Plans;
 - Construction Management Plans;
 - Visual Impact Assessment; and
 - Environmental Reserve (ER) designation and setback identification;
- Additional guidelines for preparing these assessments and plans may be developed, as needed, to facilitate land use planning and sustainable development in the Town.

5.2 Phase I, II, III Environmental Site Assessments

A number of federal and provincial regulations deal with the assessment and reclamation of sites subject to environmental contamination. These regulations include the Alberta *Environmental Protection and Enhancement Act* (EPEA) and the *Conservation and Reclamation Regulation*.

Proponents of development are responsible for hiring qualified professionals and applying appropriate federal and provincial standards to prepare Phase I, II and III ESAs, where appropriate.

5.3 Historical Resources Impact Assessments

Historic resources are susceptible to impacts from land use activities and development. Alberta Culture regulates the protection of historical resources. Under Section 37 of the *Historical Resources Act*, the Province provides the framework for Historic Resources Impact Assessments (HRIAs) and mitigative studies. When, in the opinion of the Minister of Alberta Culture, an activity will or will likely result in the alteration, damage or destruction of an historic resource, the person or company undertaking the activity can be required to:

- conduct an HRIA on lands that may be affected by the activity,
- submit to Alberta Culture a report discussing the results of the HRIA,
- avoid any historic resources endangered by activity, or
- mitigate potential impacts by undertaking comprehensive studies.

HRIAs and mitigative studies are paid for by the person or company undertaking or proposing to undertake the activity. Professional privatesector historians, archaeologists and palaeontologists perform the required work. Alberta Culture regulates archaeological and palaeontological fieldwork through a permit system.

All decision-making in regard to the management of historic resources rests with Alberta Culture. Any proponent of an activity or development that may impact an historical resource identified within the Town of Cochrane is responsible for adhering to these Provincial requirements and regulations.



TOWN OF COCHRANE WETLAND AND STORMWATER INTEGRATION GUIDELINES

2013

Goal

To establish wetland and stormwater integration criteria for a development area in order to help create the wetland mitigation and integration plan for area structure plans, neighbourhood plans or land use amendments, and subdivisions or development permits as per the wetland conservation procedure.

Outline

Wetland Mitigation and Integration Plans are required, as per the wetland conservation procedure, to describe how a development area intends to meet the



wetland mitigation hierarchy of avoidance, minimization, and replacement. A significant part of the integration plan is to plan for how rain events will be accommodated on the landscape once development occurs. Wetlands are nature's stormwater ponds. Changes to the natural stormwater system through development can involve a variety of mitigation activities.

Proposed mitigation or management activities subject to these guidelines include but are not limited to: conserved wetlands, constructed wetlands, naturalized stormwater facilities, naturalized low impact development areas, and integrated wetland and stormwater systems.

Conceptual planning and design intent should occur in the early planning stages in order to encourage innovative approaches and explore the greatest number of options for avoidance, minimization and replacement.

When integrating stormwater with wetlands, conserved or constructed, the following will be required:

- Using the BIA information, which identifies wetlands that will be preserved or enhanced, describe how preservation or conservation will be achieved, including pre-development catchment areas and water volumes to the wetlands areas, and proposed mitigation measures.
- If wetlands are to be conserved or enhanced, description of how they are to be included into the post-development stormwater system, with inflow rates, frequency of inundation, control devices, vegetation and habitat management.
 - Include the statement of objectives from the management plan to ensure the long term goals of the project are the basis of the design intent.
- Only treated stormwater may be discharged to wetlands; the type and level of treatment and expected inflow water quality should be described



TOWN OF COCHRANE ENVIRONMENTAL RESERVE AND SETBACKS GUIDELINES

2013

Goal

To establish a code of practise for determining wetland area, environmental reserve area, and setback areas in order to help create the wetland mitigation and integration plan for neighbourhood plans or land use amendments, and subdivisions or development permits as per the wetland conservation procedure.

