

**TOWN OF CANMORE  
AGENDA**

Committee of the Whole  
Council Chamber at the Canmore Civic Centre, 902 – 7 Avenue  
Tuesday, March 21, 2023 at 1:00 p.m.

- 1:00 – 1:05      **A. CALL TO ORDER AND APPROVAL OF AGENDA**  
                    1. Land Acknowledgement  
                    2. Agenda for the March 21, 2023 Committee of the Whole Meeting
- B. DELEGATIONS - None**
- 1:05 – 1:10      **C. MINUTES**  
                    1. Minutes of the February 21, 2023 Committee of the Whole Meeting
- D. STAFF REPORTS**
- 1:10 – 1:30      1. 2022 Municipal Enforcement Annual Report
- 1:30 – 1:50      2. 2022 Paid Parking Annual Report
- 1:50 – 2:00      3. Canmore Automated Traffic Enforcement Annual Report
- 2:00 – 2:30      4. Local and Collector Road Speed Limits: Safety and Livability  
                    Purpose: to provide an update on the implementation of reduced speed  
                    limits along local, collector, and activity streets in Canmore.
- 2:30 – 3:00      5. Elevation Place Aquatic Centre Update  
                    Purpose: to provide committee with an update on Aquatics Centre  
                    operations at Elevation place.
- 3:00 – 3:15      **Meeting break**
6. Planning and Development Service Delivery Improvements  
                    Purpose: to provide an update on the changes implemented within the  
3:15 – 4:00      Planning and Development department to date and outline what further  
                    changes can be expected in 2023.
- 4:00 – 4:15      7. Cougar Creek Construction Update (verbal)
- E. COUNCILLOR UPDATES**
- 4:15 – 4:30      1. 2023 Councillor Updates
- F. ADMINISTRATIVE UPDATE**
- 4:30 – 4:45      1. 2023 Administrative Update
- G. COUNCIL RESOLUTION ACTION LIST**
- 4:45 – 4:50      1. Council Resolution Action List as of March 3, 2023
- H. CORRESPONDENCE**
- 4:50 – 4:55      1. Letter from AHS Re: Response to Sponsorship Program  
                    2. Letter from Minister of Municipal Affairs Re: Budget 2023

**I. IN CAMERA - None**

4:55

**J. ADJOURNMENT**



**TOWN OF CANMORE  
MINUTES  
Committee of the Whole  
Tuesday, February 21, 2023 at 1:00 p.m.**

**COUNCIL MEMBERS PRESENT**

- Sean Krausert                    Mayor
- Jeff Mah                         Deputy Mayor
- Tanya Foubert                Councillor
- Wade Graham                 Councillor
- Jeff Hilstad                    Councillor
- Karen Marra                    Councillor
- Joanna McCallum             Councillor

**COUNCIL MEMBERS ABSENT**

None

**ADMINISTRATION PRESENT**

- Sally Caudill                    Chief Administrative Officer
- Whitney Smithers             General Manager of Municipal Infrastructure
- Therese Rogers                General Manager of Corporate Services
- Scott McKay                    General Manager of Municipal Services
- Robyn Dinnadge               Manager of Communications
- Allyssa Rygersberg            Deputy Municipal Clerk (recorder)

Mayor Krausert called the February 21, 2023 Committee of the Whole meeting to order at 1:00 p.m.

**A. CALL TO ORDER AND APPROVAL OF AGENDA**

- 1. **Land Acknowledgement**
- 2. **Agenda for the February 21, 2023 Committee of the Whole Meeting**

4-2023COW                    Moved by Mayor Krausert that the Committee of the Whole approve the agenda for February 21, 2023 meeting as presented.

**CARRIED UNANIMOUSLY**

**B. DELEGATIONS**

- 1. **Bow Valley Waste Management Commission**  
Andrew Calder, CAO of the Bow Valley Waste Management Commission (BVWMC), provided a presentation on the operations, responsibilities, and governance structure of the BVWMC.

**C. MINUTES**

- 1. **Minutes of the January 17, 2023 Committee of the Whole Meeting**  
Moved by Mayor Krausert that the Committee of the Whole approve the minutes of the January 17, 2023 meeting as presented.

5-2023COW

**CARRIED UNANIMOUSLY**

**D. STAFF REPORTS**

**1. Alberta Tourism-Based Communities Economic Impact and Fiscal Capacity Reports**

Administration spoke to a written report providing the Committee of the Whole with two reports produced jointly by the Town of Canmore, Town of Banff, and Town of Jasper:

- Economic Impacts of Tourism in Alberta Rocky Mountain Communities, and
- Alberta Tourism-Based Communities Costs and Fiscal Capacity.

**E. COUNCILLOR UPDATES**

**1. February 2023 Councillor Updates**

Written report, received as information.

**F. ADMINISTRATIVE UPDATE**

**1. February 2023 Administrative Update**

Written report, received as information.

**G. COUNCIL RESOLUTION ACTION LIST**

**1. Council Resolution Action List of February 21, 2023**

Written report, received as information.

**H. CORRESPONDENCE**

1. Letter to AHS Re: Sponsorship Program
2. Palliser Land Request to Minister Nixon

**I. IN CAMERA**

None

**J. ADJOURNMENT**

6-2023COW

Moved by Mayor Krausert that the Committee of the Whole adjourn the February 21, 2023 committee of the whole meeting at 2:22 p.m.

**CARRIED UNANIMOUSLY**

\_\_\_\_\_  
Sean Krausert, Mayor

\_\_\_\_\_  
Allyssa Rygersberg, Deputy Municipal Clerk

Minutes approved by: \_\_\_\_\_

Agenda item D1

# 2022 Municipal Enforcement Annual Report

The Town of Canmore Municipal Enforcement Department serves the community to enhance the quality of life by engaging with residents and visitors to contribute to a safe and livable community. The department strives to provide a high level of customer service and responsiveness, while being visible and approachable during proactive patrols and participating in community engagement opportunities.

### 2022 Highlights

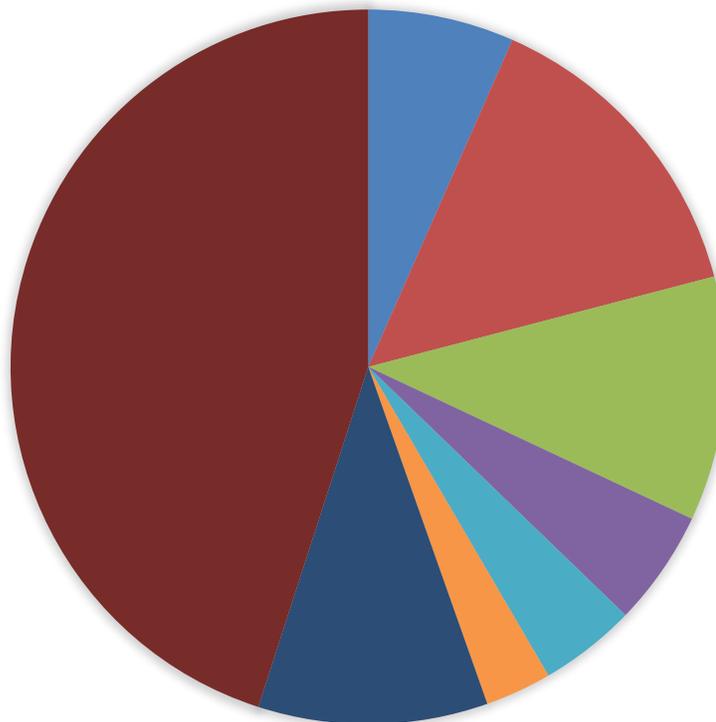
- Peace Officers participated in several community engagement activities including the Quarry Lake Clean Up, bike education and safety with young children at the Roundhouse Daycare and the Canmore Recreation Centre, Trunk or Treat Halloween event, leading crosswalk safety with students at École Notre-Dame des Monts, pathway safety day which saw Peace Officers hand out over 50 bike bells, the Royal LePage Christmas Food Drive, the CP holiday train and rail safety week.
- Peace Officers conducted “Operation Fruit Bearer” in the months of August and September due to increased bear activity in the Cougar Creek neighbourhood. Peace Officers proactively identified 97 residential properties that had fruit-bearing vegetation and provided information to property owners about the requirements under the wildlife attractants sections in the Community Standards Bylaw (which was passed on August 16, 2022) and the fruit tree replacement program. All property owners or renters complied with removing fruit from trees and in six circumstances the property owners chose to remove the trees completely.
- The Province updated the Peace Officer Program Policy and Procedures Manual as well as the Authorization to Employ Peace Officers applications. After submitting updated policies and procedures to remain compliant with these changes, all Town of Canmore Peace Officers were issued new appointments after completing the provincially required physical testing and training.

### Investigations

Investigations are opened when community concerns are reported to the Municipal Enforcement department by phone, email or in person to a Peace Officer. Peace Officers also conduct proactive investigations of infractions they encounter while in the performance of their day-to-day duties. 78% of the investigations (957) were reactive and 22% (277) were proactive.

The total number of investigations for 2022 was 1,234, compared to 1,018 in 2021. This represents a 21% increase in total investigations in 2022 from the previous year.

### 2022 INVESTIGATIONS BY CATEGORY



- “Other” investigations included: assisting other agencies and the following bylaw investigations; business registry, cannabis, camping, community standards, fire, hunting and trapping, noise, and water.

- In addition to the investigations highlighted above, the department handled 267 lost and found calls for service.
- Thirty five domestic animals were impounded with 23 being returned to their owners. 12 domestic animals were surrendered to the Bow Valley SPCA, including six puppies that were found abandoned in an underground parking lot at a local commercial business.

## Warnings and Tickets

### 2022 Warning and Tickets

Bylaw/Provincial Statute	Warnings	Tickets
Animal Control Bylaw	94	105
Animal Protection Act	0	0
Business Registry Bylaw	12	2
Camping Bylaw	102	43
Community Standards Bylaw	75	15
Fire Bylaw	2	1
Gaming, Liquor and Cannabis Act	5	18
Hunting & Trapping	0	0
Land Use Bylaw	0	0
Parks Bylaw	4	3
Petty Trespass Act	0	1
Taxi Bylaw	1	2
Traffic and Road Use Bylaw	280	656
Traffic Safety Act	8	17
Tree Protection Bylaw	5	2
Recyclables & Waste Bylaw	4	5
<b>TOTAL</b>	<b>592</b>	<b>870</b>

- The total number of warnings and tickets issued in 2022 was 1,462, compared to 2,056 in 2021. The decrease of 28%, is primarily related to the enforcement of paid parking moving from Municipal Enforcement to the Paid Parking officers in 2022. Paid parking enforcement stats will be reported in the upcoming paid parking report.
- Peace Officers focused a significant amount of time during the summer months conducting early morning camping patrols.

- Dog off leash enforcement shifted in the fall from education (warnings) to primarily enforcement (tickets) when justified. Of the 105 tickets issued under the animal control bylaw, 73 were issued for “dog at large”.

Agenda item D-2

# 2022 Paid Parking Annual Report

In 2022, the Town of Canmore's paid parking program expanded from Quarry Lake to include the Town Centre. As part of the Integrated Transportation Management Plan, paid parking helps reduce congestion in the Town Centre, promote vehicle turnover, and encourages mode shift to alternative transportation methods, such as walking, cycling, or ROAM transit.

