

COUNCIL MEETING AGENDA

October 15, 2024

1:00 pm

COUNCIL CHAMBERS

400 Main Street SE

Pages

1. CALL TO ORDER

2. PUBLIC HEARINGS

There are no public hearings

3. PUBLIC INPUT SESSIONS

There are no items

4. PUBLIC AGENDA - 1:00 PM

5. CONFIRMATION OF MINUTES

5.1 Minutes of the regular meeting of October 1, 2024

1

6. CONSENT AGENDA

6.1 Proclamation/Illumination Airdrie P.O.W.E.R (Tammy Belsham, Team Leader of Legislative Services/Assistant City Clerk)

8

Mayor Brown has proclaimed November 2024 as Family Violence awareness month in Airdrie and will illuminate City Hall in purple lights on November 1 to draw attention to the issue and promote positive change in our community.

6.2 City of Airdrie 2024 Audit Plan (Sarah Laviolette, Team Leader Accounting Services)

9

Council is being provided with the City of Airdrie's 2024 audit plan for information.

7. BYLAWS (not requiring public hearing)

There are no items

8. AGENDA REPORTS

- 8.1 2025 Budget for Council Deliberation (Shannon Schindeler, Director of Corporate Services/CFO and Meghan Bigney, Manager of Finance) 11

Council is being presented with the 2025 Operating and Capital Budgets for Council Deliberation, with budget deliberations beginning on November 13, 2024.

- 8.2 Energy and GHG Performance Standards on Municipal New Construction (Monica Labait, Manager of Treasury) 13

Council is being presented with options to establish criteria standards related to Green House Gas reduction requirements on new municipal builds which will be used for large municipal structures not yet in the design phase.

9. BUSINESS ARISING FROM COUNCIL COMMITTEES

- 9.1 Community Safety and Social Services

9.1.1 Chair Update (Verbal)

9.1.2 Items referred from Standing Committee

- 9.2 Community and Corporate Services

9.2.1 Chair Update (Verbal)

9.2.2 Items referred from Standing Committee

- 9.3 Community Infrastructure and Strategic Growth

9.3.1 Chair Update (Verbal)

9.3.2 Items referred from Standing Committee

10. NOTICES OF MOTION

- 10.1 Subdivision and Development Appeal Board Compensation Review (Councillor Kolson) 24

Councillor Kolson will be making a motion directing Administration to draft a Council Policy regarding the compensation and daytime scheduling of Subdivision and Development Appeal Board meetings for Board members, as outlined in the attached Notice of Motion.

11. COUNCIL MEMBERS REPORTS

12. UPDATE ON COUNCIL RESOLUTIONS

- 12.1 Council follow-up to October 15, 2024 25

13. CLOSED SESSION

- 13.1 2024 Audit Plan (Confidential attachment) - Section 16 (Disclosure harmful to business interests of a third party) Freedom of Information and Protection of Privacy Act
- 13.2 Land Update - Section 25 (Disclosure harmful to economic and other interests of a public body) Freedom of Information and Protection of Privacy Act
- 13.3 Land Update - Section 25 (Disclosure harmful to economic and other interests of a public body) Freedom of Information and Protection of Privacy Act
- 13.4 Notes

14. MOTIONS ARISING FROM CLOSED SESSION

15. ADJOURNMENT

COUNCIL MEETING

MINUTES

October 1, 2024
COUNCIL CHAMBERS
400 Main Street SE

PRESENT

Mayor P. Brown
Deputy Mayor D. Belyk
Councillor R. Chapman (arrived at 1:31 p.m.)
Councillor C. Kolson
Councillor T. Petrow
Councillor H. Spearman

STAFF

H. Galanti, City Manager
M. Labait, Manager Revenue and Assessment
C. Satink, Manager, Legislative Services & IGM/City Clerk
T. Belsham, Team Leader Legislative Services/Assistant City Clerk
J. DeVreeze, Team Leader Affordable Housing
C. Jeromski, Planner II
C. Selinger, Housing Policy Strategist
K. Spence, Council Technician
K. Rushford, Recording Technician

ABSENT WITH REGRETS

Councillor A. Jones

1. CALL TO ORDER

Mayor Brown called the meeting to order at 1:00 p.m.

2. PUBLIC HEARINGS - 1:00 PM

1. Public Hearing / Bylaw B-31/2024 – Land Use Bylaw Amendment Key Ranch NSP Area (Crystal Jeromski, Planner II)

A Public Hearing is being held on Bylaw No. B-31/2024, being a bylaw to amend Section 8.1(3) of Land Use Bylaw No. B-01/2016, by redistricting approximately 24.91 ha (61.55 ac) of land legally described as portions of NE 3-27-1-W5M, to reflect Phase 2 of land use approved for the Key Ranch Neighbourhood.

Mayor Brown declared the Public Hearing for Bylaw No. B-31/2024 open at 1:04 p.m.

C. Jeromski, Planner II, presented Bylaw No. B-31/2024.

A question was asked about how the storm management pond will support future phases of Key Ranch. C. Jeromski advised that the majority of the existing storm pond was part of

the Phase 1 Land Use Amendment. The Applicant will confirm regarding capacities and whether the storm pond is required for this phase.

A question was asked about the steps being taken to preserve the natural topography of the land. C. Jeromski advised that the Environmental Protection Area is to be partially regraded to accommodate a pathway through the central part of the area. The area will be put back to its natural state by reseeding of the native grasslands.

Mr. David Capper, Urban Systems, Mr. Bill MacDonald, Lamont Land and Mr. Stephen Petruk, Urban Systems, on behalf of the Applicant, presented a PowerPoint including an overview of the Key Ranch development, key elements of Phase 2, and the rationale for the proposed land use amendment.

It was asked how water runoff from the Environmental Protection Area will be controlled from going into houses at the bottom of the hill. Mr. MacDonald advised that there is an overland grass swale at the back of the lots and the slope will be reseeded with naturalized vegetation. The lots have been graded at the top to minimize slope drainage. Runoff will be guided through pipes toward the overland drainage and into the pond. Post-Slope Stability Reports indicate that everything is measuring up well.

A question was asked about how the storm water management plan will support additional phases. Mr. Petruk advised that the stormwater ponds were sized according to the Neighbourhood Structure Plan based on both catchment areas, so the two ponds can sustain their related parcels. The Applicant does not foresee any issues tying in with the existing stormwater facility that is built and operating at this time.