Outline

Wetland Mitigation and Integration Plans are required, as per the wetland conservation procedure, to describe how a development area intends to meet the



wetland mitigation hierarchy of avoidance, minimization, and replacement. A significant part of the integration plan is how to establish what the setback area should be and apply the setbacks or buffer areas to the wetland in order to conserve the functions of the wetland, prevent pollution, and provide access.

There are many tools that could be used in the conservation of wetlands during various planning processes. This guideline will explore the various tools and when they should be applied.

Potential tools include, but are not limited to:

- Land use districts
- Direct control districts
- Development permits
- Subdivision
 - Environmental reserve
 - Environmental reserve easement
 - Municipal reserve
 - Public utility lot
- Building development setbacks
- Provincial conservation easements
- Land purchase

This guideline will define:

- Wetland area or boundary
- Acceptable scientific approaches to deciding setback areas surrounding the wetland area
- Permitted activities within the setback or buffer areas.



TOWN OF COCHRANE WETLAND MANAGEMENT AND MONITORING GUIDELINES

2013

Goal

To establish monitoring plan and management plan criteria for a wetland or a proposed mitigation or management activity in order to help create the wetland mitigation and integration plan for area structure plans, neighbourhood plans or land use amendments, and subdivisions or development permits as per the wetland conservation procedure.

Outline

The monitoring and management plans are to be based on the detailed design of the project. Standards for sampling procedures, timing and scheduling of monitoring activities, plan submissions will be established. Vegetation, wildlife, landform goals will depend on the type of mitigation activity is being proposed.

Proposed mitigation or management activities subject to these guidelines include but are not limited to: conserved wetlands, constructed wetlands, naturalized stormwater facilities, naturalized low impact development areas, and integrated wetland and stormwater systems.

Monitoring plans are intended to address the establishment of a mitigation activity in a development area and evaluate how the wetland mitigation and

integration plan was successful, and to identify necessary changes for future success. A Monitoring Plan should be prepared that identifies:

- measurable environmental parameters and targets to gauge the success of the proposed management activity; ○ i.e. vegetation, wildlife, landform, water level, water quality
- information on sampling procedures (for example, permanent sample plots, photographic records);
- timing and scheduling of monitoring activities; and □ a schedule for reporting.
 - i.e. regular updates, final report on results of the proposed measures, and recommendations on future monitoring.

Management plans address the long term treatment and maintenance of a wetland or mitigation activity. A Management Plan should be prepared that identifies:

- Statement of objectives for the project
- Water quantity and water level management goals
- Water quality management goals
- Weed control strategy
- Public access management strategy
- Identification of operational and maintenance tasks required for optimum performance during the life-cycle of the wetland or integrated stormwater function

Environmental Construction and Operation Plan Guidelines

Goal

To supplement the existing Construction and Operation Plan Guidelines with specific practices related to environmental concerns, work near Environmental Reserves or sensitive habitat, including but not limited to wetlands.

Status

Review document with Planning and Engineering Services and Professional Biologist to identify gaps, incorporate lessons learned to date, and anticipate future development challenges.

Erosion and Sediment Control Guidelines

Goal

To use and support the Erosion and Sediment Control Guidelines with regarding to surface water control and sediment movement on development sites.

Status

Work with Planning and Engineering Services to identify gaps, review plan submission requirements, issues in the field, and enforcement. Planning and Engineering Services have dedicated staff time to monitoring crews on site currently.



Town of Cochrane Council Report

Meeting:	Parks & Recreation Committee
Meeting Date:	June 23, 2026
Originated By:	Amy Hodggers, Administrative Assistant, Parks & Active Living
Title:	Administration Update
Agenda Item:	4d

RECOMMENDED ACTION

That the Parks & Recreation Committee accept the administrative report as information.

EXECUTIVE SUMMARY

A summary provided by Administration to keep the Parks & Recreation Committee informed on the current initiatives, project progress, operational activities, and other matters of interest.