### **2022 Highlights**

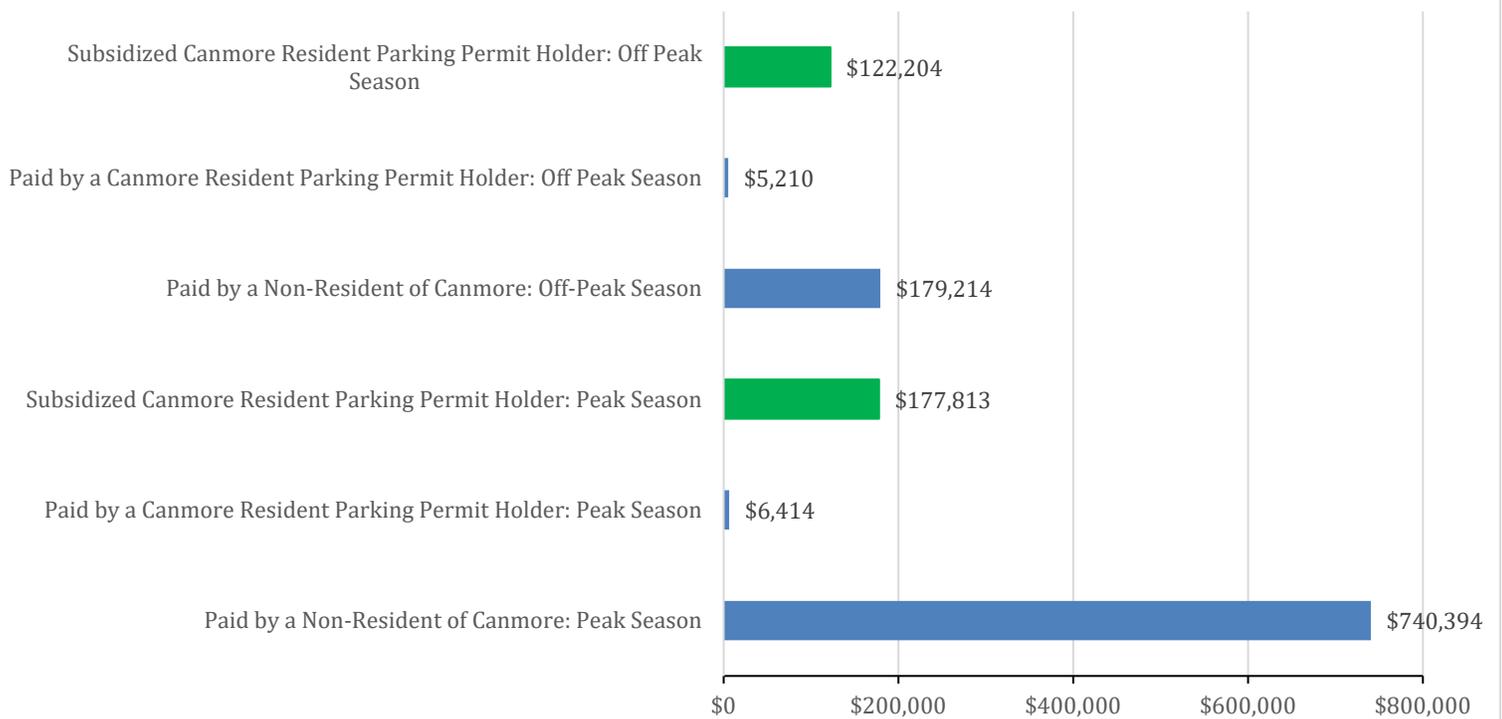
- Paid parking in the Town Centre and Quarry Lake combined, totaled \$1,075,200 in gross revenue (compared to a budget of \$695,500) and \$706,346 in net revenue was generated for 2022 (compared to a budget of \$444,502).
- The highest grossing month was August, with over \$300,000 in gross revenue.
- 12,208 resident parking permits were approved in 2022.
- Ticket appeals were granted to locals adjusting to the program until December 1, 2022. This grace period gave leniency for those learning to use the Blinkay payment system. With a total of 600 appeals received, 292 were granted to residents for this reason.
- Parking Ambassadors use an education-based approach to enforcement, issuing verbal and written warnings prior to ticketing. Where possible, the Parking Ambassadors assisted both residents and visitors to locate pay machines, pay for parking, and answer questions about the paid parking program. Acting as ambassadors, they promote an excellent visitor experience by directing visitors to local businesses and attractions that meet their needs once they have resolved their parking inquiry.
- In addition to direct emails, phone calls, and in-person inquiries, the Paid Parking administrative team responded to 968 submissions to the online Paid Parking Inquiry form. More than half of these inquiries involved a question regarding the Town Centre Paid Parking program or setting up a Blinkay account.

### Town Centre

The total gross revenue in the Town Centre for 2022 was \$881,091 (the anticipated revenue was \$475,000).

- Residents activated \$177,813 worth of free parking in the Town Centre during the peak season (May 15<sup>th</sup> to October 14<sup>th</sup>), and \$122,204 in the off-peak season (October 15<sup>th</sup> to May 14<sup>th</sup>). This is equivalent to just over 120,000 hours, or approximately 10,000 days of parking.
- A total of 17 resident monthly parking permits were sold in 2022 since becoming available on November 1<sup>st</sup>. The resident monthly parking permits allow for parking within designated Town Centre parking lots.
- In the Town Centre, 71% of paid parking sessions were started via the Blinky app or the QR code web link. The remaining 29% of parking sessions were started via pay machines.
- The two pay machines in the 7<sup>th</sup> Street/Miner’s Hall parking lot were responsible for 15% of all Town Centre revenue.

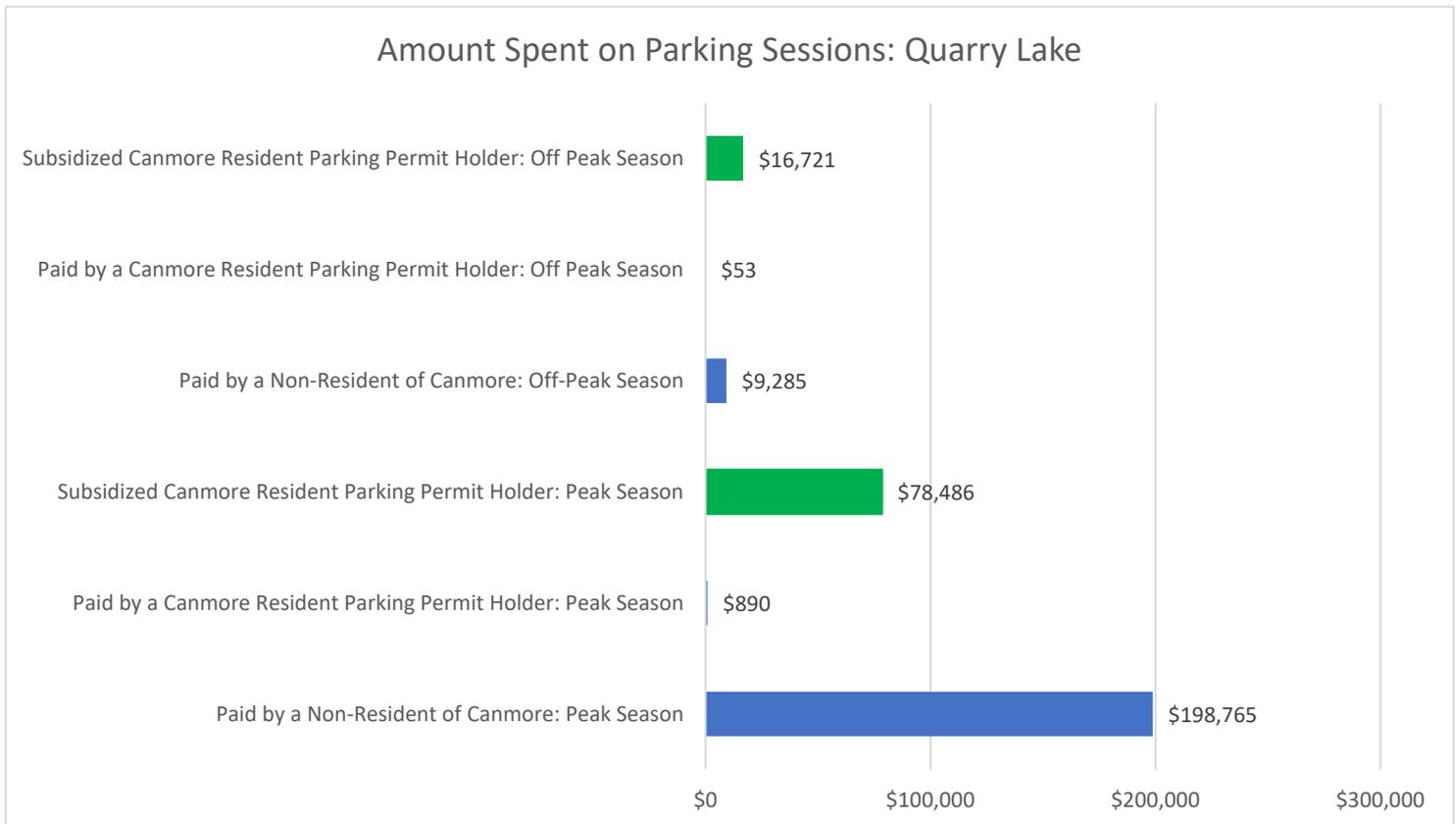
Amount Spent on Parking Sessions :Town Centre



### Quarry Lake

- The 2022 gross revenue for Quarry Lake was \$193,410 (compared to a budget of \$220,000).
- Residents redeemed \$78,486 worth of parking at Quarry Lake during the peak season, and \$16,721 worth of parking at Quarry Lake during the off-peak season. The quantity of free parking provided to residents at Quarry Lake in 2022 is equal to approximately 22,385 hours, or about 932 days.
- 84% of hours parked took place during the peak season, of which 72% came from non-residents. Contrarily, during the off-peak season, 64% of hours parked came from residents of Canmore.

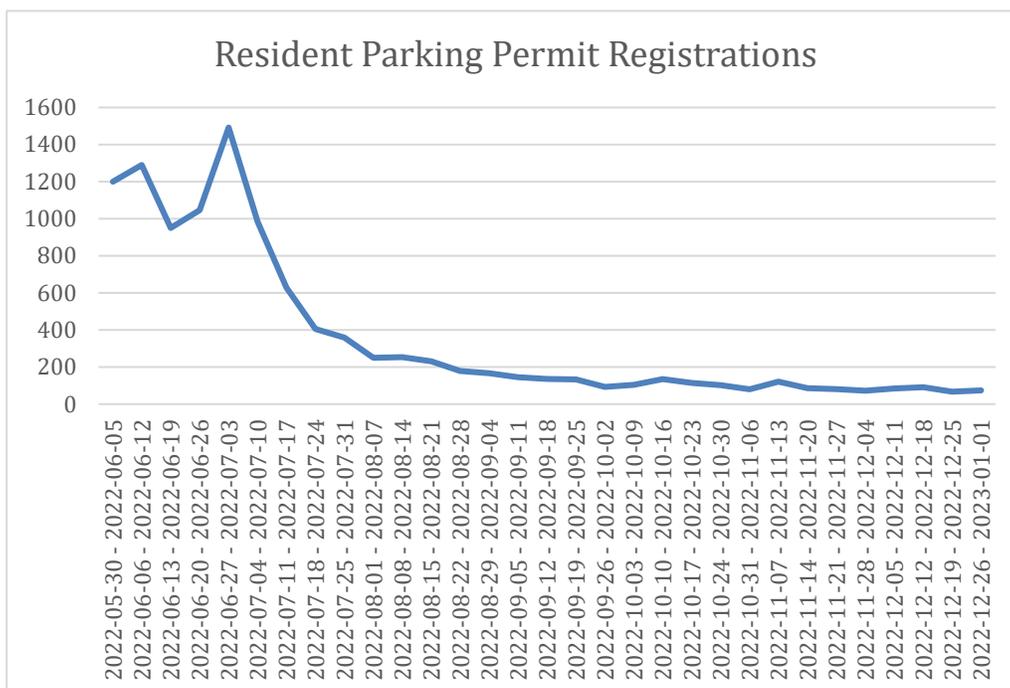
Amount Spent on Parking Sessions: Quarry Lake



### Resident and Business Parking Permits

The paid parking team approved 12,208 parking permits in 2022. Of these permits, 513 were issued to businesses licensed to operate in Canmore, 11,695 were issued to residents.

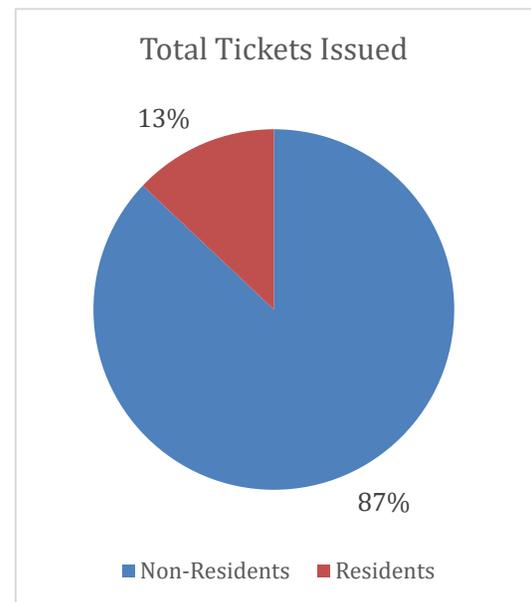
- There were 7,751 unique users of the Permit Portal.
- Nearly 70% of these users registered only one parking permit, while 24% registered two parking permits. The remaining six percent registered between three to five parking permits.
- 198 unique users registered their business vehicles for parking permits. The majority (88%) registered between one and four permits to their account. Nine percent of users registered between five and nine permits to their account. The remaining three percent registered 10 or more permits, with only three businesses registering for more than 15 permits.
- Resident Parking Permits (RPP) became available on May 30<sup>th</sup>, 2022. The week of June 26<sup>th</sup> – July 3<sup>rd</sup> saw the most RPP applications in 2022, likely due to the start of the paid parking program and high visibility of the parking ambassador team, who were actively providing assistance to residents who wished to obtain an RPP and access their free three hours of parking.