A question was asked about how the natural topography of the land will be integrated into future phases. Mr. Petruk advised that the site is atypical to most of Airdrie as there are about 70 vertical metres across the site. There will be lots of slope-adaptive housing products that maintain the proper design principles to ensure that roads are going up in an effective manner to accommodate both pedestrians and vehicles.

It was asked how the developer will ensure the diversity of housing types and avoid an over-concentration of Narrow Lot housing. Mr. Capper confirmed that there are architectural control guidelines established for this neighbourhood and builders will be subject to those guidelines.

Mayor Brown asked three times if there was anyone present who wished to speak in favour of Bylaw No. B-31/2024. There were no responses.

The Clerk confirmed that no written e-mail submissions had been received in favour of Bylaw No. B-31/2024.

Mayor Brown asked three times if there was anyone present who wished to speak in opposition to Bylaw No. B-31/2024. There were no responses.

The Clerk confirmed that no written e-mail submissions had been received in opposition to Bylaw No. B-31/2024.

Mayor Brown closed the Public Hearing for Bylaw No. B-31/2024 at 1:25 p.m.

C. Jeromski concluded the Staff presentation by reviewing alternatives for Council's consideration and presented Staff's recommendation.

2024-C-315

Moved By Councillor Spearman

That Council gives First Reading to Bylaw No. B-31/2024, being a bylaw to amend Section 8.1(3) of Land Use Bylaw No. B-01/2016 by redistricting approximately 24.91 ha (61.55 ac) of land legally described as portions of NE 3-27-1-W5M from UH, Urban Holdings District to R1-L, Narrow Lot Laned Residential District; R1-U, Urban Standard Residential District; R3, Low-Rise Multi-Family Residential District; R2-T, Townhouse Residential District; R2, Low Density Residential District; P-1, Public Open Space District; and EP, Environmental Protection District.

Carried

2024-C-316

Moved By Deputy Mayor Belyk

That Council gives Second Reading to Bylaw No. B-31/2024, with the following amendment:

That Council amends Bylaw No. B-31/2024 by replacing Schedule "A" (Phase 2 Plan Area map and statistics) which removes 1.88 ha (4.64 ac) of land legally described as portions of Lot 1, Block 1, Plan 1111257.

Carried

2024-C-317

Moved By Councillor Kolson

That Council grants permission for Third Reading of Bylaw No. B-31/2024.

Carried Unanimously

2024-C-318

Moved By Councillor Petrow

That Council gives Third Reading to Bylaw No. B-31/2024, being a bylaw to amend Section 8.1(3) of Land Use Bylaw No. B-01/2016 by redistricting approximately 24.91 ha (61.55 ac) of land legally described as portions of NE 3-27-1-W5M, as amended.

Carried

3. PUBLIC INPUT SESSIONS

There are no items.

4. PUBLIC AGENDA - Immediately following public hearing

MEMBER ARRIVES

Councillor Chapman arrived at 1:31 p.m.

5. CONFIRMATION OF MINUTES

1. Minutes of the regular meeting of September 17, 2024

2024-C-319

Moved By Councillor Petrow

That Council adopts the Minutes of the regular meeting of September 17, 2024, as presented.

Carried

6. CONSENT AGENDA

2024-C-320

Moved By Deputy Mayor Belyk

That Council accepts the following report included on the consent agenda for information:

- Proclamation/Illumination - Islamic Heritage Month.

Carried

7. BYLAWS (not requiring public hearing)

There are no items.

8. AGENDA REPORTS

1. Update on Implementation of the 2024-2030 Affordable Housing Principled Action Plan (Jessica DeVreeze, Affordable Housing Team Leader and Cheryl Selinger, Housing Policy Strategist)

2024-C-321

Moved By Councillor Chapman

That Council accepts the presentation of the implementation of Airdrie's 2024-2030 Affordable Housing Principled Action Plan for information.

Carried

2. Clean Energy Improvement Plan Funding Request (Monica Labait, Manager of Treasury)

2024-C-322

Moved By Councillor Kolson

That Council approves an operating reserve draw for Clean Energy Improvement Plan loan purposes, of \$1,623,968 as required, with repayment of the draw expected as the loan is repaid by homeowners over the term of their CEIP loans.

Carried

3. Investment Policy Update 2024 (Monica Labait, Manager of Treasury)

2024-C-323

Moved By Councillor Petrow

That Council:

1. endorses the new updated Investment Policy FIN-30-C, as presented; and
2. rescinds Investment Policy FIN-22-C.

Carried

4. Energy Efficiency Day Proclamation (Monica Labait, Manager of Treasury)

2024-C-324

Moved By Deputy Mayor Belyk

That Council proclaims October 2, 2024 as Energy Efficiency Day and invites citizens to join them in supporting cleaner energy goals.

Carried

9. BUSINESS ARISING FROM COUNCIL COMMITTEES

1. Community Safety and Social Services

1. Chair Update (Verbal)

There was nothing to report.

2. Community and Corporate Services

1. Chair Update (Verbal)

Councillor Petrow advised that there was a long conversation about the update to the Public Art Policy. In the end, the motion was defeated. An update will be coming forward to Council with a list of the commentary that came up at the meeting for Council's consideration.

3. Community Infrastructure and Strategic Growth

1. Chair Update (Verbal)

Councillor Spearman advised that the only agenda item was to discuss the Energy and GHG Performance Guidance on Municipal New Construction. The motion passed unanimously to adopt the National Energy Code for Buildings 2020 Tier 2 energy consumption reduction standard for new municipal commercial and institutional construction greater than 600 m² as classified in the National Building Code – Alberta Edition [NBC(AE)] Part 3 into the design of City structures moving forward, and to direct Administration to develop a sustainable buildings policy for Council approval.

10. NOTICES OF MOTION

There are no items.

11. COUNCIL MEMBERS REPORTS

2024-C-325

Moved By Deputy Mayor Belyk

That Council excuses Councillor Jones from the meeting.

Carried

12. UPDATE ON COUNCIL RESOLUTIONS

1. Council follow-up to October 1, 2024

H. Galanti advised that there are seven items in progress. Five are scheduled to be presented to Council in December after budget. Those items are: Supportive Housing and the direction in the Land Use Bylaw, Candidate Information package for the next general municipal election, Accessibility Audit for the community, the use of Council Chambers, and some items requested by Council regarding a public hearing on a five-storey building. The other two items will come forward in early 2025.

RECESS

Mayor Brown called a recess at 2:35 p.m. The meeting reconvened at 2:44 p.m.