BACKGROUND

COMMUNICATION / PUBLIC ENGAGEMENT

FINANCIAL IMPLICATIONS

LEGISLATION/AUTHORITY

STRATEGIC ALIGNMENT

OPTIONS / IMPLICATIONS

That the Parks & Recreation Committee accept the administrative report as information.

ATTACHMENTS

Administration Update

Parks & Recreation Committee Update June 2026

Parks Development Projects

- Captain Huw Jeffries Park was officially named and approved by Council on June 15th. An unveiling ceremony will happen in the near future, with a formal announcement.
- The Grandfather Tree Project continues to progress. The commemorative bench has been completed, and installation is scheduled in September, alongside updated signage for the site. More information regarding the unveiling of the bench will be coming over the summer months.
- The Town of Cochrane Landscape Standards and Specification Guidelines project continues in partnership with the University of Calgary. U of C students are currently developing the age-friendly component of the specifications as part of Phase 1.

Playground Update

Under the Playground Lifecycle Program, work is underway at Samuel Spicer Park in partnership with Variety the Children's Charity to pursue grant funding and in-kind support opportunities to maximize the project budget. Public engagement identified opportunities to broaden the playground's demographic appeal by incorporating amenities for all ages, particularly considering the park's proximity to Bethany Care.

Below is a 90% complete rendering of the playground and its components. The playground will be wheelchair accessible with rubber fall surfacing. Some unique features are a wheelchair accessible merry-go-round, an Orb Rocker, a Neo Spinner, a 360-loop slide where kids don't have to touch the ground, interesting activity panels and 5 swings.

Planning is underway for the next Playground Lifecycle Program project for 2027, with evaluation of 2026 engagement opportunities currently in progress.

Environmental Initiatives

- The Natural Environment Protection Task Force environmental assessment project is advancing, with completion in early 2027
- The first NEP Speaker Series with Brian Keating was a huge success. Over 130 people attended. The evening was engaging, with 6 educational booths and a wonderful presentation put on by Brian. Additional educational initiatives connected to the Natural Environment Protection Task Force are also being developed beyond the Speaker Series.
- Sandwich board signage is out at Mitford Pond encouraging people to use the fishing line collection tubes. Social posts are being developed as well to create awareness and encourage responsible behavior at the park. Updated Park signage is also being designed as the current signage is in poor condition and will be revising to encourage best practices and to follow Alberta Sportfishing regulations.

Community Partnerships

- Staff continue working collaboratively with community associations and Council on the Community Associations Terms of Reference.
- The SLS review study is underway; completion is in fall 2026.

Community Education & Volunteer Initiatives

- Branches and Banks Weed Chop July 18th. A 2nd school event is being planned for September. A TransCanada Trail grant will help subsidize the cost of tools and supplies
- Community Clean-Up Day was successfully held on April 25 and included two prize winners. 40 bags were collected overall.
- Branches and Banks Tree Planting event was successful with over 250 students and volunteers attending. Over 1200 plants were planted. West Fraser donated 500 spruce saplings while Branches and Banks purchased all the other plants. TOC hauled in high-quality soil for improved survival rate and the cost was subsidized by a \$18,500 grant from TransCanada Trail.
- Fruit Round Up - 3rd annual Fruit round up is scheduled Aug 22, September 12 & 26. These years drop off location is at the Operations shop.
- Bike Safety Day and Bike Safety Week. Due to weather, the event at Fireside school was cancelled but the Cochrane Christian Academy had about 175 children attend. In partnership with Kiwanis, Bike Cochrane, RCMP and Municipal Enforcement, kids participated in obstacle courses, learned safety tips and received a bike bell and other swag. Bike safety Week (May 31-June 4) consisted of TOC social posts encouraging bike safety and giveaway of over 400 bells and stickers at Municipal buildings.