### Warnings and Tickets

Offence	Warnings	Tickets
Stop or Park without Registering or Making Payment	388	4,984
Stop or Park in Paid Parking Zone for period longer than payment was made	53	216
Park in Controlled Resident Parking Zone without a valid permit	50	251
Stop or Park Where Prohibited by a Traffic Control Device	19	270
Improper Parallel Parking	1	32
Stop or Park in Parking Stall Designated for Disabled Person’s Use	1	37
Other Traffic and Road Use Offences	31	90
<b>TOTAL</b>	<b>543</b>	<b>5,880</b>

- The total number of official warnings and tickets issued in 2022 was 6,423. Parking Ambassadors only enforced the Town of Canmore Traffic and Road Use Bylaw.
- Verbal warnings issued by Parking Ambassadors are not included. Discretion was used to decide whether to issue a ticket or a warning.
- Parking Ambassadors focused on education for the first few weeks of the paid parking program, issuing primarily warnings to first time offenders.
- 82% of those ticketed received one ticket in 2022. The remaining 18% received two or more tickets and were responsible for 37% of tickets issued.
- 75% of all tickets were issued in the Town Centre.
- 63% of tickets issued to non-residents were issued from Friday-Sunday, for a total of 3,688. Residents received 53% of their tickets from Friday-Sunday, for a total of 462.
- The majority of tickets issued (87%) were issued to non-residents.



### Next steps

In response to feedback from parking users and parking staff, the following will be explored throughout the course of 2023:

- Install signage to assist users with wayfinding pay machines in locations where a pay machine is not immediately visible.
- Complete a comparative parking study to assess the impacts to parking usage in paid parking areas and their surrounding resident parking permit zones in relation to the Integrated Parking Management Plan.
- Continue to use an education-based approach to enforcement and assist parking users instead of ticketing whenever possible.
- Install newly purchased pay machines in areas that require additional service.
- Changes to staff schedules to allow more officer presence on busy days, such as long weekends.

After one year of program operation, a report will be brought to Council to evaluate the paid parking program and recommend any program changes. These recommendations will be driven by the goals of the Integrated Parking Management Plan and Council's 2023-2026 Strategic Plan.

# 2022 Automated Traffic Enforcement Annual Report

## 2022 Annual Report

The Canmore Automated Traffic Enforcement (ATE) program plays an active role in supporting traffic safety for residents and visitors of the Town of Canmore. ATE is used in combination with conventional traffic enforcement conducted by the Canmore RCMP.

### ATE Locations

All locations where speed is monitored by ATE are approved by the Detachment Commander of the Canmore RCMP and the Manager of Protective Services. There are no Intersection Safety Devices, also known as red light cameras, in Canmore. ATE supports initiatives contained within the RCMP Canmore traffic safety plan and has a positive impact on reducing speeding offences in the community.

All locations align with the criteria as set by the Alberta Solicitor General's ATE Technology Guidelines. For each location, a "site justification" is completed and is posted on the Town's website located at [canmore.ca/photo-radar](https://canmore.ca/photo-radar).

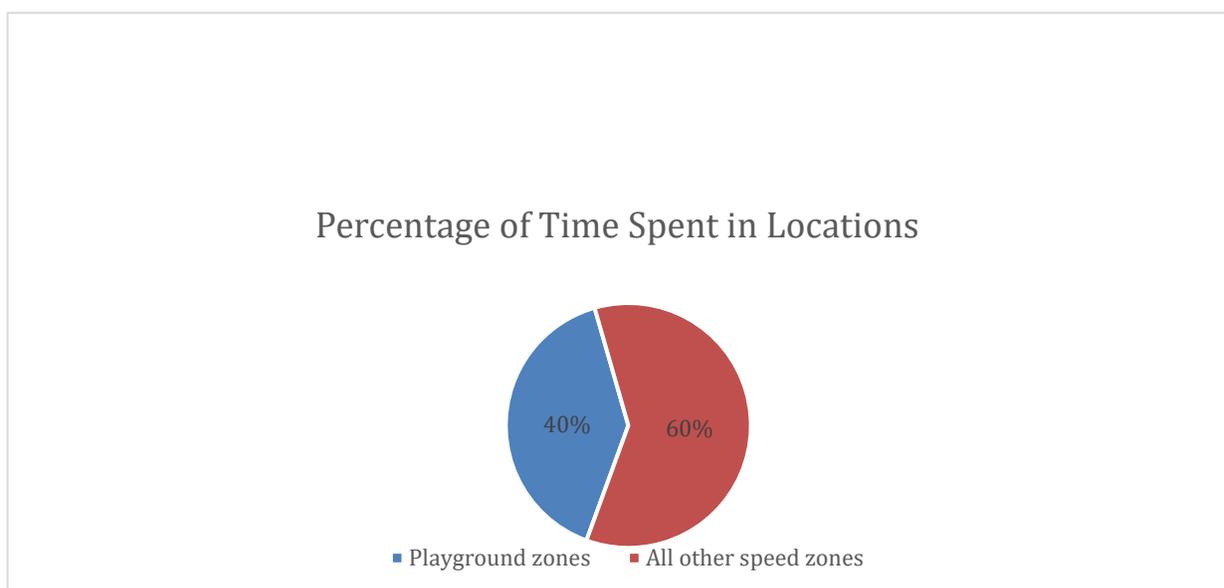
Throughout the year, the following ATE zones were archived:

- Palliser Trail – both directions (April)
- Bridge Road (April)
- 8<sup>th</sup> Ave at Industrial Place – both directions (December)

These zones either no longer met the criteria set out in the Alberta ATE Guidelines or no longer required enforcement due to Town of Canmore traffic calming measures and road design updates. The number of ATE zones currently approved is 33.

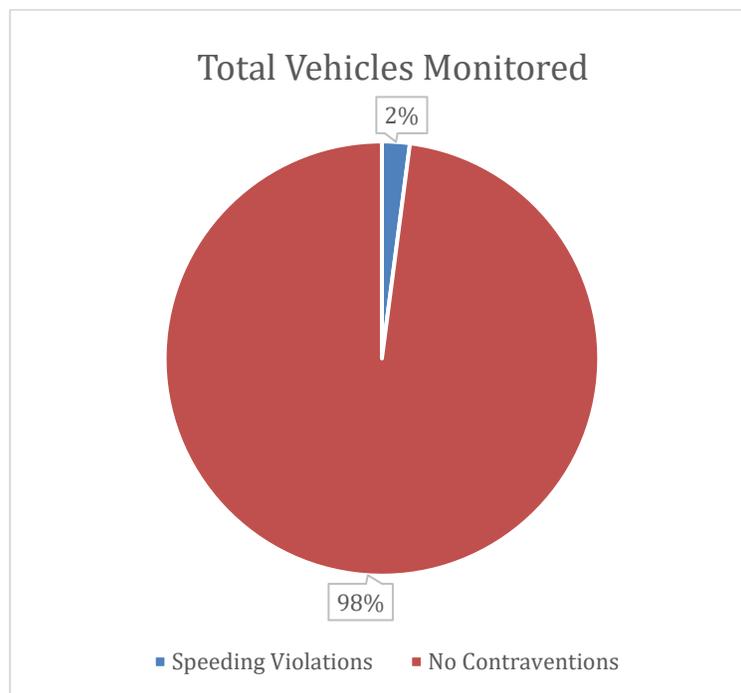
### Enforcement Summary

In 2022, the ATE operations were deployed for 1,358 hours and the operator spent 40% of their time in playground/school zones. The other 60% of the time was spent in other speed zones.

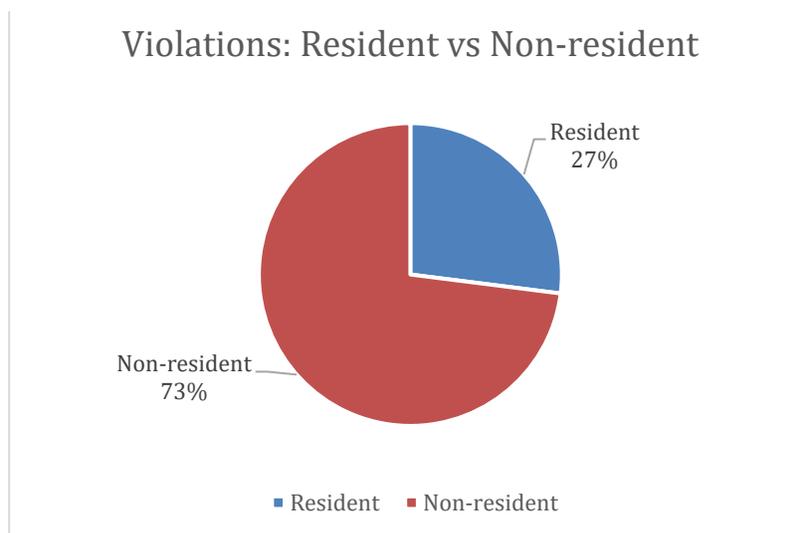


## 2022 Annual Report

There were 509,897 vehicles monitored in 2022, of which there were 10,535 speed violations observed, meaning 2% of all vehicles monitored committed a speeding contravention. Of the 10,535 vehicles committing speed contraventions, 7,039 speed notices were issued, meaning 1.4% of all vehicles monitored received a speeding notice.

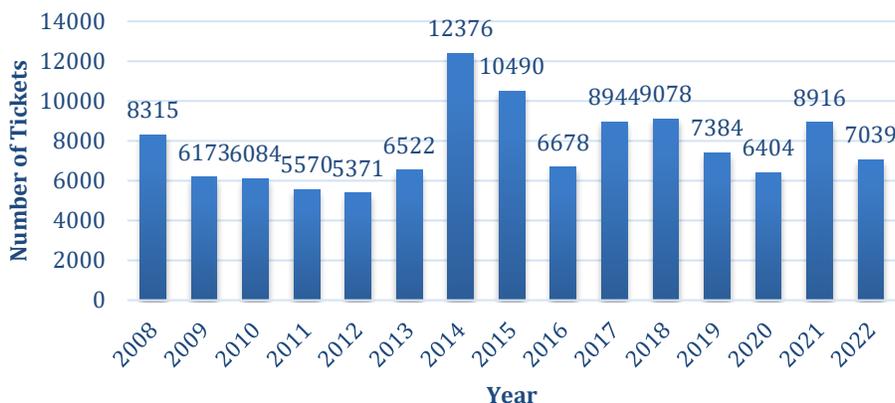


73% of all violations in 2022 were committed by non-residents. Residents made up 27% of violations committed. "Residents" are defined as those vehicles with registrations that have a Canmore postal code.



## 2022 Annual Report

### Total Photo Radar Violations 2008-2022



It is unclear whether the new provincial guidelines have affected the total number of tickets issued in 2022 as the trend varies and is dependent on a number of factors, including other initiatives aimed at reducing vehicle speeds within the Town of Canmore.

### Collision Data

The province now shares collision data directly to municipalities to assist with the justification and oversight of the ATE program. Collision data is updated monthly and the number of collisions in zones is subject to change depending on when investigations are completed, and final details provided to the province. Quarterly reports are submitted to the provincial law Enforcement Standards and Audits Program area. In 2022, there were three collisions in ATE zones. All three were property damage collisions. Two of the collisions were in 50 km/hr zones where there is a higher frequency of speeding and one occurred in a playground/school zone. A total of 34 collisions in ATE zones between 2019-2022 were reported, nine of which were injury-related accidents. Three of those nine injury-related collisions involved pedestrians. There were no reported fatalities in ATE zones between 2019-2022.

Collisions	2019	2020	2021	2022
Property Damage	9	4	8	5
Injury	2	3	4	0
Fatality	0	0	0	0
<b>Total</b>	<b>11</b>	<b>7</b>	<b>12</b>	<b>5</b>

The zones along Bow Valley Trail and Benchlands Trail have the highest number of collisions out of all ATE zones. There have been 11 collisions reported along Bow Valley Trail at or near Ray McBride and 10 along Benchlands Trail at or near Cougar Creek Drive since 2019. These two zones account for 22/34 collisions in all ATE zones (64%). In 2022, there was a total of 3,105 speed notices issued in these two areas.

## 2022 Annual Report

There are few reported traffic collisions in playground or school zones.