13. CLOSED SESSION

2024-C-326

Moved By Councillor Spearman

That Council enters the Closed Meeting at 2:45 p.m. to discuss the following items:

1. Lease Update - Section 24 (Advice from officials) Freedom of Information and Protection of Privacy Act
2. Personnel Update - Section 25 (Disclosure harmful to economic and other interests of a public body) Freedom of Information and Protection of Privacy Act

With the following:

PRESENT

Mayor P. Brown
Deputy Mayor D. Belyk
Councillor R. Chapman
Councillor C. Kolson
Councillor T. Petrow
Councillor H. Spearman

The following staff members were present to provide advice to officials:

STAFF

H. Galanti, City Manager,

S. Utz, Director Strategic Growth and Investment,
C. Satink, Manager, Legislative Services & IGM/City Clerk,
T. Belsham, Team Leader Legislative Services/Assistant City Clerk,
S. Hope, Municipal Legal Counsel,
A. Wood, Corporate Properties Coordinator,
K. Spence, Council Technician, and
K. Rushford, who recorded the meeting.

ABSENT WITH REGRETS

Councillor A. Jones

Carried

2024-C-327

Moved by Councillor Kolson

That Council leaves the Closed Session at 3:08 p.m.

Carried

14. MOTIONS ARISING FROM CLOSED SESSION

2024-C-328

Moved By Councillor Kolson

That Council directs Administration to proceed with the plan for legacy leases on municipal reserve land as discussed during Closed Session item 13.1.

Carried

2024-C-329

Moved By Councillor Spearman

That Council directs Administration to proceed as discussed during Closed Session item 13.2.

Carried

15. ADJOURNMENT

Mayor Brown adjourned the meeting at 3:09 p.m.

Mayor

City Clerk

Family Violence Prevention Month Proclamation

Whereas there are many people in Alberta and in our community who experience family violence; and whereas the effects of family violence may be carried on from generation to generation; and whereas all Albertans have a role to play in preventing family violence.

Therefore, I, Peter Brown, Mayor,

Do hereby proclaim

The month of November 2024 to be Family Violence Prevention Month in

Airdrie, Alberta.

I call upon Airdrie residents to help those at risk to learn where to turn. I call upon you to make a difference by helping those affected by family violence know what supports and resources are available to them. It takes all of us working together to promote healthy relationships and create safe communities in our province.

In witness whereof, I have here unto set my hands this:

26th day of September, 2024

Signature

Title



COUNCIL – AGENDA REPORT

Meeting Date: 15 October 2024
Subject: City of Airdrie 2024 Audit Plan
Directorate: Corporate Services and CFO

Issue:

Council is being provided with the City of Airdrie’s 2024 audit plan for information.

Policy / Council Direction:

Canadian Auditing Standards (CAS) 260 details the auditor’s responsibility to communicate clearly with those charged with governance and includes an overview of the planned scope and timing of the audit.

Background:

City of Airdrie Council appointed KPMG Enterprise (KPMG) as the City’s external auditor for the 2024 year. The auditors are responsible for forming and expressing an independent opinion on the financial statements prepared by management.

Administration met with KPMG in September to discuss audit planning. An interim audit is scheduled for December 2 to December 13, 2024, and the yearend audit is scheduled for four weeks commencing February 24, 2025. The Engagement Partner, Colin Mitchell, is expected to present the audit findings to Council on April 15, 2025.

If Council so desires, the annual delivery of the audit plan is an opportunity to have a discussion with the auditor regarding expansion of the audit scope to include specific areas that may be of concern. The closed meeting also provides an opportunity to pose questions to the auditor in a confidential setting.

Council Committee Routed Through:

N/A

Administration Recommendation:

That Council accepts the report entitled “City of Airdrie 2024 Audit Plan” for information.

Alternatives/Implications:

This report is for information only.

Budget Implications:

The 2024 audit fees are budgeted for within the Accounting Services department.

Communications and Engagement:

KPMG will be advised that the 2024 audit plan will proceed as presented.

Recommendation:

That Council accepts the report entitled “City of Airdrie 2024 Audit Plan” for information.

Sarah Laviolette, CPA, CMA
Team Leader, Accounting Services

Staff Presenter:	Sarah Laviolette
External Presenter:	
Department:	Corporate Services
Reviewed by:	Shannon Schindeler, Meghan Bigney
Attachments:	#1: KPMG 2024 Audit Planning Report (Confidential Attachment)



COUNCIL – AGENDA REPORT

Meeting Date: 15 October 2024
Subject: 2025 Budget for Council Deliberation
Directorate: Corporate Services and CFO

Issue:

Council is being presented with the 2025 Operating and Capital Budgets for Council Deliberation, with budget deliberations beginning on November 13, 2024.

Policy / Council Direction:

As per Sections 242 to 246 of the *Municipal Government Act* (MGA), Council must adopt an operating and capital budget annually.

Background:

Sections 242 to 246 of the MGA address municipal budgets. Multiple requirements are detailed within these sections of the Act including that Council must adopt an operating budget and capital budget annually. The operating budget must include estimated expenditures to provide for Council's policies and programs as well as to meet the City's debt and other obligations. Sufficient funds need to be raised to cover these expenditures.

At the October 15, 2024 meeting, Administration will be presenting Council with the 2025 Operating and Capital Budgets for Council Deliberation. The operating and capital budget packages will then be published on October 16, 2024.

Included within the budget package will be a section regarding subsidiary budgets for Airdrie Housing Limited, the Airdrie Public Library and Airdrie Mainstreet Square Real Estate. Subsidiary operations are put in place by a municipality as a means to establish outcomes benefiting the community. Operations of these separate companies is interconnected with City business and requires aid through the use of City employees and/or grant dollars. These budgets have been included to ensure that all members of Council are aware of the activities being undertaken by the separate companies and to understand implications to City budgets.

Council will deliberate the budget over three meetings on the following days to prepare the final Council approved operating and capital budgets for 2025:

- Wednesday, November 13, 2024 – 9:00am to 4:00pm
- Friday, November 15, 2024 – 9:00am to 4:00pm
- Monday, November 18, 2024 – 9:00am to 4:00pm

Administration will provide additional information to Council during the deliberation meetings.

Members of Airdrie Housing Limited, the Airdrie Public Library and Airdrie Mainstreet Square Real Estate will also be in attendance on the first day of deliberations to present their respective budgets to Council for deliberation.

Council Committee Routed Through:

This report has not been routed through a Committee.

Administration Recommendation:

That Council accepts the presentation of the 2025 Operating and Capital Budgets for Council Deliberation for information.