Community Events

- The Block Party Trailer program is also launching for the season.
- In addition, event processes and application procedures are being internally reviewed in collaboration with other permitting groups to improve overall efficiency and user experience.
- Canada Day 2026 is looking for volunteers if P&R committee members would like to volunteer or share the opportunity more information can be found here: [2026 Canada Day Celebration!! — Signup Sheet | SignUp.com](#)

RancheHouse Events

- The Cochrane RancheHouse is preparing for the FCSS/United Way Father's Day Brunch on June 21.
- HNT Fitness with Nadine Aulin will be offering line dancing sessions on June 22, 24, 25, and 26.
- Take a Bow Theatre is also holding auditions for its youth musical production, scheduled for March 2027.
- The RancheHouse is looking forward to welcoming participants and visitors during the Ironman event on July 26.



Council highlights

Delegation ~ Innovate Cochrane

Nathan Klassen, Board Chair, Innovate Cochrane, provided an overview of Innovate Cochrane, an organization dedicated to fostering connected, entrepreneurial and innovation-focused culture in Cochrane. The presentation highlighted the organization's alignment for a vibrant community as articulated in Envision Cochrane 2050. Mr. Klassen provided details on the impact of the \$25,000 investment from Economic Development.

Temporary Outdoor Program

On April 7, 2026, Council directed Administration to explore the reintroduction of a seasonal patio expansion program and report back to Council by April 30, 2026.

Administration reviewed the temporary outdoor patio guidelines and agreement as well as the review/approval process for improvements. Specifically, Administration gathered comments from internal departments regarding potential improvements to the program to ensure alignment with Town Bylaws.

Council directed Administration to continue processing temporary outdoor patio applications and pursue opportunities to identify and implement continual improvement and increase awareness of the availability of this application type.

Community Housing Needs Assessment ~ What We Heard Report

As part of the forthcoming Housing Needs Assessment, the Town of Cochrane completed a community engagement campaign in early 2026 to understand local housing experiences and identify gaps in the current housing system. Engagement included surveys, focus groups, interviews, pop-up events, and stakeholder meetings, with more than 676 participants contributing input. The findings in the 'What We Heard Report' were presented to Council and will help inform the final Housing Needs Assessment and guide future housing policy, planning, and partnership decisions.

Council received the Community Housing Needs Assessment What We Heard Report for information.

IDP & ICF Terms of Reference

The Minister of Municipal Affairs mandated that all former Calgary Metropolitan Region Board (CMRB) municipalities adopt both IDPs and ICFs by November 30, 2027.

The Terms of Reference sets the framework for how Cochrane and Rocky View County will collaborate to develop the IDP and the ICF. They define the shared principles and goals guiding the projects and clarify the roles and responsibilities of Administration, the Intermunicipal Committee, and Council. They

Council Highlights is a summary of actions and decisions; it is not an official record of the meeting. For the full archive of agendas and minutes, visit cochrane.ca/agendas. Questions or comments: Legislative@cochrane.ca



Council highlights

also set out the project backgrounds, scopes, budgets, and dispute resolution processes.

Council approved the Terms of Reference for the Intermunicipal Development Plan and the Intermunicipal Collaboration Framework, as presented.

Council Highlights is a summary of actions and decisions; it is not an official record of the meeting. For the full archive of agendas and minutes, visit cochrane.ca/agendas. Questions or comments: Legislative@cochrane.ca



Council highlights

Alberta Municipalities Resolution Submission 2026

Administration presented three separate resolutions for Council's endorsement for consideration at the 2026 ABMunis convention. ABMunis resolutions are a key advocacy tool that enable member municipalities to collectively advance policy and funding priorities.

Each proposed resolution responds to a distinct policy or funding gap impacting municipalities across Alberta and are used to engage on issues of shared municipal importance to collectively advance policy and funding priorities.

Council made the following resolutions to be submitted to the ABMunis Board for consideration:

1. That Council sponsor the Broadening Scope of Off-Site Levies
2. That Council sponsor the Restoring Provincial Support for Perpetual Conservation Easements
3. That Council co-sponsor the Budget Surplus and Municipal Infrastructure Investment

Colt Transit System Performance Update

Administration provided Council with a detailed update on the system performance, financial considerations, and future opportunities, including planned service expansion and fleet optimization strategies

on the Colt transit system following the transition to a hybrid service model.