Collision data continues to inform traffic calming and road design capital projects. Palliser Trail is an example of a zone that is now archived because traffic calming and road design have made it difficult for drivers to speed and automated traffic enforcement is no longer required.

Of note, the Bow Bridge zone was archived in April 2022 as it no longer met the criteria set out in the ATE guidelines. In 2020 and 2021, this zone had two collisions involving pedestrians (one in each year). After the zone was archived, there were two reported collisions in June and October 2022, one involving a pedestrian. The two collisions reported in June and October are not included in the collision data table above as the zone had been archived when they occurred.

### ATE Revenues

In 2022, the total revenues generated by ATE violations was \$506,064. Net revenues from ATE fines were \$256,550 and fund expenses related to policing or traffic safety initiatives and community safety initiatives or programs. In 2022 fine revenues funded:

- Contract costs for 1.5 RCMP officers
- Equipment for a peace officer patrol vehicle
- 44 new driver rebates (\$250 each) were issued to new drivers that successfully completed a new driver program
- Active transportation projects (see details below)

ATE revenues contributed to the following active transportation projects in 2022:

Hawks Bend traffic calming:

- Precast traffic calming islands
- Reduction in speed limits from 50km/hr to 30km/hr

Lions Park (15<sup>th</sup> street) traffic calming

- Precast traffic calming islands
- Reduction in speed limits from 50km/hr to 30km/hr

Glacier Drive at Elk Run Blvd

- Precast medians to improve pedestrian safety and reduce speed of vehicles turning onto Glacier drive

The Town of Canmore owns and operates five vehicle activated traffic calming signals, that illuminate and notify drivers of the posted speed limit when they are approaching the signs and are travelling above the posted speed limit. These signs are placed in key locations in town where speeding is a concern.

The Town of Canmore owns and operates one mobile speed display trailer that displays the speed of motorists as they approach the sign. This “speed trailer” is moved weekly to pre-determined locations and can be deployed in neighbourhoods where residents have expressed a concern with speeding. This visual reminder helps remind motorists of the posted speed and prompts them to check how fast they are travelling while in the zone.



# Briefing

**DATE OF MEETING:** March 21, 2023 **Agenda #:** D-4

**To:** Committee of the Whole

**SUBJECT:** Local and Collector Road Speed Limits: Safety and Livability

**SUBMITTED BY:** Claire Ellick, Transportation Engineer  
Caitlin Miller, Manager of Protective Services

**PURPOSE:** To provide an update on the implementation of reduced speed limits along local, collector, and activity streets in Canmore.

## EXECUTIVE SUMMARY

Administration is moving forward with the application of reduced speed limits on local, collector, and activity streets throughout the town in 2023, as recommended in the Town's 2018 Integrated Transportation Plan (ITP). The project has been approved by Council as part of the 2023 capital budget.

## BACKGROUND/HISTORY

Historically the default speed limit for urban streets, including Canmore, has been 50 kilometres per hour except where otherwise posted, as identified in the *Traffic Safety Act* throughout the province of Alberta. An increasing body of knowledge in the field of traffic safety has emphasized the relationship between vehicle speeds and collision outcomes. Accordingly, there has been a corresponding shift in standards and best practice to emphasize safety and human life over convenience. Many cities and countries around the world have moved forward with the application of reduced speed limits in urban areas to address the more than 270,000 (as of 2013) pedestrian deaths that occur globally each year because of collisions involving motor vehicles. Along with safety benefits, there are many positive outcomes in terms of livability, equity, and greater opportunity for active travel that result from reducing urban speed limits.

## DISCUSSION

### Project Rationale

The Town's ITP identifies a long-term strategy for an increasing proportion of trips to occur by walking, cycling, and taking transit as a means of accommodating future growth and travel demand and recommends the application of a 30km/hr speed limit on local and collector roadways throughout town.

The ITP indicates that establishing lower speed limits in neighbourhoods is about influencing behaviour, supporting quality of life, and providing options for how people get around. When properly 'traffic calmed', streets with 30 km/hr speed limits can form areas or zones that provide a secondary bicycle network as well as a pedestrian network. In addition, by lowering travel speeds, modes including walking, cycling, and transit are more likely to be used. This policy approach is important in supporting the mode shift required to meet targets for walk, transit, and cycle traffic in the ITP.

The relatively short distances between most residences and the arterial roadway network in Canmore mean that for the significant increases in pedestrian comfort and neighbourhood livability, there is a minimal change in travel times for those travelling by car. The World Health Organization (WHO) cites that, *“Pedestrian collisions, like other road traffic crashes, should not be accepted as inevitable because they are, in fact, both predictable and preventable. There is a close association between the walking environment and pedestrian safety. Walking in an environment that lacks pedestrian infrastructure and that permits use of high-speed vehicles increases the risk of pedestrian injury.”* (*“Pedestrian Safety: A Road Safety Manual for Decision-makers and Practitioners”* World Health Organization, 2013).

The same WHO report recommends the promotion of ethical values in road safety - *“The ethical value underlying the safe systems approach is that any level of serious trauma arising from the road transport system is unacceptable. Humans can learn to behave more safely, but errors will inevitably occur on some occasions. The errors may lead to crashes, but death and serious injury are not inevitable consequences.”*

During the past 80 years, roadway networks in North American cities have been planned primarily with motor vehicles in mind, with a traditional focus on pedestrian behaviour rather than vehicle operation as the key determinant influencing pedestrian safety. When reviewing pedestrian safety from a systems point of view, it becomes necessary to consider the many factors which expose pedestrians to risk. These may include factors such as the infrastructure available for walking, vehicle speeds, and road design among others. Socioeconomic status has also been identified as a significant determinant of pedestrian injury, with people from poorer communities generally being at higher risk of pedestrian injury (*“Pedestrian Safety: A Road Safety Manual for Decision-makers and Practitioners”* World Health Organization, 2013).

Speed limits relate to several factors that influence pedestrian safety. Reducing vehicle speeds results in a shorter distance required for a vehicle to come to a complete stop (thereby increasing a vehicle’s chances of avoiding a collision with a person walking). For pedestrians who may have more trouble judging the speed of an approaching vehicle when crossing the road, a more forgiving environment is created, when vehicles are travelling at speeds which require less distance for them to stop. The probability of a person walking being fatally injured in a collision with motor vehicle also increases significantly as vehicle speed increases. Pedestrians have a 90% chance of surviving a collision with a motor vehicle if that vehicle is travelling at 30km/hr or under. If a motor vehicle travelling at 50km/hr or above strikes a person walking, their chances of survival diminish to below 20% (*“Speed Management”*, *Transportation Research Centre, OECD, 2006*).

While the excerpts above specifically apply to pedestrians, the relationship between injuries, fatalities, and vehicle speeds can be extended to include people cycling, walking between transit stops and their destinations, as well as motor vehicle drivers and passengers. Lower speeds result in fewer injuries and fatalities and less damage. They additionally increase quality of life through lower levels of traffic noise, lower emissions, reduced inequities, and more forgiving and attractive environments for people to be able to participate in daily life whether they walk, cycle, drive or take transit.

### **Project Implementation**

It is recognized that a reduction in speed limits will constitute a shift in traditional approaches to traffic safety, by changing the environment in which all modes of transportation interact. The consistent application of speed limits through the community will create consistency in terms of driver expectations, which is an important component in facilitating understanding and changing behaviour. This approach will require less

signage than a street by street or zone by zone approach. The arterial roadway network will remain posted at 50km/hr (see Attachment 1).

An educational campaign is planned to coincide with speed limit changes throughout the community. The work is planned to be completed ahead of the busy summer season, with timing to be firmed up closer to rollout.

To support this change and ensure compliance, the speed limit reduction zones will be monitored to determine where additional traffic calming measures, education, and enforcement is recommended. The speed trailer will be deployed in new zones to remind drivers of the new speed limit and gather speed data to help administration determine where there are great instances of non-compliance to focus further education and enforcement efforts. An educational compliance campaign is recommended as this shift takes place, with law enforcement officers issuing warnings as drivers adjust to the new speed limit.

Areas where risks to people are highest, and where non-compliance are high, will be prioritized for additional traffic calming measures. Precast concrete medians and curb extensions, and speed signage are considered more effective than other approaches, with easy installation, and will be the tools used most where additional speed reduction and compliance is desired.

While the RCMP will continue to take the lead on enforcement of vehicular traffic, they will be supported by the Community Peace Officers within municipal limits. Proactive traffic enforcement will be done in conjunction with the RCMP and their Traffic Safety Plan and Traffic Safety Calendar. Otherwise, moving traffic enforcement will be reactive to violations observed while on patrol.

The Provincial guidelines for automated traffic enforcement do not allow automated traffic enforcement to be used in residential zones that are not playground or school zones. The new 30km/hr zones will be ineligible for photo radar, and as such will need to be enforced through conventional enforcement methods by the Municipal Enforcement department and the RCMP.

#### **FINANCIAL IMPACTS**

The 2023 approved capital project 'Active Transportation, Safety and Accessibility' includes budget for implementation of the 30 km/hr speed limit reductions, including roadway modifications at areas of low compliance and higher risk. In addition to work completed through this capital project, roadway safety will continue to be addressed annually on a priority basis.

The proposed changes will not affect any automated traffic enforcement zones and therefore there will be no impact on photo radar fine revenue. Municipal Enforcement expects increases in fine revenue through enforcement of moving traffic (included in the 2023 approved operating budget), though it is unknown at this time what percentage would be attributed to the enforcement of 30 km/hr zones.

#### **STAKEHOLDER ENGAGEMENT**

Extensive stakeholder engagement was undertaken in support of the Integrated Transportation Plan, prior to Council approval in 2018. More recently, the project was included in the January 2023 open house for information and the plan received positive feedback.

Protective Services has engaged with the RCMP who are supportive of reducing speed limits to increase pedestrian and cyclist safety. The RCMP Traffic Safety Plan will be updated to reflect the change in speed limit and the collaboration on enforcement with the Municipal Enforcement department.

**ATTACHMENTS**

Attachment 1: Proposed Speed Limit Reductions

**AUTHORIZATION**

Submitted by:	Claire Ellick Transportation Engineer	Date:	<u>March 1, 2023</u>
Approved by:	Caitlin Miller Manager of Protective Services	Date:	<u>February 23, 2023</u>
Approved by:	Palki Biswas Manager of Finance	Date:	<u>March 1, 2023</u>
Approved by:	Andy Esarte Manager of Engineering	Date:	<u>February 28, 2023</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date:	<u>March 2, 2023</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>March 10, 2023</u>



### Legend

#### Current Speed Limit (km/h)

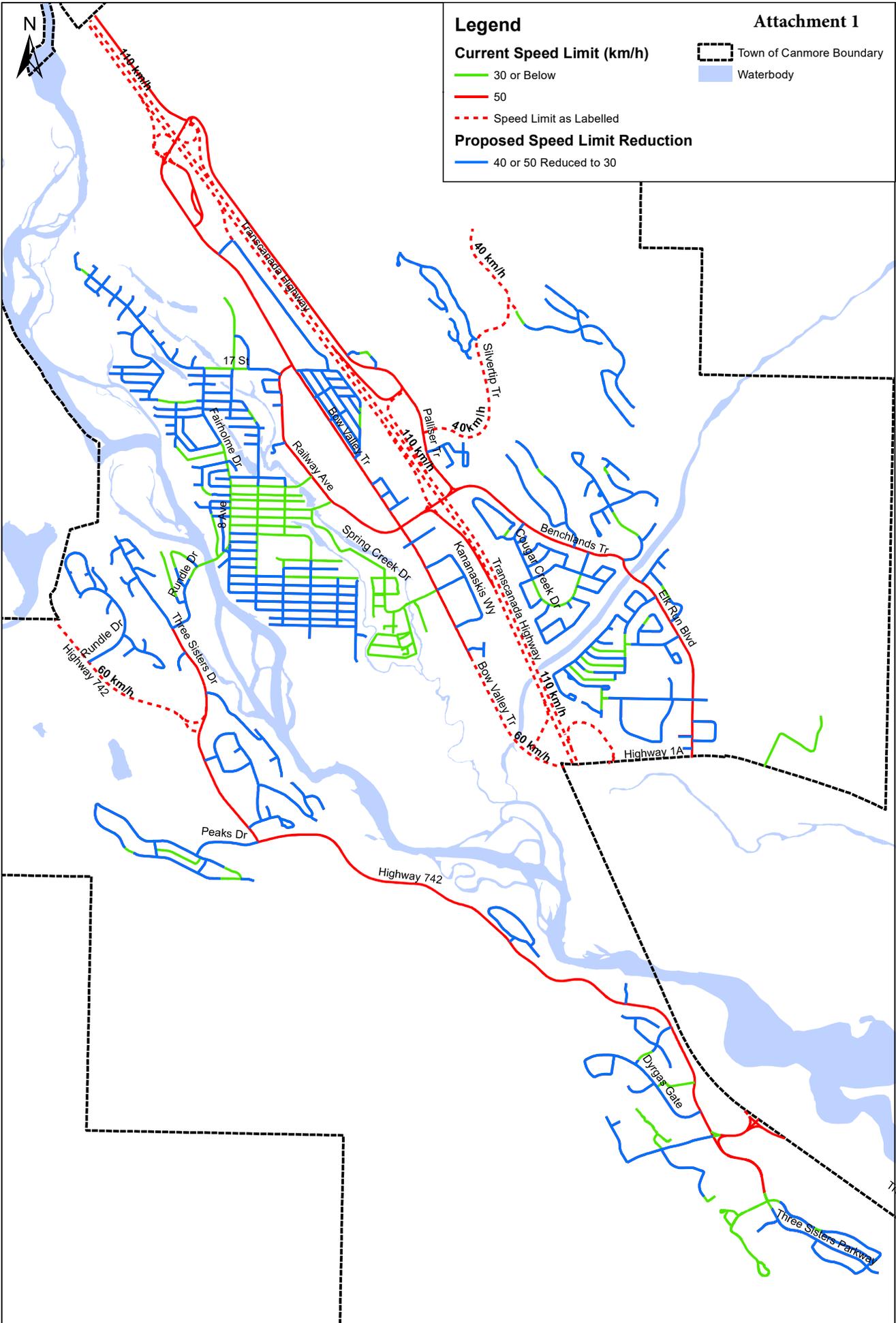
- 30 or Below
- 50
- - - Speed Limit as Labelled