Alternatives/Implications:

There are no alternatives.

Budget Implications:

This presentation will have no budget implications. Through Council deliberations, the final operating and capital budgets will be determined for 2025.

Communications and Engagement:

All information can be found on the City's website as related to the 2025 Budget process and within the related 2025 Council meeting agendas. The 2025 Budget for Council Deliberation Package will be available on the City website on October 16, 2024. Further information provided during Council deliberation meetings will also be posted to the City website.

Recommendation:

That Council accepts the presentation of the 2025 Operating and Capital Budgets for Council Deliberation for information.

Meghan Bigney, CPA, CGA
Manager, Finance

Staff Presenter:	Shannon Schindeler and Meghan Bigney
External Presenter:	N/A
Department:	Corporate Services
Reviewed by:	Shannon Schindeler
Attachments:	N/A



COUNCIL – AGENDA REPORT

Meeting Date: 15 October 2024

Subject: Energy and GHG Performance Standard on
Municipal New Construction

Directorate: Community Infrastructure

Issue:

Administration is presenting Council with options to establish criteria related to GHG reduction requirements on new municipal builds to be used for large municipal structures not yet in the design phase.

Policy / Council Direction:

The AirdrieONE Sustainability Plan and the Corporate Energy and GHG Reduction Strategy are guiding documents. There is currently no policy in place, and direction is required for large new municipal builds entering the design phase now. This direction will be incorporated into a corporate sustainability policy to be brought forward at a later date.

Background:

Through its AirdrieONE sustainability plan (2011) and Corporate Energy and GHG Reduction Strategy (2023) the City has set aspirational goals to reduce its corporate greenhouse gas emissions five per cent per year over the next five years through a lifecycle costing approach that identifies, assesses and implements potential energy and GHG reduction projects in City-owned buildings and operations.

The most up-to-date National Energy Code for Buildings (NECB 2020), referenced in the latest National Building Code – Alberta Edition [NBC (AE) 2023] does not capture life-cycle cost impacts and is already outdated with respect to *Canada Green Buildings Strategy*. However, the NBC (AE) 2023 sets energy performance tiers, replicating the British-Columbia Energy Step Code. The BC Energy Step Code sets a more than 50% annual energy consumption reduction target compared to the reference building for a net zero energy (NZE)-ready commercial or institutional building (Figure 1, Tier 4) while the NECB 2020 sets a 60% reduction as a minimum (Figure 2, Tier 4).

In the context of new construction planning, the City has not been budgeting so far to get from architects and engineers alternative, low GHG emitting design options for its new Inspire

library, Highland Park firehall and SW recreation centre. This decision implied the default design option was the NECB 2020 Tier 1, the level adopted by the Government of Alberta. However, life-cycle costing of various low carbon building options is not included within a Tier 1 design approach. The lifecycle cost impacts of higher Tiers represents a significant endeavor that architectural and engineering firms do not undertake, unless tasked by their client to do for an extra fee. The City does currently not ask designers to conduct life-cycle costing analysis to assess the long-term net value of energy upgrades arising from higher Tiers.

With a Tier 1 level of performance, the City **cannot apply for energy efficient buildings grant funding** from the Federation of Canadian Municipalities (FCM) Green Municipal Fund (GMF) nor the federal government. Such funding programs now require new constructions to be built net zero energy (NZE) or NZE-ready (Tier 4) to get maximum funding, while Tier 2 may secure some funding. Design and construction costs of a new NZE facility are known to be typically higher than other lower Tiers, the City does not know what those costs actually are (with a range going from 0% to 30% depending on the construction approach, site and facility type).



Figure 1: BC Energy Step Code Energy Reduction Targets (Commercial & Institutional Buildings)

Table 10.1.2.1.
Energy Performance Tiers
Forming Part of Sentences 10.1.2.1.(1) and (2)

Energy Performance Tier	Percent Building Energy Target ⁽¹⁾	Percent Improvement ⁽¹⁾
1	≤ 100%	≥ 0%
2	≤ 75%	≥ 25%
3	≤ 50%	≥ 50%
4	≤ 40%	≥ 60%

Figure 2: NECB 2020 Tiered Energy Reduction Targets (Commercial & Institutional Buildings)

Options

By establishing a *Sustainable Buildings Policy*, the City of Airdrie could set a Tier 2, Tier 3 or Tier 4 energy performance as a requirement for its corporate buildings, which are relative reductions of 25%, 50% or 60%, respectively, compared to business-as-usual construction (Tier 1). The details around how those targets are achieved can be fully left in the hands of architects and engineers, who will propose the most cost-effective solutions through a detailed parametric design study that would allow the City to make sounder, life-cycle based investment decisions regarding its corporate emissions. Through such a study, the design team model a new facility to minimize total costs of ownership for several building system options, and land on a few recommended solutions, from which the City can select the best.

A parametric design study is estimated to increase design costs by 3 to 4%. Construction cost increases could not be estimated at this very early stage.

While a Tier 2 performance target might be achievable by the building designer without a parametric study, the uncertainty in design parameters and options will likely be transferred into higher construction costs at the next stage. If the City is not ready to build to NZE or NZE-ready (Tier 4) and still want to make progress in its corporate GHG reduction goals, the best value that is proposed consist in the following:

- **set a Tier 2 performance design construction requirement as a minimum; and**
- **conduct and budget for a parametric study with lifecycle costing at the design phase.** The study would include four design and construction scenarios:
 - Tier 1 (business-as usual reference scenario);
 - **Tier 2;**
 - **Tier 4 (NZE-ready);**
 - **NZE (Tier 4 with RE systems installed).**

With that information, the City will be able to make an informed decision about building a Tier 2, Tier 4 or NZE facility.

Other Alberta Municipalities

See the *Energy and GHG Performance Guidance of New Constructions Additional Context* appendix.

Business-as-Usual Risks

Since approximately 2017 and especially with the US Inflation Reduction Act (IRA) introduced in 2022, the heating, ventilation and air conditioning (HVAC) and sustainable building industry is seeing a massive transformation. Investments in cleaner buildings and energy options are rapidly advancing. By continuing to rely on the NECB Tier 1 and install soon-to-be outdated heating, cooling and control solutions, the City puts itself at risk of not being able to service those systems in as little as 15 years, since little investment is anymore made by HVAC manufacturers in standard GHG-emitting systems. While those systems can be installed for cheap in the short term, they will come with high operational, maintenance and replacement costs in the future. Building and system retrofits with

prohibitive costs will be needed as soon as those systems reach their life end in 12 to 20 years and will strain further the City finances in the mid-term.