Council received this report for information.

Bylaw 05/2026 ~ Annual Tax Rate Bylaw

Council adopted the Annual Tax Rate Bylaw. Residential taxable assessment increased by 8.0%, while non-residential taxable assessment increased by 10.0%. Of the \$43,188,793 in municipal taxes to be collected, 85% will be paid by residential property owners and 15% by non-residential property owners. This tax split remains unchanged since 2018.

Administration will distribute property tax bills to Cochrane property owners by May 29, 2026.

Bylaw 06/2026 ~ Annual Community Revitalization Levy (CRL) Tax Rate Bylaw

Council adopted the CRL Tax Rate Bylaw.

Cochrane is one of the few municipalities with a community revitalization levy. This levy provides Cochrane with the opportunity to collect the education proportion of property taxes for specific properties and use those funds to support revitalization projects within the CRL plan area.

CRL revenue of \$1,641,841 in 2026 will go toward downtown revitalization projects.

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Council highlights

Bylaw 07/2026 ~ Supplementary Community Revitalization Levy (CRL)

Council adopted the Supplementary Community Revitalization Levy Bylaw.

Bylaw 07/2026 will permit the supplementary taxation of new Community Revitalization Levy (CRL) properties in the same way other new properties are supplementary taxed upon completion.

Closed Session ~ Personnel

Council directed that the Closed Session discussion remain confidential pursuant to Section 29(1)(d) of the Access to Information Act; and further that Council direct Administration to proceed with Option 1 as presented in Closed Session.

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Council highlights

AISH to ADAP Transition: Proposed Council Advocacy

The Government of Alberta is planning to transition from the Assured Income for the Severely Handicapped program to the Alberta Disability Assistance Program. While disability income assistance is a provincial responsibility, changes to income-support programs can have direct impacts at the municipal and community level.

Social Development brought forward a draft advocacy letter for Council's review and approval. The letter respectfully requests that the Province pause or delay implementation until full program details, regulations, eligibility criteria, reassessment processes, transition protections, review or appeal pathways, engagement findings and social/economic impact analysis are publicly available.

The proposed advocacy intends to protect residents from preventable harm, support local implementation of readiness, and ensure municipalities and community agencies have adequate information and resources to respond to any downstream impacts.

Council approved the letter to the Government of Alberta.

Economic Development 10-Year Strategic Plan Update & What We Heard Report: Survey Results

Council was presented with a progress update on the development of Cochrane's Economic Development 10-Year Strategic Plan (2026–2036), and the "What We Heard Report" summarizing findings from the community business survey and broader engagement activities.

The project is currently transitioning from the engagement phase into strategy development. Engagement included a community-wide survey, focus groups, interest-holder interviews and pop-up events, all designed to gather input on economic priorities, opportunities, and challenges. The findings will directly inform the draft Strategy and Implementation Framework.

Council received the Economic Development 10-Year Strategic Plan Update and What We Heard Report for information.

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Council highlights

Delegation ~ Bike Cochrane

Paul Perrault, Director of Operations, and Jenny Bouwsema, Lead Data Analyst, Bike Cochrane, presented Council with copies of Bike Cochrane's annual yearbook highlighting activities, achievements, and community impact over the past year. The presentation included a discussion on cycling safety in Cochrane and opportunities for future improvements to support active transportation.

Community Housing Needs Assessment ~ Final Report

Administration, in partnership with CitySpaces Consulting, completed the Town of Cochrane's final Housing Needs Assessment (HNA), which provides a comprehensive analysis of current and projected housing needs within the community. The HNA evaluates demographic trends, housing supply and demand, affordability pressures, and the needs of priority populations to identify existing housing gaps and future requirements. The assessment confirms that Cochrane is experiencing significant housing pressures associated with rapid population growth, changing demographics, rising housing costs, and limited housing diversity.