#### Proposed Speed Limit Reduction

- 40 or 50 Reduced to 30

### Attachment 1

- Town of Canmore Boundary
- Waterbody





# Briefing

**DATE OF MEETING:** March 21, 2023 **Agenda #:** D-5

**To:** Committee of the Whole

**SUBJECT:** Elevation Place Aquatics Centre Update

**SUBMITTED BY:** Mandy Long, Aquatics Supervisor  
Stephen Hanus, Manager of Facilities

**PURPOSE:** To provide an update on Aquatics Centre operations at Elevation Place.

## EXECUTIVE SUMMARY

The Aquatics Centre at the Elevation Place has experienced partial and full closures since 2020 that were not all directly related to the provincial regulations associated with the pandemic. Administration has been working to address several challenges that have impacted service delivery including staffing shortage, planned and unplanned maintenance shutdowns, and the completion of an air quality investigation. These efforts have resulted in several positive outcomes and a decrease in Aquatics Centre service reductions/disruptions.

## BACKGROUND/HISTORY

It is common for municipalities to operate pools and the Town of Canmore (Town) has operated the Aquatics Centre at Elevation Place since 2013. It provides a community hub for exercise, recreation, and social interaction. Aquatics facilities also provide opportunities for self-directed swim activities, rehabilitation, swimming lessons, lifeguard training, fitness programming, and swim teams. Elevation Place sees an annual visitation rate of approximately 450,000 people (based on door counts) and during periods of high demand the Aquatics Centre operates at capacity. The facility features an eight-lane lap pool, leisure pool, lazy river, water slide, steam room, and a hot tub.

## DISCUSSION

The following discussion summarizes the challenges and outcomes related to staffing shortage, planned and unplanned maintenance, and an air quality investigation.

### Staffing Shortage

The pandemic has contributed to a lack of employees within the Aquatics industry. *"In 2020-2021, approximately 17,000 people participated in Lifesaving Society education and training programs in Alberta and the Northwest Territories. This is a decrease of over 240,000 participants from the previous year. This number reflects the significant impact of the pandemic and the number of residents from Alberta and the Northwest Territories who did not have access to the Society's programs (original and recertification)" (2020/2021 Annual Report, Alberta & Northwest Territories Lifesaving Society).*

Like many organizations that operate aquatic facilities, the Town has been challenged to recruit and retain qualified lifeguards and swim instructors. In 2022, the department experienced a 52% increase in staff turnover compared to pre-pandemic (2019) levels. As such, staffing has been a significant factor that has impacted administration's ability to maintain service levels. Most notable of impacts included periods of reduced operational hours, limiting capacity for drop-in swims, and decreased offerings of swim lessons, aquatic fitness classes, and school programming. When making service level adjustments, administration sought to balance impacts across the various use/program types as opposed to making reductions which would remove any opportunity for specific groups to access the Aquatic Centre.

Administration has been taking note of what other communities are doing in Alberta and elsewhere to rebuild a pool of qualified aquatics staff and has implemented a revised staffing model and taken steps to increase access to lifeguard and swim instructor certification courses.

Revised Aquatics Staffing Model

The previous Aquatics Centre staffing model relied heavily on casual staff which presented challenges with meeting business needs. This was exacerbated by industry wide lifeguard shortages and challenges associated with the high cost of living in the Bow Valley.

In 2022, administration converted 4.4 full-time equivalents (FTEs) of the total 8.35 casual FTEs into two full-time and four part-time permanent lifeguard/swim instructor positions. This created a staffing structure made up of 12.4 fixed FTEs and 4.35 variable FTEs. By reducing reliance on casual staff, this model creates more consistency with scheduling, enhanced employment opportunities, and a pathway for career development.

Enhanced training has been provided to existing Waterslide Attendants, promoting them to Assistant Lifeguard positions. As per Lifesaving Society changes introduced to the Bronze Medal Program, successful candidates may be employed as Assistant Lifeguards. Assistant Lifeguards can be included in bather to lifeguard ratios when working alongside fully certified National Lifeguards. This creates a greater pool of staff resources in the Aquatics Centre. Administration has prioritized Lifesaving Society education and training programs which are essential to create a recruitment pipeline. Administration is working to create greater participation in training programs through a cost recovery review, training internal aquatics staff to deliver certification courses, and increased the promotion of Bronze Medal Programs.

Planned and Unplanned Maintenance

Aquatics centres are complex facilities to operate. Elevation Place is ten years old and maintaining the facility requires a proactive maintenance program. This has led to both planned and unplanned maintenance closures in addition to the routine maintenance that occurs without any service disruptions.

The equipment required to operate an aquatics center is specialized and supply chain issues that have plagued many industries have also impacted administration's ability to implement repairs in a timely manner (for e.g., a failed UV filter that was delivered over 1.5 years after being ordered and a replacement generator for the steam room that was delivered more than four months after ordering).

In 2022, the Aquatics Centre experienced 27 unplanned partial and full closures consisting of:

Adjustments to water chemistry	10	37%
Pool fouling	10	37%
Air quality investigation	6	22%
Power failure	1	4%

In addition, the leisure pool was closed from June 4, 2022, until August 8, 2022, for unplanned maintenance related to air quality investigation and mitigation.

Many important maintenance items have been implemented by the Facilities department. More are required in coming years and will likely be identified in the building condition assessment study planned in 2024. This will serve as a maintenance and budgeting master plan.

#### Air Quality Investigation

The Town operates the Aquatics Centre in compliance with the Alberta Occupational Health & Safety Act, Regulations and Code.

Air quality in an aquatics centre is primarily affected by trichloramine (NCl<sub>3</sub>), a gaseous byproduct from the interaction between chlorine treated water and pool patrons. Trichloramine levels have been under operational review since December 2019 when lifeguards began reporting mild to moderate symptoms believed to be associated with air quality. Air handling is a complex and evolving topic with no regulated occupational exposure limit established for NCl<sub>3</sub> levels. The initial uncertainty about air quality resulted in a conservative approach to service delivery while administration conducted due diligence to ensure patron and worker health and safety was prioritized.

Engaging industry specialists, administration identified factors affecting trichloramine (NCl<sub>3</sub>) levels: pool water chemistry, building mechanical system operation (including HVAC), humidity levels, outside weather, and bather activity, volume, and personal hygiene. A Trichloramine Reduction Plan for the Aquatics Centre was created by a contracted aquatics specialist. A portable air monitoring device was deployed to establish baseline values for NCl<sub>3</sub> levels. This subsequently resulted in the development of a Standard Operating Procedure to provide staff with a decision-making matrix used to guide building system adjustments and lifeguard procedures in the Aquatics Centre. It also serves to outline the roles and responsibilities of the Facilities and Recreation departments to ensure that exposure to trichloramine (NCl<sub>3</sub>) levels is kept as low as reasonably achievable with the goal of minimizing disruptions to community access.

#### Service Recovery

During the pandemic, recreation facility closures and restrictions meant that municipalities were unable to provide access to some of the spaces that contribute to a healthy, active, and connected community. At a time when restrictions were being eased and expectations were a return to 'normal', frustration grew with on-going service disruption to the Aquatics Centre in our community. Administration acknowledges the inconvenience this created for Elevation Place members and pool users. In response, for a period of time in 2022, membership hold, and cancellation policies were relaxed to give members the option to engage only when they felt access to available amenities met their needs and provided sufficient value for the cost of their membership.

#### Outcomes

The Aquatics Centre weekly hours of operation have been increasing, a positive outcome from efforts to address staffing shortages, maintenance items, and air quality concerns. A key measure of success as weekly hours of operation reflects the overall time to allocate access for all types of users. By January 2023, weekly hours of operation have increased to within 98% of pre-pandemic levels.

Delivery of swim instruction and water safety education have also been increasing because of increased staff resources. The provision of swimming lessons has returned to 76% of pre-pandemic levels. Aquatics programs delivered to Bow Valley schools has returned to 90% of pre-pandemic levels for the 2022/2023 school year, resulting in over one thousand students accessing swim lessons and water safety education regardless of skill level, financial or demographic background.

**FINANCIAL IMPACTS**

Aquatics Revenues

The 2022 operational challenges that impacted service delivery resulted in aquatic program revenue (recreation sales and rentals) coming in under budget by \$20,000 and aquatic salaries, wages, and benefits under budget by \$78,400. Drop-in and membership sales were under budget for Recreation by \$231,000 which can be attributed to impacts of the pandemic as well as service disruptions in the Aquatics Centre.

Facilities Expenses

Significant resources have been allocated toward the delivery of aquatic services and programs. In 2022, the Facilities budget associated with Elevation Place had an overall overage of \$138,000 largely to address air quality concerns at the Aquatic Centre. This excludes the in-house staffing resources that have focused on these efforts, which were significant.

**STAKEHOLDER ENGAGEMENT**

Stakeholder engagement for air quality investigation includes:

- Several team meetings occurred with Aquatics and Facilities Staff to discuss air quality in addition to routine communications
- Staff involvement with the development of the Standard Operating Procedure
- Public Updates (via website and patron interactions)
- Alberta Health Services
- Worker Compensation Board
- Occupational Health & Safety
- Industry experts

**ATTACHMENTS**

None

**AUTHORIZATION**

Submitted by:	Mandy Long Aquatics Supervisor	Date:	2023-02-27
Submitted by:	Stephen Hanus Manager of Facilities	Date:	2023-02-27
Submitted by:	Margaret Szamosfalvi Manager of Recreation	Date:	2023-02-27
Approved by:	Palki Biswas Manager of Finance	Date:	2023-03-03

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Approved by: Scott McKay  
General Manager, Municipal Services Date: 2023-03-03

Approved by: Whitney Smithers  
General Manager, Municipal Infrastructure Date: 2023-03-02

Approved by: Sally Caudill  
Chief Administrative Officer Date: March 10, 2023



# Briefing

**DATE OF MEETING:** March 21, 2023 **Agenda #:** D-6

**To:** Committee of the Whole

**SUBJECT:** Planning & Development Service Delivery Improvements

**SUBMITTED BY:** Lauren Miller, RPP, MCIP, AICP, Manager of Planning & Development

**PURPOSE:** To provide an update on the changes implemented within the Planning and Development department to date and outline what further changes can be expected in 2023.

## EXECUTIVE SUMMARY

The Planning & Development department has been focused on improving its application processes, despite staffing challenges, increasing development pressures, and a global pandemic. Significant changes have been implemented within recent years in response to changes in the market and feedback from the development industry, with the goals of streamlining processes, eliminating duplication, and establishing clear and transparent service delivery methods. The intended results of these efforts are to improve customer experience and manage workload effectively within the existing staffing compliment.

## BACKGROUND/HISTORY

Despite record periods of growth within the community over the last decade, Planning & Development has had the responsibility of reviewing and rendering decisions on development and building permit applications and development of policy and revisions to the land use bylaw.