NZE facilities are being designed today in Alberta, so it is not a concept that is out of reach. NZE designs require energy and GHG modeling to be a very early component of the development process. Once a building site, orientation and roof shape have been selected, there are several NZE design options that become unattainable.

Council Committee Routed Through:

This report was presented to the Community Infrastructure and Strategic Growth Standing Committee. Questions were raised as to how the % improvement and lifecycle costing is calculated, and additional information can be found in the attachment. Administration's recommendation to move to Tier 2 as a standard for new municipal builds was unanimously accepted. Parametric studies deemed warranted on a per project basis at Council's discretion was also unanimously accepted.

Administration Recommendation:

Administration recommends that Council:

1. approves the 25% (NECB Tier 2) energy consumption reduction standard for its larger (>600 m²) new municipal standard commercial and institutional constructions (classified as NBC (AE) Part 3 buildings) be used in the design of City structures moving forward (those that have already gone through the design stage would not be impacted); and
2. directs that a sustainable buildings policy be developed for Council approval.

Alternatives/Implications:

1. Council could choose to set a Tier 2 performance design minimum construction requirement and then at Council's discretion, depending on the project size and scope, conduct and budget for a parametric study with lifecycle costing at the design phase. The SW Recreation Centre does not currently have this included in the design budget. The study would provide great value when it comes to making progress on GHG reduction goals and minimize total costs of ownership on a very large public and long-term municipal structure.
2. Council could choose to set a 60% (NECB Tier 4) energy consumption reduction target. With this option the City **can** apply for FCM and federal funding for highly energy efficient buildings.
3. Council could choose to set a third-party certification requirement (e.g. LEED Gold or Platinum, Passive House or CaGBC Zero Carbon), with life cycle cost assessment determining the best option. This approach is valuable in the short term but will be costly for minimal extra value in the long term. It could be pursued for up to two building designs and then the City could decide which certification becomes required for future buildings, recognizing the City builds and owns several types of buildings for varied purposes.

4. 1. Council could choose to not set a Tier minimum and continue with the current minimum Alberta building standard. GHG emissions will continue to grow, and this will not show Airdrie taking proactive steps in their environmental protection initiative.

Budget Implications:

Buildings already designed will incur additional costs if the design needs to be amended (it is not recommended the City go back to redesign).

Buildings not already designed, may incur additional costs, if sustainable factors were not requested prior to the pre-design stage.

Should Council request a parametric study for the SW Recreation Facility, a budget adjustment would be required for the additional costs.

Communications and Engagement:

N/A

Recommendation:

That Council:

1. approves the 25% (NECB Tier 2) energy consumption reduction standard for its larger (>600 m²) new municipal standard commercial and institutional constructions (classified as NBC (AE) Part 3 buildings) be used in the design of City structures moving forward; and
2. directs Administration to develop a sustainable buildings policy for Council approval.

Monica Labait, Manager of Treasury
Joad Clement, Energy Advisor

Staff Presenter:	Monica Labait
External Presenter:	N/A
Department:	Community Infrastructure
Reviewed by:	Lorne Stevens
Attachments:	#1: Energy and GHG Performance Guidance of New Constructions Additional Context_v2.

Appendix - Energy and GHG Performance of New Construction

Version 1: September 13, 2024

Version 2: September 26, 2024

Building Code and Performance Tiers

Provinces have adopted since various Tiers of the National Energy Code for Buildings (NECB) 2020 based on their strategic priorities with respect to GHG reductions (see Kevin Lockhart, 2024). The Government of Alberta adopted the NECB 2020 Tier 1 which became in force in May 2024.

Table 10.1.2.1.
Energy Performance Tiers
Forming Part of Sentences 10.1.2.1.(1) and (2)

Energy Performance Tier	Percent <i>Building Energy Target</i> ⁽¹⁾	Percent Improvement ⁽¹⁾
1	≤ 100%	≥ 0%
2	≤ 75%	≥ 25%
3	≤ 50%	≥ 50%
4	≤ 40%	≥ 60%

Figure 1: NECB 2020 Tiered Energy Reduction Targets (Commercial & Institutional Buildings)

What is a Tier 2 Energy Performance Level (≥25% reduction)?

To achieve a ≥25% energy use reduction, the building design team first creates a building energy model using a specialized software and referring to the base prescriptive requirements from the NECB. The resulting model is called the Tier 1 *reference building*. The NECB requirements include thermal characteristics such as wall, ceiling and slab insulation levels, air leakage rate, fenestration and door thermal resistance, maximum lighting power levels, and the minimum performance of heating, ventilation and air conditioning (HVAC) systems. From this Tier 1 energy model, an energy use intensity (EUI) target can be derived. The design team then optimizes several components of the building envelop and systems to create a new Tier 2 model that shows a 25% reduction in energy use on an annual basis. While producing the Tier 2 model is not extremely complicated, the main challenge is doing so in the most cost-effective way. Each improvement in a building assembly or HVAC system will have a variable impact on the EUI as well as a different incremental cost. A parametric design study helps achieve the most cost-effective conceptual outcome. Other energy performance tiers such as Tier 3 and Tier 4 can be modelled though the same approach and compared with each other. The bulk of the design effort consists in creating the reference building energy model and defining the incremental cost for each energy upgrade. A cost consultant and the engineering team need to be involved in modelling higher performance tiers.

The design EUI does not represent necessarily the actual energy use. The design EUI is based on ideal operating conditions such no building tear and wear, an ideal execution of the HVAC system installation and commissioning, and control setpoints that are not modified by building users. In practice, the actual operational energy of a building is higher than the modelled one, but the increased level actually depends on building users, operators, the maintenance team, and the simplicity of the building design to a certain extent. A higher

operational EUI than design EUI is shown in Figure 2 but the increase can only be quantified once the building have been in operation for at least one year. The operational EUI has a direct impact on the building utility costs and greenhouse gas emissions.