Council received the Community Housing Needs Assessment Final Report for information.

Draft Parks, Culture & Active Living Master Plan

The Draft Parks, Culture & Active Living Master Plan was presented to Council for information and to provide an overview of the planning process, key themes, strategic directions, and upcoming engagement activities.

The Draft Master Plan establishes long-term strategic direction for parks, recreation, culture, arts, active living, pathways, open spaces, environmental stewardship, and future infrastructure investment over the next 10–15 years. The Plan is intended to guide future operational decisions, capital planning, partnerships, feasibility studies, and community investment priorities. Additional public and stakeholder engagement is planned for June 2026.

Council received the Draft Parks, Culture & active Living Master Plan report and presentation for information.



Council highlights

Delegation ~ RCMP

RCMP Commanding Officer Trevor Daroux, Executive Director Nina Sahasrabuddhe, A/Commr. Wayne Nichols, and Detachment Commander Insp. D. J. Brunner presented Council with an overview of the Municipal Police Service Agreement (MPSA) funding model, financial planning process, policing cost drivers, and local policing priorities in Cochrane. The presentation emphasized the RCMP's commitment to being responsive to community needs while supporting employees and delivering effective policing services.

already being implemented administratively across the organization, the policy formalizes these practices into a consolidated governance framework to ensure legislative compliance, organizational consistency, and clear accountability under ATIA and POPA.

Council adopted the Privacy, Access and Security Policy as presented.

Privacy, Access and Security Policy

Jaylene Robertson, Director of Legislative & Administrative Services, presented a comprehensive Privacy, Access and Security Policy that establishes a formal governance framework for the collection, use, disclosure, protection and access management of information held by the Town. The policy ensures compliance with Alberta's *Access to Information Act* (ATIA) and *Protection of Privacy Act* (POPA), while supporting consistent administrative practices, accountability, cybersecurity, records management, and responsible use of emerging technologies, including artificial intelligence (AI).

While many of the operational practices contemplated within the proposed policy are

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Town of Cochrane Council Report

Meeting:	Parks & Recreation Committee
Meeting Date:	June 23, 2026
Originated By:	Amy Hodggers, Administrative Assistant, Parks & Active Living
Title:	SLS Centre Update
Agenda Item:	4g

RECOMMENDED ACTION

That the Parks & Recreation Committee accept the SLS Centre Update as information.

EXECUTIVE SUMMARY

BACKGROUND

COMMUNICATION / PUBLIC ENGAGEMENT

FINANCIAL IMPLICATIONS

LEGISLATION/AUTHORITY

STRATEGIC ALIGNMENT

OPTIONS / IMPLICATIONS

That the Parks & Recreation Committee accept the SLS Centre update as information.

ATTACHMENTS

Update attached.



SLS Centre: June 23, 2026 Update

Date Prepared: June 23, 2026

Prepared By: Erin Wagner, CEO

For: Town of Cochrane Parks & Recreation Committee

25th Anniversary Celebrations

- Our Society turns 25 on July 10th!
- To celebrate, we have planned:
 - Community BBQ 3-7pm – utilize curling dry pad and Riverside entrance
 - Complimentary drop-in for community all day, July 10.
 - Staff Takeover ‘party’ – 7pm onwards – games and activities for the SLS Centre team.

2026 SLSRPS Board Director Appointments

- Following a public call for applicants to fill four (4) open Director seats, 14 applications were received.
- After a screening and interview process, the following new Directors were appointed to the SLSRPS Board, effective April 30, 2026:
 - Alisdair Dickinson
 - Damon Tanzola
 - Ashley Fox
 - Laetitia Haynes
- SLSRPS Directors can serve three (3) consecutive, two (2) year terms. All nine (9) Director positions on the Board are filled.
- An open call for applicants will occur each year, prior to the AGM in April.