Planning & Development Department Stats				
Year	Development Permits Issued	Building Permits Issued	Permanent FTE Count	Term Positions
2015	149	207	10	1
2016	153	247	10	1
2017	177	260	10	3*
2018	273	273	10	3*
2019	180	221	10	2.5*
2020	154	151	10	3*
2021	213	218	11	0
2022	178	250	12	1

\*One of the term positions was dedicated to land use enforcement, including Tourist Homes and Signage

The ongoing demand for planning and building application services requires administration to continually adjust and adapt its services to the changing needs within the market and development industry, in an effort to provide decisions within legislative time frames and at an acceptable level of customer service. The staffing levels in Planning & Development have remained fairly static over the years, with additional FTE's being

approved by Council in recent years, beginning with the 2021 budget cycle. As of 2023, the department has 13 FTE positions and 1 term position.

**DISCUSSION**

The Town of Canmore embarked on a business transformation initiative in response to a 2018 review of the Town’s administrative model. This review provided recommendations on efficiency and system improvements for business processes, including the development and building permitting processes. These recommendations included:

1. Implement a new permit management system.
2. Implement mobile functionalities so that certain tasks can be completed remotely (e.g. for inspections).
3. Send notices, certificates, and permits by email instead of printing, mailing, or asking applicants to pick up.
4. New system should allow online filing of appeal form and payment of appeal fees.
5. Update development and building permit information sources (canmore.ca, checklists, etc.) with the key steps in the process and the average processing time for each step.
6. Consider removing development agreement caveats in a systematic way when closing files rather than on an ad hoc basis when requested by a developer or unit owner.

Based on these recommendations, beginning in mid-2019, Planning & Development has reviewed and updated processes, including the committees supported by the department (i.e., Canmore Planning Commission and the Subdivision and Development Appeal Board). These efforts have been informed by the recommendations of the 2018 review along with changes in the market and industry, with the goals of streamlining processes, eliminating duplication and low value activities, and establishing clear and transparent service delivery methods. The intended results of these efforts are to improve customer experience and manage workload effectively within the existing staffing compliment.

There have been a significant number of changes to processes within Planning & Development, some being internal in nature, while others have been direct customer and community facing changes. Below is a list of the more significant changes that have been implemented (including when changes were made) and is not meant to be an exhaustive list:

2019

- Clarified reporting structures and roles and responsibilities.

2020

- Launched a new permitting software (CityView) to replace a system that had reached end of life cycle.
- Created applicant submission checklists for all applications.
- Created fillable PDF forms for easy online submission.
- Transitioned to a purely electronic application submission process via [planning@canmore.ca](mailto:planning@canmore.ca), in support of CityView launch.
- Created FAQs on the website so that applicants have clear and consistent information on the most commonly asked questions received.

- Launched a new circulation process on Land Use Bylaw and Statutory Plan amendments to get up-front feedback from affected property owners/community members prior to the legislated Public Hearing.
- Created User Guides for Signs, Accessory Dwelling Units, and the Envelope Method to assist applicants in preparing their applications.
- Updated Occupancy requirements and created a flow chart so that applicants could better understand the occupancy process.
- Digitization of Tax Roll documents to facilitate a more efficient process for the retrieval of archival permitting information requests.

2021

- Created an online inquiry form to replace the Planner-On-Call front desk service, that tracks the type of inquiries received and ensure consistent and documented responses back to applicants. This is also used to improve the information available on the Town’s website in effort to help applicants self-serve.
- Created templates for Development Agreements and Subdivision Servicing Agreements to establish consistent expectations for development, post approval.
- Developed, refined, and documented Standards Operating Procedures for high volume tasks to ensure consistent processing of applications and establishing clear performance expectations of staff.
- Launched a QR code to assist applicants in seamlessly submitting an online inquiry.
- Added a full-time planning technician position.

2022

- Launched Monthly Application Review Time data (based on a 3-month average) for key applications on the Planning & Development website, to begin to establish service level expectations with applicants and assist them in their development and construction planning.
- Launched monthly reporting on response times to online inquiries submitted.
- Amended the subdivision authority bylaw, to remove the ‘primary subdivision authority’ committee and have Administration be the only subdivision authority.
- Created the Development Application reserve, using Planning & Development application fee revenues to support additional staffing for application processing and management.
- Digitization of all large permit rolled plans to further facilitate a more efficient process for the retrieval of archival permitting information requests.
- Dissolved the Environmental Advisory Review Committee (EARC) because it had become a duplication of internal work.
- Updated the composition of the Canmore Planning Commission (CPC) to ensure discussions and decisions focus on planning and development matters; and that both industry members with relevant expertise and broad community representation were included.
- Increased committee appointments to the Subdivision and Development Appeal Board (SDAB) to support the timely hearing of appeals.
- Updated both the CPC and SDAB bylaws to improve procedural consistency and clarity.
- Further refinements to the Occupancy process to better track requests for occupancy and ensure all necessary documents are submitted.

- Updated the Home Occupation Renewal process to simplify the renewal process.
- Established new Performance Expectations with Superior Safety Codes Inc. regarding response time to applicants and records management.
- Adopted a new Quality Management Plan and Building Permit Bylaw to bring our building permitting processes in line with provincial requirements.
- Launched monthly Bow Valley Builders and Developers Association (BOWDA) newsletter content on common errors seen in applications in an effort to support the submission of more complete applications.
- Added a full-time Senior Policy Planner and Development Engineer.
- Added a limited term Planning Technician.

2023

- Increased payment of application fees by credit card to an unlimited threshold to support timely and seamless payments.
- Updated the Building and Development Permit checklists to further refine and clarify required documents.
- Permission to Work requests transferred to Municipal Enforcement in order to streamline approvals and enforcement.
- Changed Stamps of Compliance review to a pass/fail system in effort to significantly reduce the review time for stamps of compliance.
- Launched e-blast newsletters to subscribers interested in receiving up to the minute updates on process and technical changes from both Planning & Development and Engineering.
- Added a full-time Development Planner and Development Engineer.

Upcoming in 2023

- Digitization of subdivision files to further facilitate a more efficient process for the retrieval of archival permitting information.
- Launch of new Notice of Application and Decision signage requirements and user guide to refine applicant responsibilities, provide greater awareness around proposed development and how the public can provide feedback.
- Launch of Customer Satisfaction surveys to understand customer experiences and identify where further improvements could be made.
- Updates to CityView software to more precisely track staff review time versus applicant revision time.
- Moving to a fully online application portal for key applications, with remaining applications to roll out in future capital projects in future years. The portal will enable applicants to upload information to a secure site and have real-time notification and access to the status of their file in the review process via a unique webpage.
- Establish service delivery targets and estimated processing times for complete applications.
- Bring forward changes to CPC administrative authority to provide clarity on what applications will be referred to this body for decision.
- Launch of new information sheets for applicants who are interested in building decks, fences, accessory buildings or solar panels.

- Refinements to the addressing process to streamline it and support shorter timelines for completion of addressing requests.
- Updates to the Bed & Breakfast approval process to ensure compliance with building code standards.

Of the six improvement opportunities identified for the development and building permitting process in the 2018 Business Process Analysis, only two improvements have yet to be implemented: the online payment of appeal applications and the discharge of agreement process. The transition to a purely electronic application submission process in 2020 included the submission of appeal application forms. While payments cannot be paid directly online, they can be paid over the phone with a credit card. Exploration into implementing online payment will be looked at later in 2023, after the launch of the online application portal. In comparison to the other application types, appeals are relatively low volume. Therefore, while advancing this particular improvement would result in some efficiencies, the efficiencies are not significant enough that this should be prioritized over more impactful improvements. The process of discharging documents on title is a more complex discussion that isn't reserved to just development agreements. The process is on the radar for review in 2023, depending on capacity. It is an improvement that could yield some efficiencies, but not significant ones in comparison to other planned work.

It is worth noting the volume of changes the Town has been able to implement, both due to and in spite of the COVID-19 global pandemic. Administration had to transition a paper-based system to a purely electronic one, literally overnight, all the while improving it along the way.

Despite the extensive work to transition its business approach to one that has a greater resemblance to those found in larger communities, concerns continue to be raised with processing times experienced by customers. While it is acknowledged that there are still improvements to make and administration is committed to making them, it cannot be ignored that all applications primarily involve two parties; the applicant and the Town. While there are a number of factors (e.g., staff turnover and retention, changes to regulations) that can impact the review time of any application, incomplete applications remain the number one external impediment to expedient review times.

The changes implemented to date ensure the Town is in alignment with provincial requirements as articulated through the Municipal Government Act and associated regulations and is consistent in its file management approach to ensure that the expectations for administration and for customers are clear. While these changes are designed to support fair and transparent processes, administration recognizes that these changes have resulted in a departure from how some customers are used to working with the Town on development matters. On the surface, change can feel like a reduction in service levels or performance as people work to adapt to new processes; however, familiarity or comfort with previous approaches or services is not reason enough to continue their practice, especially in instances where they lead to inefficiencies or bias, or leave the town more susceptible to risk. These changes are a result of the need for business transformation. Due to the nature of the work, the need to assess and mitigate risk has become increasingly important as we continue to shape our community. The Town is changing and administration has to change along with it. We continue to welcome feedback and input from applicants on our current processes and website information. We want to know what's working well and what needs further improvement in order to further assist applicants through this change transition.

**FINANCIAL IMPACTS**

The upcoming improvement work outlined for 2023 will be advanced through the existing staff complement and previously approved capital project requests. The ongoing need for improvements, however, is unsustainable as side of the desk tasks for staff. To continue the advancement, a business analyst position is being considered to more effectively implement improvements without threatening Planning & Development’s ability to review applications in a timely fashion.

**STAKEHOLDER ENGAGEMENT**

We continue to meet with BOWDA as needed to discuss pinch-points in the process, obtain feedback on upcoming improvements, and explore new opportunities.

**ATTACHMENTS**

None.

**AUTHORIZATION**

Submitted by:	Lauren Miller, RPP, MCIP, AICP Manager of Planning & Development	Date: <u>February 27, 2023</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date: <u>March 2, 2023</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>March 10, 2023</u>

**DATE OF MEETING:** March 21, 2023

**Agenda #:** E-1

## 1. Mayor Krausert

- a) Canmore Community Housing
  - I defer to Councillor Foubert's report
  
- b) Tourism Canmore Kananaskis
  - The February 22nd Board Meeting received reports showing the organization is continuing to operate efficiently from a budget perspective and performing very well in expanding its reach through social media, website, and in-person professional engagements.
  
- c) Rocky Mountain Heritage Foundation
  - Discussions continue between Town Administration and the Rocky Mountain Heritage Foundation Board with respect to updating the arrangement between the two organizations with respect to Quarry Lake planning, care, and maintenance. There has been a longstanding understanding that RMHF looks after capital improvements while the Town looks after care and maintenance. However, the historical understanding is not well documented and is out of date. Further, there has been significant change with respect to RMHF leadership. Accordingly, updating the arrangement is very much needed.
  - We are at a point where a Memorandum of Understanding will be drafted and then reviewed by all parties before coming to Council in the coming months.
  
- d) Emergency Management Committee
  - Nothing new to report. The next meeting is scheduled for May 17, 2023.
  
- e) Human Wildlife Conflict Roundtable
  - Nothing new to report. The next meeting is scheduled for June 2, 2023.
  
- f) Town of Canmore – MD of Bighorn Inter-Municipal Committee
  - Nothing new to report.
  
- g) Canmore Tourism Roundtable
  - Nothing new to report.
  
- h) Mid-Sized Cities Mayors' Caucus (MCMC)
  - On February 15<sup>th</sup> MCMC had its monthly Zoom call with the focus being (1) Alberta Community Partnership grant application to fund the four phases of the Unlocking the Full Potential of Alberta's Midsized Cities Initiative; (2) roundtable updates; (3) a presentation by the Honourable Jason Copping, Minister of Health for Alberta.
  - The next meeting of MCMC will be a 2.5-day gathering in Cochrane from March 22<sup>nd</sup> – 24<sup>th</sup>.