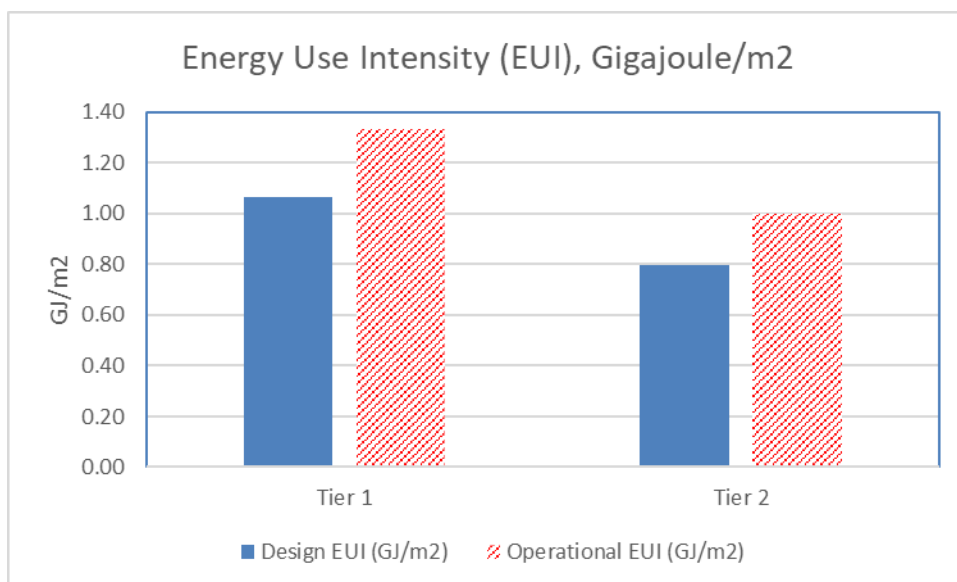


Figure 2: Design vs. Operational Energy use Intensity (EUI), NECB Tier 1 versus Tier 2

What is lifecycle costing, and who does it in Alberta and Canada?

Once the design EUI has been established by the designers, with a percentage of the building energy use coming from grid electricity and the balance from natural gas, present and future utility costs can be calculated using City-selected rates that account for inflation. Present rates with a cost escalation (typically 3% per year inflation), or future constant rates (already escalated) can be used. For the typical building, the City of Airdrie currently uses the following estimated utility rates for 2030, with no further cost escalation. The 2030 rates provide good average rate estimates for 15-year life projects.

	Electricity (FortisAlberta rate 41, small commercial)				Natural Gas	
	Fixed Annual Cost	Rate (energy)	Equivalent Rate (demand)	Total Rate per kWh	Fixed Annual Cost	Rate per GJ (energy)
2023	\$500	\$0.08/kWh	\$0.03/kWh	\$0.11/kWh	\$500	\$9.00/GJ
2030	\$600	\$0.11/kWh	\$0.04/kWh	\$0.15/kWh	\$600	\$17.50/GJ

Utility costs are then added over the life of the building (30 or 40 years), and discounted to account for the time value of money. The resulting life operating costs (including potential maintenance savings) for various designs are then compared with their upfront costs in order to find the design with the lowest total cost of ownership. A building design with a total cost of ownership lower than a Tier 1 design can deliver GHG reduction at no net cost to the City and can generate a revenue through future savings.

The City of Airdrie knows the following firms with an Alberta presence can perform parametric design studies with life cycle costing: Associated Engineering, Entuitive, Lemay, Metafor Architecture, Stantec, William Engineering, WSP. There are likely several other firms that can be identified through a request for qualifications.

What is a Net Zero Energy (NZE) Building?

For NECB energy modeling purposes, the building annual energy consumption includes lighting, water heating and space-conditioning, but no renewable energy sources. A NZE building is thus a high performance building (typically Tier 4) that is equipped with local renewable energy (RE) technologies that bring its net annual energy consumption to zero. The RE systems generate as much energy as the building uses over a year, so the net amount of energy purchased from local utilities is *approximately zero*, including heating, cooling and electricity loads. This typically implies NZE buildings are fully electrified and use no natural gas, although it is not an absolute requirement. The key element is that NZE buildings have significantly reduced heating, cooling and ventilation loads compared to Tier 1 buildings.

On one end of the performance spectrum, the 40% gap to go from Tier 4 (NZE-ready) to NZE is assumed by building code creators to be generally relatively easy, consisting in the installation of pre-designed renewable energy systems such as solar thermal or photovoltaics (PV) systems. On the other end of the spectrum, achieving a 25% (Tier 2) energy reduction is sometimes possible with simple tweaks in design and construction strategies, such as HVAC and lighting systems equipped with advanced controls, better envelope insulation with less fenestration, and heat recovery systems. Achieving 50% (Tier 3) or higher energy reductions is the most challenging step. It requires a much higher design effort (see ZEBx, 2022). This design work normally includes high-performance heating systems (i.e. 200% seasonal efficiency for air-source heat pumps and 400% efficiency for ground-source heat pumps versus 90% efficiency for fossil fuels combustion systems), building footprint, roof and wall size and orientation adjustments, enhanced building envelope details to reduce thermal bridging, advanced energy storage and recovery systems, and planning of future renewable energy systems. Thus, once Tier 3 is achieved, most of the work for achieving a NZE-ready (Tier 4) building has been completed. The extra effort to reach Tier 4 from Tier 3 is relatively small at the design stage, though it could be costly at the construction stage. However, once a Tier 3 building is constructed, it will be impossible to cost-effectively transform it into a NZE building in the future. Continued emissions from the building will be locked-in for the remaining life of the building. While the same reflection applies to all Tier 2 buildings, the initial effort to get to a 25% energy consumption reduction is much smaller, which will reduce upfront design and construction costs. Thus, targeting the NECB Tier 3 is not recommended for the City, but Tier 2 or Tier 4 are.

It should be noted the NECB sets a relative scale of GHG reductions in percentage while other approaches such as the Passive House standard (see Passive House Canada 2024) and the Canadian Green Building Council (CaGBC) Zero Carbon standard use an absolute scale, i.e. they set maximum levels of energy consumption per m² based on the climate zone. Also NECB modeling reduction targets do not necessarily in actual energy use since operational factors such as system setpoint override by operators, user behavior, changes in occupancy and scheduling are not accounted for by energy models.

Tiers and NZE Cost-Effectiveness

As of today, no comprehensive study has been conducted to quantify the lifecycle cost-effectiveness of NZE or high performance buildings due to the difficulty in comparing building archetypes and project/site specific parameters, given the relative novelty of NZE buildings. However some are not underway, including by the City of Edmonton. Previous older studies have looked into the economic, environmental and social value of green building rating systems such as LEED (see HRD Corporation, 2013), or high performance building design strategies, before the introduction of *Canada Green Buildings Strategy* and the carbon tax (see Integral Group, 2020). More recently the City of Edmonton and City of Calgary have been updating their cost-benefit analysis of implementing or mandating building performance requirement higher than the NECB at the community level. Results will become available in the coming months.