Q3 2026 Major Events:

Sunday June 7 - Sunday July 5, 2026	Totem 3 Ice Removal/Maintenance
Tuesday June 9 - Thursday July 9, 2026	P3 Sports Overseas Program (Czech Hockey Program)
Monday June 29 - August, 2026	SLSC Summer Day Camps
Thursday July 1, 2026	Canada Day, stat holiday, facility open 8am-8pm
Saturday July 4, 2026	PEAK Jiu Jitsu Tournament
Saturday July 4, 2026	Cochrane Farmers' Market by the Bow
Friday July 10, 2026	SLSC's 25th Anniversary Celebration
Saturday July 11, 2026	Free Public Swim sponsored by Cochrane Home Treasures
Saturday July 11, 2026	Cochrane Farmers' Market by the Bow
Monday July 13 - Thursday July 16, 2026	TEAM Skating Specialists Camp
Monday July 13 - Thursday July 16, 2026	Mel Thomas Ringette Performance Camp
Friday July 17 - Saturday July 18, 2026	Piranhas Swim Meet
Saturday July 18, 2026	Cochrane Farmers' Market by the Bow
Monday July 20 - Friday July 24, 2026	Elite Ringette Camp
Monday July 20 - Friday July 24, 2026	Private Volleyball Camp
Monday July 20 - Friday July 31, 2026	Shredz Skateboard Camp at CA (Mon-Fri)
Thursday July 23 - Saturday July 25, 2026	Ironman 70.3 Calgary / race package pickup / parking
Saturday July 25, 2026	Cochrane Farmers' Market by the Bow
Monday July 27 - Thursday July 30, 2026	P3 Sports Half Day Summer Hockey School
Saturday August 1, 2026	Cochrane Farmers' Market by the Bow
Monday August 3, 2026	Heritage Day, stat holiday, facility open 8am-8pm
Tuesday August 4, 2026	Curling Dry Pad closed for ice install

Saturday August 8, 2026	Cochrane Farmers' Market by the Bow
Monday August 10 - 21, 2026	P3 Sports Camps including Summer Hockey School (Mon-Fri)
Saturday August 15, 2026	Cochrane Farmers' Market by the Bow
Monday August 17, 2026	CMHA Pre Season Camps start
Saturday August 22, 2026	Cochrane Farmers' Market by the Bow
Sunday August 23 - Thursday August 27, 2026	P3 Sports JPHL/FSL Training Camps
Monday August 24, 2026	Curling ice ready - first curling bookings
Monday August 24 - Thursday August 27, 2026	Cochrane Skating Club Boot Breaker Camp
Friday August 28 - Sunday August 30, 2026	Summer Open Bonspiel
Saturday August 29, 2026	Cochrane Farmers' Market by the Bow
Saturday August 29, 2026	Back to School Fair
Saturday August 29 - Sunday August 30, 2026	Cochrane Minor Basketball Evaluations
Thursday September 3 - Sunday September 6, 2026	Cannex Cochrane Generals Main Tryout Camp
Saturday September 5, 2026	Cochrane Farmers' Market by the Bow
Saturday September 5 - October, 2026	CMHA Evaluations
Monday September 7, 2026	Labor Day, stat holiday, Facility Wide Electrical Shutdown
Friday September 11 - Sunday September 13, 2026	Rusty Ring Ringette Tournament
Saturday September 12, 2026	Cochrane Farmers' Market by the Bow
Saturday September 12, 2026	Try Stirling Bonspiel
Saturday September 12, 2026	CultureFest 2026
Friday September 18 - Sunday September 20, 2026	P3 Sports Super League Showcase
Saturday September 19, 2026	Cochrane Farmers' Market by the Bow
Saturday September 19, 2026	Ice Breaker - End of Summer Bonspiel
Saturday September 19, 2026	Grappling Industries Jiu Jitsu Tournament
Friday September 25 - Sunday September 27, 2026	Adult Curling Clinic
Saturday September 26, 2026	Cochrane Farmers' Market by the Bow
Wednesday September 30, 2026	Truth & Reconciliation Day, stat holiday