- Canmore will be hosting an MCMC Summit from January 10<sup>th</sup> – 12<sup>th</sup>, 2024. The Summit will feature attendance invitation to all members of Council from each member municipality; discussions with government representatives (elected and administrative); and addressing common issues. The planning sub-committee met on March 13<sup>th</sup> to finalize choice of venue and to begin to structure the program.
- i) Advocacy on Behalf of the Town of Canmore
- With respect to being recognized as tourism-based economies (along with Banff and Jasper), I participated in the following meeting/activities:
    - weekly meetings with New West Public Affairs (strategist), who has been having conversations with multiple provincial ministries.
    - February 22<sup>nd</sup>, I met with the Chief of Staff for Minister Loewen, Forestry, Parks and Tourism.
  - February 10<sup>th</sup>, I met virtually with MLA Pancholi, Opposition Critic, to discuss challenges in social services and, in particular, affordable childcare.
  - February 13<sup>th</sup>, I met with Dave Rodney, former MLA, who was doing some consulting for the Ministry of Forestry, Parks, and Tourism.
  - February 15<sup>th</sup> & 16<sup>th</sup>, I attended the 23<sup>rd</sup> Annual Banff National Park (“BNP”) Planning Forum representing Canmore’s interests. I encouraged any development within BNP to consider the effects outside of the park boundaries, whether that be housing, transportation issues, etc.
  - March 10<sup>th</sup>, I provided a letter to the Alberta Forestry, Parks, and Tourism – Land Operations Division with respect to concerns pertaining to a potential new heli-port in the MD of Bighorn adjacent to Canmore.
- j) Events
- As I was unable to attend the Coldest Night of the Year Event on February 25<sup>th</sup> in support of the Homelessness Society of the Bow Valley, I prepared remarks which were then conveyed by Councillor McCallum.
  - February 27<sup>th</sup>, I attended and provided remarks to the 10th Birthday Celebrations for Food & Friends community dinners, which has now served approximately 110,000 meals since its inception.
  - March 14<sup>th</sup>, the Mayor’s Community Update presentation to the Canmore Hotel & Lodging Association.
- k) Miscellaneous
- Continued my monthly appearances on Mountain FM with Rob Murray.
  - February 13<sup>th</sup>, I attended the periodic gathering of the Canmore Business Alliance, consisting of the administrative leads for TCK, BOWDA, CHLA, Chamber of Commerce, Downtown BIA.
  - February 14<sup>th</sup>, I provided an interview to CBC with respect to high cost of living in Canmore.

- I attended the following sessions with respect to the Provincial Budget:
  - February 28<sup>th</sup> – Alberta 2023 Budget Breakdown (New West Public Affairs);
  - March 1<sup>st</sup> - Budget 2023 Telephone Town Hall (Minister Schulz, Municipal Affairs);
  - March 1<sup>st</sup> – Alberta Municipalities Report on Alberta’s 2023 Budget
- March 3<sup>rd</sup>, I hosted the start of the Mayor’s Roundtable Discussion on Childcare with 22 people being in attendance representing the Town of Canmore, Province of Alberta – Child and Youth Services Division, Bow Valley Family Child Care Agency, Bright Days Premium Child Care, Canmore Community Daycare Society, Francophone Association & FrancoSud, La Société des parents pour l’éducation francophone de Canmore, Canadian Rockies Public Schools, Mountain Munchkin and a few individual stakeholders. This first session was to start to discuss the issues and begin to identify potential options that could increase availability of childcare in Canmore. A survey will be going out to participants to identify
- March 6<sup>th</sup>, the CAO, Manager of Protective Services, and myself met with our local RCMP to discuss Annual Policing Priorities, which is a continuation of last year’s priorities – community safety, traffic education and safety, and communication.

## 2. Councillor Foubert

- a) Canmore Community Housing
  - Results from a facilitated housing initiative workshop with WCS are going to be incorporated into CCH's 2023 strategic plan for approval.
  - CCH is in the process of a leadership change. Managing Director Dougal Forteach is no longer with the organization and a recruitment process will begin soon. CCH thanks Mr. Forteach for his leadership and service with the organization.
  - See Attachment 1 for February Operations Report
- b) Bow Valley Regional Transit
  - See Councillor McCallum’s update
- c) Canmore Planning Commission
  - See Councillor Hilstad’s update
- d) Canmore Museum
  - Museum staff are hard at work implementing the 2023 strategic and program goals. That includes upgrades to the Discovery Hall gallery to create dedicated space to temporary exhibits. In 2023, the new space will feature Along the Bow: The Art of this Place (May 18-Sept. 11) and Wagichibi Îhnuthe: the Dance Regalia of the Îyârhe Nakoda (Sept. 21-Jan. 8).
- e) Alberta Municipalities Environment and Sustainability Committee
  - The committee continued to refine the proposed water management principles. The committee is tasked with evaluating and developing a path to renew ABMuni’s water and wastewater policies. These will be brought forward at the fall convention as a resolution.

- f) Other activities:
- Attended the IBU Cup event at the Canmore Nordic Centre to give flowers to the mixed relay winning teams
  - Attended an asset management workshop provided through a partnership between the Federation of Canadian Municipalities, Alberta Municipalities and Rural Municipalities of Alberta on March 2.
  - Attended the Elected Officials Education Program course on Municipal Corporate Planning and Finance over four weeks on Zoom.
  - Attended the Francophone Flag Raising ceremony at the Canmore Civic Centre hosted by L'ACFA régionale de Canmore-Banff on March 3.

### 3. Councillor Graham

- a) Canmore Community Housing
- Defer to Councillor Foubert
- b) Canmore Mountain Arts Foundation
- Seeking a legal review of the Lease Agreement with Town of Canmore.
  - Continuing Capacity Building exploration.
  - AGM April 11th
- c) Cultural Advisory Committee
- Public Art Signage Standardization moving forward
  - Three Sisters Gallery and the Civic Centre Mural Project Selection Committee formed
  - Main Street Temporary Art Project selection process starting
  - Canmore Mountain Market Vendor Space
    - ◊ Motion was made that administration investigate a means to support a booth at the weekly Mountain Market solely dedicated to Indigenous artists.
- d) Wildsmart
- Education: 8 total events
  - Media Contacts: 3 total events
  - WildSmart is getting \$10,000 per year (for the next 3 years), as part of a 3-year, \$50,000/year Operating Grant the Biosphere Institute received from the Town of Banff.
  - Biosphere Institute received \$10,900 from M.D. of Bighorn to help support all three of our programs, including WildSmart
  - Application submitted to GOA for 3-years (\$150,000) to support WildSmart Program (\$50,000/year)
  - Bear Day will be on April 22 (Earth Day) at the CNC.
  - Updated committee on Town owned wildlife attractants as per CAO update.

**4. Councillor Hilstad**

- a) CAO Performance Review Committee
  - CAO performance review is underway. Council will meet on March 21, 2023, to review survey results and discuss feedback to be provided by the CAO Performance Review Committee.
- b) Heliport Monitoring Committee
  - Nothing new to report.
- c) Canmore Planning Commission
  - On March 1, 2023, CPC Approved application PL20220305. Variances requested to Building Height, Eaveline Height, Front Yard Setback, for a 98 Unit Visitor Accommodation located at 1736 Bow Valley Trail. Full details on the decision can be found at <https://canmore.ca/town-hall/boards-committees/canmore-planning-committee/cpc-agendas-board-orders>
  - Congratulations to Councillor Foubert on being re-elected as Vice-Chair of the committee.
- d) Enforcement Appeal Review Committee
  - Nothing new to report.
- e) Community Grants Selection Committee
  - Nothing new to report.

**5. Councillor Mah**

- a) Bow Valley Waste Management Commission (BVWMC)
  - BVWMC met on Feb 16th 2023, and reviewed financials for the 2022 fiscal year as well as allocation of reserves. The commission is on sound financial footing.
  - The board wishes to extend congratulations to Peter Duck as he moves into retirement. It will be large shoes to fill for the new Regional Coordinator and the hiring process is underway.
  - BVWMC Audit Committee met on March 8th, 2023 to discuss progress with the financial audit from Enns & Co. Everything is in order and we look forward to finalizing audit results in the near future.
- b) Business Improvement Area (BIA)
  - BIA's Interim Executive Director is Beth Vandervoort. She is currently working on presenting the Levy Schedule to council on Tuesday April 4th.
  - BIA has struck a hiring committee in the search of a new Executive Director.
  - On March 1st, 2023, several members of the BIA board met with admin and are planning to discuss the process of providing meaningful feedback to the upcoming Downtown Area Redevelopment Plan (ARP). Next steps are TBD
- c) Biosphere Institute of the Bow Valley
  - Nothing to report as we did not meet.

- d) Emergency Management Committee
  - I defer to Mayor Krausert’s report
- e) Canmore Community Housing
  - I defer to Councillor Foubert’s report.
  - In addition, I am serving on the hiring committee for the new CCH Managing Director. We have sent out an RFP for a hiring organization to assist in the process.
  - In the meantime, Lisa De Soto is working with interim Managing Director Theresa Bolton in a strategic capacity and things are steadily moving forward.
- f) Other points of interest
  - Friday Feb 23rd, 2023, I was able to tour the new firehall. Even at its current stage in construction, one can see the expanded functionality of this high-caliber facility. Well done team!
  - Monday Feb 27th, 2023, I met with Sophie Leclair’s Grade 6 Francophone class at Notre Dame Des Mots. It was heartening to see the level of curiosity and question period flew by. A broad range of topics were covered such as paid parking (yes, even 12-year-olds have thoughts on paid parking), the election process, intermunicipal issues and how to advocate for land.

**6. Councillor Marra**

- a) Assessment Review Board (ARB)
  - Nothing to report.
- b) Bow Valley Waste Management Commission
  - I defer to Councillor Mah
- c) Canmore Public Library
  - March 20th @ 7:00pm we will be offering, our 2nd Earth Talks- Our Plate our Planet with Dawn Byford. This is in collaboration with the Biosphere, each month on the 3rd Monday evening there will be a new program, this, is an admission free program.
  - Sign up for our Newsletter to find out what other programs the Library offers.
  - See attached Annual 2022 report.
- d) Subdivision and Development Appeal Board (SDAB)
  - Nothing to report. To view any upcoming appeals or to find Board Orders please visit the Town of Canmore Website
- e) Inter-Municipal Committee – Town of Canmore and M.D of Bighorn
  - Nothing to report. No meeting held in February.
- f) Southern Alberta Energy from Waste Association (SAEWA)
  - Nothing new to report.
- g) Bow Valley Regional Housing
  - Administration and staff are busy moving offices into the new building.

**7. Councillor McCallum**

Update not provided.

<b>CCH OPERATIONS REPORT</b>											
<b>February 2023</b>											
	<b>OWN Program</b>			<b>RENT Program</b>							
<b>Wait List:</b>	158	+12 over last month		102					+5 over last month		
<b>Applications YTD:</b>	28	+12 over last month +22 over STLY		39					+19 over last month +21 over STLY		
<i>Applications Received/Processed 2022:</i>	72			154							
<b>Inquiries YTD:</b>	56	+26 over last month +38 over STLY		77					+44 over last month +57 over STLY		
<i>Inquiries 2022:</i>	227 Total			238 Total							
<b>Current Occupancy:</b>				100%	Hector	100%	McArthur	100%	Wolf Willow	100%	NLCC
<b>Total Vital Home Units:</b>	160	No units for sale in February 3 units from Spring Creek were onboarded to the Program		60		48		9		1	
<b>Turnover YTD:</b>	2%	3		0%	0	8%	4	0%	0	0%	0
<i>Turnover 2022:</i>	12%	19 sales (19/157)		18%	11 Units (11/60)	31%	15 units (15/48)	30%	3 Units (3/9)	0%	0
<b>↑ Above numbers updated as of February 28, 2023 ↑</b>											



Canmore Rental Statistics for 2023

		Jan.	Feb.	Mar.	Q1 Averages	Apr.	May	June	Q2 Averages	July	Aug.	Sept.	Q3 Averages	Oct.	Nov.	Dec.	Q4 Averages	Annual Average
Shared 1Bdrm	Average	\$900.00	\$ 1,095.20		\$ 997.60				\$ -				\$ -				\$ -	\$ 997.60
	Median	\$900.00	\$ 1,150.00		\$ 1,025.00				\$ -				\$ -				\$ -	\$ 1,025.00
	Available	1	5		3				0				0				0	3
Studio	Average				\$ -				\$ -				\$ -				\$ -	#DIV/0!
	Median				\$ -				\$ -				\$ -				\$ -	#NUM!
	Available	0	0		0				0				0				0	0
1 Bedroom	Average	\$2,218.50	\$ 3,250.00		\$ 2,734.25				\$ -				\$ -				\$ -	\$ 2,734.25
	Median	\$2,100.00	\$ 3,250.00		\$ 2,675.00				\$ -				\$ -				\$ -	\$2,675.00
	Available	10	2		6				0				0				0	6
2 Bedroom	Average	\$2,745.42	\$ 3,076.82		\$ 2,911.12				\$ -				\$ -				\$ -	\$ 2,911.12
	Median	\$2,700.00	\$ 2,900.00		\$ 2,800.00				\$ -				\$ -				\$ -	\$2,800.00
	Available	12	11		12				0				0				0	12
3 Bedroom	Average	\$4,480.00	\$ 4,691.67		\$ 4,585.83				\$ -				\$ -				\$ -	\$ 4,585.83
	Median	\$3,750.00	\$ 4,625.00		\$ 4,187.50				\$ -				\$ -				\$ -	\$4,187.50
	Available	5	6		6				0				0				0	6
4+Bedroom	Average	\$5,133.57	\$ 4,517.00		\$ 4,825.29				\$ -				\$ -				\$ -	\$ 4,825.29
	Median	\$4,750.00	\$ 4,995.00		\$ 4,872.50				\$ -				\$ -				\$ -	\$4,872.50
	Available	7	5		6				0				0				0	6
Summary Total Studio-4		34	24	0	58	0	0	0	0	0	0	0	0	0	0	0	0	58