Several smaller high-performance buildings have achieved net zero energy performance at no additional upfront costs using innovative design methods, such as integrated project delivery (see Reimagine Architects (2024)). Net zero energy or carbon facilities do not necessarily come at higher life-cycle costs for owners, with the future low operating costs offsetting sometimes fully the higher upfront costs, or even more if low-carbon grant funding can be secured. To reduce future building retrofit costs, early energy and GHG modeling should become part of the City standard site master planning process (see ZEBx, 2022).

Other Alberta Municipalities

The following Alberta municipalities are considering or have adopted the following sustainable building policies and implementation guidance documents.

	Document	Application	Adoption Date	Summary and Status
Banff	<i>C7006 Municipal Sustainable Building Policy</i>	All new municipal buildings and building expansions	2021-04-26	Buildings require certification through one or more green building rating systems
Calgary	<i>CP2021-02 Sustainable Building Policy</i> <i>Sustainable Building Guidance Document Version 2.0 - January 2024</i>	All new City-owned and City-financed facilities	2004-09-13 2021-07-05 (last amended)	The City of Calgary plans, delivers, and maintains infrastructure that shows smart investment beyond initial construction costs by addressing the lifecycle impacts on buildings through: <ul style="list-style-type: none"> • operating costs, • effects of climate change, • the environment, and • the people who use the infrastructure. The <i>Sustainable Building Guidance Document</i> details specific sustainability targets, requirements, and deliverables.

Lethbridge	-	-	-	In development
Edmonton	<i>C532 Sustainable Building Policy Procedure – Climate Resilient Design and Construction of City Buildings</i>	All City-owned and occupied facilities; new constructions or additions with floor area of >500 m ²	2017-05-09 2018-03 (last amended)	New City-Owned buildings will be designed and constructed in a manner that mitigates the risks and impacts of future energy and carbon pricing and provides flexibility to incorporate emerging technologies that become cost effective in the future.
Okotoks	<i>Sustainable Building Standard</i>	All new municipal buildings > 500 m ²	(in development)	<ul style="list-style-type: none"> Guidance on Standard proposal currently being internally reviewed, possibly targeting NECB Tier 3 energy performance
St. Albert	<i>Sustainable Building Policy</i>	Planning, construction, renovation, and operations of all municipal buildings	2017-04-3 (in revision)	<ul style="list-style-type: none"> Industry recognized standard third-party verified green rating certification New policy currently under revision: possibly targeting NECB Tier 2 energy performance, a Thermal Energy Demand Intensity (TEDI) minimum target, and a life cycle cost analysis to inform investment decisions on renewable energy systems

References:

1. BC Energy Step Code (2024), *How it Works*, <https://energystepcode.ca/how-it-works/>
2. City of Edmonton (2024), *Jurisdictional Scan - Best practices and key learnings from other jurisdictions supporting zero emission building construction*, <https://pub-edmonton.escribemeetings.com/filestream.ashx?DocumentId=213085>
3. Heelan Powell, B., Lockhart, K., Unger, J., Webb, R. (2023), *Policy Tools for Achieving Energy Efficient and Emissions Neutral Buildings in Edmonton*, <https://www.energycanada.org/edmonton-report/>
4. Government of Canada (2024), *Canada Green Buildings Strategy*, <https://natural-resources.canada.ca/transparency/reporting-and-accountability/plans-and-performance-reports/departmental-strategies/the-canada-green-buildings-strategy-transforming-canadas-buildings-sector-for-net-zero/26065>
5. HRD Corporation (2013), *The City of Calgary - Sustainable Return on Investment Analysis of LEED Certification for New Buildings Construction – REDACTED VERSION*, Feb 28 2013.
6. Integral Group (2020), *City of Edmonton Emissions Neutral Buildings: Final Report*, October 13, 2020, www.edmonton.ca/sites/default/files/public-files/assets/PDF/2020-10-13-EdmontonEmissionsNeutralBuildings.pdf?cb=1631929454
7. Kevin Lockhart (2024), *Provincial and Territorial Tiered Energy Code Adoption Landscape*, www.energycanada.org/better-building-codes-2/

8. Mantle Developments (2022), *Best Practice Study on Climate-related Building Standards by Canadian Municipalities*, Prepared for the City of Calgary, May 2022, www.calgary.ca/content/dam/www/uep/esm/documents/esm-documents/calgary-climate-related-building-standards-study-report.pdf
9. National Research Council (2020), *National Energy Code of Canada for Buildings 2020*, <https://nrc.canada.ca/en/certifications-evaluations-standards/codes-canada/codes-canada-publications/national-energy-code-canada-buildings-2020>
10. Passive House Canada (2024), *Building Certification*, <https://www.passivehousecanada.com/passive-house-building-certification/>
11. Reimagine Architects (2024), *Red Deer Polytechnic Student Residence*, <https://reimagine.ca/work/project/red-deer-polytechnic-student-residence>
12. Town of Banff (2021), *C7006 Municipal Sustainable Building Policy*, <https://banff.ca/DocumentCenter/View/344/Municipal-Sustainable-Building-Policy-C7006>
13. ZEBx (2022), *Planning for High-Performance Buildings*, Net-Zero Energy-Ready Playbook Series, <https://www.zebx.org/wp-content/uploads/2022/01/Playbook-Planning-High-Performance-Buildings.pdf>

NOTICE OF MOTION

Submitted in accordance with Procedure Bylaw No. B-10/2024

Presented By: Councillor Kolson

TITLE: Subdivision and Development Appeal Board Compensation Review

WHEREAS The Subdivision and Development Appeal Board members are currently not being compensated for their time at hearings but are compensated for their mandatory training that is required;

AND WHEREAS The Subdivision and Development Appeal Board hearings are currently taking place at City Hall in the evenings starting at 6:00 pm;

AND WHEREAS The City of Airdrie is growing in population at a fast pace and there is a need to provide compensation and resourcing to current and potential future members seeking to sit on the Subdivision and Development Appeal Board;

AND WHEREAS The City of Airdrie values the time citizen members spend on the Board and recognizes the unique obligations and skills they have when serving as decision-makers in quasi-judicial tribunals;

AND WHEREAS The City of Airdrie currently compensates the citizen members who sit on the Assessment Review Board and on Council's standing committees for their attendance and participation at meetings;

NOW THEREFORE BE IT RESOLVED THAT Administration be directed to draft a Council Policy regarding the compensation and daytime scheduling of Subdivision and Development Appeal Board meetings for Board members.

Respectfully Submitted:

Councillor Kolson

OUTSTANDING COUNCIL FOLLOW-UP (Updated to October 15, 2024)

	Item	Director Contact	Councillor and Date Originated	Expected Return Date	Director Update
1	<p>Direct Administration to:</p> <ol style="list-style-type: none">conduct a review of the regulations in Land Use Bylaw No. B-01/2016 regarding “Supportive Housing, Limited” against regulations in comparable communities and best regulatory practice in Alberta;undertake a campaign to inform and engage the public on this development issue, seeking input for regulations;involve the Land Use Bylaw Sustainment Committee consisting of business owners, citizens-at-large, and other development experts;provide options for Council for development regulations regarding “Supportive Housing, Limited” based on that review, with specific recommendations for:<ol style="list-style-type: none">determining applicability for a Development Permit exemption;establishing a maximum intensity of use for a site (clients and staff);setting specific parking ratios associated with the intensity of use;minimum separation distances between similar uses;appropriate and consistent methods of notice and engagement prior to application; and,other methods to ensure compatibility in the residential context;take the specific recommendations to the Community Infrastructure and Strategic Growth (CISG) Committee for commentary and review; andreturn to Council with the accumulated options and recommendations before December 1, 2024	S. Utz	Council – Apr 16/24	<p>REVISED CISG Committee December 2024</p> <p>Council January 2025</p>	To complete the analysis and robust engagement outlined in Council’s direction for follow up, Administration will be presenting the proposed bylaw amendments to the Community Infrastructure and Strategic Growth Standing Committee (CISG) in December and will schedule the public hearing for January 2025.
2	<p>Direct Administration, through an external consultant, to provide Council with report of its findings and recommendations by December 3, 2024 with the following deliverables:</p> <ol style="list-style-type: none">A complete analysis of the amount of time each Council member currently performs in their role as an elected official for official municipal matters such as Council	C. Satink	H. Spearman – May 7/24	December 2024	Consultants engaged Council through an on-line survey and an interview and presented the results at the October 1, 2024 Strategy Session.

	Item	Director Contact	Councillor and Date Originated	Expected Return Date	Director Update
	<p>Meetings, Council Committees meetings, Strategy Sessions, Budget Meetings, and Legal Training Sessions;</p> <p>2 A complete analysis of comparable Canadian municipalities with a population of 100,000 residents or greater, with an elected Mayor at-large or with a Ward System of the following:</p> <p>(a) A total compensation analysis of its elected officials;</p> <p>(b) Per-diem amounts and purpose for its elected officials;</p> <p>(c) The Council budgets and staff resourcing that supports elected officials; and</p> <p>(d) The number of Council boards and committees (internal and external) requiring elected official appointments and the number of elected officials appointed;</p> <p>3 A complete analysis of the total amount of time and the identification of the type of work associated with the dedication of time that each Council member currently performs in their role as a representative on external boards and committees currently identified in the Committees Bylaw;</p> <p>4 A complete analysis of the total amount of time and the identification of the type of work associated with the dedication of time that each Council member could perform in their role as a representative at conferences, at intergovernmental meetings, in advocacy efforts on behalf of the city;</p> <p>5 A complete analysis of the total amount of time and the identification of the type of work associated with the dedication of time that each Council member may be expected to perform around professional development and certifications;</p> <p>6 A facilitated discussion with Council to review what is the value to the City to have elected official representation on external boards and committees currently identified in the Committees Bylaw;</p> <p>7 A survey of each current Council member of the areas of work that each member considers essential to being an elected official and the estimated time that is dedicated to</p>				

	Item	Director Contact	Councillor and Date Originated	Expected Return Date	Director Update
	these areas of work (e.g. ceremonial functions, meetings with residents, answering correspondence, committee work, community events, community service, communications, etc.), and; 8 A draft Candidate Information package for Council's review prior to the start of the nomination period on January 1, 2025 of the next general municipal election				
3	<p>Accessibility Audit</p> <p>That Council directs Administration to:</p> <ol style="list-style-type: none"> 1. return to Council with an understanding what an accessibility audit is and what it might achieve toward the Council Focus Area for a Caring Community; 2. describe for Council the current best practices for accessibility audits and the options for the depth of review of public and private facilities; 3. research private sector and public sector grants available to fund an accessibility audit and/or implementation work from such audits; and 4. provide Council with an estimated range of the time and resources required for the type(s) of accessibility audits and the ability to offset them with grants for Council to consider before December 1, 2024. 	S. Utz	H. Spearman – Jun 18/24	December 2024	Administration will complete best practices research to define the nature of accessibility audits, and the range of depth that they can investigate. Administration will provide an estimate of costs to complete an audit, based on this range. Implications of a potential audit on public and private facilities will be provided, as available.
4	Direct Administration to work with Volunteer Airdrie Society with respect to the coordination of current Airdrie Transit programs and the Drive Happiness Seniors Association Program and to return to Council with options, whether by direct or indirect support to help further their success.	S. Utz	DM Jones – Mar 18/23	Q2 2025	Administration will review the scope of the existing specialized medical trips to Calgary program and assess any service gaps based on community need. This report will review service model options, including operational costs, demand forecasts and levels of service. Administration will also review the intergovernmental relationship for the health services creating the demand for medical trips.
5	Direct Administration to prepare a follow-up report to the one presented to Council on June 4, 2024 regarding the impacts of zero-lot line housing.	S. Utz	T. Petrow – June 4/24	June 2025	Administration will review the impacts of zero-lot line housing, especially those with front-drive access, in neighbourhoods with the benefit of winter occupancy and higher completion and occupancy rates in general.
6	Direct Administration to draft a Council Policy regarding the use of Council Chambers that specifically states that the City of Airdrie's Council Chambers will be used only for official Council meetings, official Council committee meetings, and by Administration for internal staff meetings, staff-led workshops and City Hall tours	C. Satink	C. Kolson – Aug 20/24	December 2024	Administration will research municipal comparable, speak with Insurance and Risk Management and return with a draft policy for consideration.

7	<p>Table Bylaw No. B-29/2024 and direct Administration to work with the Applicant and return with the following information:</p> <ul style="list-style-type: none">• Parking analysis that increases the amount of parking stalls that would blend both a commercial/residential need;• Pedestrian and vehicle traffic safety analysis; and• A formal sight line analysis.	S. Utz	H. Spearman – Sept 17/24	REVISED TBD - based on Applicant Submission	Administration will convey to the Applicant the information standards required to provide Council with the information requested for a future public hearing.
---	--	--------	-----------------------------	--	---