Canmore Rental Statistics for 2022

		Jan.	Feb.	Mar.	Q1 Averages	Apr.	May	June	Q2 Averages	July	Aug.	Sept.	Q3 Averages	Oct.	Nov.	Dec.	Q4 Averages	Annual Average
Shared 1Bdrm	Average	\$880.56	\$ 920.83	\$781.25	\$ 860.88	\$847.50	-	\$935.00	\$ 891.25	\$1,200.00	\$901.11	\$863.33	\$ 988.15	\$895.00	\$ 995.00	\$ 1,056.25	\$ 982.08	\$ 934.17
	Median	\$800.00	\$ 900.00	\$762.50	\$ 800.00	\$900.00	-	\$950.00	\$ 925.00	\$1,200.00	\$900.00	\$875.00	\$ 900.00	\$935.00	\$ 885.00	\$ 1,100.00	\$ 935.00	\$ 900.00
	Available	9	6	4	6	8	0	6	5	2	9	3	5	3	6	8	6	5
Studio	Average	\$1,300.00	\$900.00	-	\$ 1,100.00	-	\$1,300.00	-	\$ 1,300.00	\$ 1,400.00	\$ 1,525.00	\$1,075.00	\$ 1,333.33	\$1,200.00	\$ 1,000.00	\$ 1,375.00	\$ 1,191.67	\$ 1,230.56
	Median	\$1,300.00	\$900.00	-	\$ 1,100.00	-	\$1,300.00	-	\$ 1,300.00	\$ 1,400.00	\$ 1,525.00	\$1,075.00	\$ 1,400.00	\$1,200.00	\$ 1,000.00	\$ 1,375.00	\$ 1,200.00	\$ 1,300.00
	Available	2	1	0	1	0	1	0	0	1	1	1	1	1	1	1	1	1
1 Bedroom	Average	\$1,714.00	\$ 1,749.17	\$1,646.11	\$ 1,703.09	\$1,759.38	\$1,783.33	\$1,966.67	\$ 1,836.46	\$2,040.00	\$2,066.00	\$ 1,954.00	\$ 2,020.00	\$2,031.33	\$ 2,278.75	\$ 2,188.38	\$ 2,166.16	\$ 1,931.43
	Median	\$1,700.00	\$ 1,847.50	\$1,695.00	\$ 1,700.00	\$1,525.00	\$1,750.00	\$2,100.00	\$ 1,750.00	\$2,100.00	\$2,050.00	\$ 1,837.50	\$ 2,050.00	\$2,011.00	\$ 2,200.00	\$ 1,900.00	\$ 2,011.00	\$ 1,873.75
	Available	5	6	9	7	8	6	3	6	5	14	10	10	12	12	13	12	9
2 Bedroom	Average	\$2,545.24	\$ 2,901.56	\$2,909.72	\$ 2,785.51	\$2,371.39	\$2,602.21	\$2,710.69	\$ 2,561.43	\$2,900.00	\$2,711.86	\$ 2,799.28	\$ 2,803.71	\$2,811.63	\$2,810.56	\$ 2,749.00	\$ 2,790.40	\$ 2,735.26
	Median	\$2,250.00	\$ 2,850.00	\$2,747.50	\$ 2,747.50	\$2,199.50	\$2,324.50	\$2,550.00	\$ 2,324.50	\$2,697.50	\$2,600.00	\$ 2,700.00	\$ 2,697.50	\$2,700.00	\$ 2,700.00	\$ 2,500.00	\$ 2,700.00	\$ 2,648.75
	Available	21	16	18	18	18	14	26	19	26	35	29	30	27	27	15	23	23
3 Bedroom	Average	\$3,716.86	\$ 3,686.36	\$4,163.18	\$3,855.47	\$4,059.06	\$3,622.94	\$3,669.23	\$3,783.74	\$3,871.43	\$3,463.18	\$ 3,903.21	\$3,745.94	\$3,947.57	\$4,704.14	\$ 4,722.67	\$4,458.13	\$3,960.82
	Median	\$3,450.00	\$ 3,400.00	\$4,000.00	\$ 3,450.00	\$3,450.00	\$3,400.00	\$3,400.00	\$ 3,400.00	\$3,500.00	\$3,500.00	\$ 3,550.00	\$ 3,500.00	\$3,600.00	\$4,625.00	\$ 3,750.00	\$ 3,750.00	\$ 3,500.00
	Available	14	11	11	12	16	17	13	15	7	22	14	14	21	14	9	15	14
4+Bedroom	Average	\$3,600.00	\$ 5,016.67	\$3,016.67	\$ 3,877.78	\$8,166.67	\$7,025.00	\$6,500.00	\$ 7,230.56	\$4,800.00	\$4,862.50	\$ 5,950.00	\$ 5,204.17	\$5,519.17	\$3,140.00	\$ 3,596.67	\$ 4,085.28	\$ 5,099.44
	Median	\$3,600.00	\$ 3,250.00	\$3,000.00	\$ 3,250.00	\$8,000.00	\$8,000.00	\$6,500.00	\$ 8,000.00	\$4,800.00	\$4,250.00	\$ 5,500.00	\$ 4,800.00	\$5,200.00	\$3,140.00	\$ 3,790.00	\$ 3,790.00	\$ 4,525.00
	Available	1	3	3	2	3	5	2	3	1	8	6	5	6	2	3	4	4
Summary Total Studio-4		43	37	41	121	45	43	44	132	40	80	60	180	67	56	41	164	597

Sources: Asset West, PEKA, ReMax, RMO, Peak Estates, Rent Faster, Kijiji

March 21, 2023 Committee of the Whole Meeting 1 p.m. Above stats included both furnished, unfurnished accommodation and both with without utilities. An average of all available.

Appendix A - Committee of Whole report

**Note:** Sales are recorded in the year the transaction closes

28-Feb-23

Year	Vital Homes Homeownership Program		Total	Resales	New Inventory
	Resales	New Inventory			
2023	0	3	3		3AL
2022	9	10	19	5WW, 3HB,1MSC	10RR
2021	15	8	23	3 MSC, 2CR, 2HB, 1MR, 7WW	2LR, 4-7&7, 2JPL
2020	11	6	17	1CR, 8WW, 2MSC	1LR, 1Vt, 4JPL
2019	3	33	36	3 MSC	1Vt, 32HB
2018	<u>3</u>	<u>21</u>	<u>24</u>	3CR	17HB, 4CML
<b>Total</b>	<b><u>41</u></b>	<b><u>78</u></b>	<b><u>119</u></b>		
Wolf Willow (2021)		<b>44</b>			

Legend	
Coyote Ridge	CR
Hawks Bend	HB
Five-Plex 818 7 Street	FP
Lookout Ridge	LR
Mineside Court	MSC
Ravens Ridge	RR
Seventh & Seventh	7&7
Versant	Vt
Wolf Willow	WW

Spring Creek	
Arnica Lodge	AL
Creekstone Mountain Lodge	CML
Glacier Rock Lodge	GRL
Jack Pine Lodge	JPL
Moraine Ridge	MR

## **CCH 2022 Goals and Strategies – (January 2023)**

### **Strategy/Objective: Complete Ravens Ridge development**

Complete development of ten (10) VHP homeownership units in Peaks Landing with move-ins scheduled to be complete by April 2022.

- *The one-year warranty through ANHWP continues through April of 2023.*

### **Strategy/Objective: Review VHP program criteria**

Review both the Homeownership and Rental program criteria by Q2 2022. Review the Matching Down Deposit Program (MDDP) and Accessory Dwelling Grant Program (ADGP) in Q4 2022.

- *The Vital Homes Rental program policy was reviewed in June and proposed amendments were approved.*
- *The Homeownership program was reviewed in August and proposed amendments were approved. It was reviewed again in November and effective January 1 2023 the Net Asset threshold test will be eliminated and the household income threshold will increase to \$250,000.*
- *The MDDP and ADGP programs were discontinued December 31, 2022. MDDP and ADGP funding that has not been disbursed is to be reinvested in new programming as directed by CCH's Board at the appropriate time.*

### **Strategy/Objective: CCH Housing Action Plan**

Evaluate impact of purpose-built rental buildings on Town of Canmore market rates by Q4 2022. Identify key stakeholders and create a terms of reference for the CCH Housing Action Plan through Q3 and Q4 of 2022.

- *The Board reviewed a report in October noting the impact of purpose-built rental buildings since 2019.*
- *The Board moved that Lot 7 on Palliser Lane be surveyed with the intent of developing a purpose- built rental building on the site beginning in 2023. (CCH will await the Palliser ASP update to be completed first)*
- *An employee housing survey has been circulated to the Bow Valley Chamber of Commerce, BOWDA, BIA and CHLA and their membership, in late January 2023. Survey results are anticipated to be available in March 2023. Using the survey findings CCH will identify key gaps, stakeholders and anticipates determining next steps by Q2 2023.*

### **Strategy/Objective: Palliser Lands Master Planning**

Engage stakeholders adjacent to the CCH held Palliser Lands and seek their participation in a Master Planning process for the subject lands, by Q4 2022. The process of creating and approving the Master Plan is anticipated to be an eighteen (18) plus month process, anticipated to be completed in 2024.

- *Master Planning of the CCH held Palliser lands will await the Town of Canmore's Palliser ASP update.*

### **Strategy/Objective: Wolf Willow Condominium**

Continue gradually disposing of the remaining rental units held by CCH (13) into the VHP homeownership program through 2022. It is anticipated that up to 5 sales will occur in 2022 and the balance over 2023 and 2024.

- *As of February 28, 2023, there are nine (9) units at Wolf Willow that CCH holds in its rental inventory*

**Strategy/Objective: Investigate social media options**

Investigate options for third party oversight in managing CCH social media by Q1 2022.

- *The board has directed CCH to issue an RFP for services to deliver a social media strategy.*

**Strategy/Objective: Matching Down Deposit Program (MDDP) & Accessory Dwelling Grant Program (ADGP)**

Both programs are three-year pilot programs initiated in 2020. The MDDP is applicable only to VHP owners and those on the VHP waitlist, the program will match an eligible applicants' down deposit dollar for dollar up to \$25,000 for the purchase of a market unit, restrictions apply and cumulatively \$150,000 is available in 2022. The ADGP is designed to assist eligible applicants with offsetting the costs of constructing a new accessory dwelling or legalizing an existing accessory dwelling. Grant funding of up to \$20,000 or 75% of development costs, which ever is less, is available, restrictions apply and cumulatively \$100,000 is available in 2022.

- *CCH's Board moved \$210,000 in uncommitted 2021 MDDP and ADGP funds into the 2022 MDDP funds available. There is \$360,000 in 2022 MDDP available, and \$100,000 in 2022 ADGP funds available.*
- *\$75,000 in MDDP funding was used as a function of 3 Ravens Ridge purchases.*
- *Three (3) ADGP applications were received/approved in 2022 (March -\$20,000 & 2 in November - \$15,000 & \$20,000 commitment). One approved applicant subsequently advised they would not be proceeding.*
- *The MDDP and ADGP programs were discontinued December 31, 2022. MDDP and ADGP funding that has not been disbursed is to be reinvested in new programming as directed by CCH's Board at the appropriate time.*

**Strategy/Objective: Determine future projects**

Continue to monitor market need for homeownership and/or rental gaps and work with the ToC to identify where opportunities may exist, or gaps need to be filled, on an on-going basis.

- *The Board has directed CCH proceed with a development on two lots it owns in TSMV. It is anticipated development of these lots will begin in 2023.*

**Strategy/Objective: Partnership opportunities**

Investigate opportunities to work in partnership with the private sector to create VHP housing opportunities for residents of Canmore.

- *Six (6) Vital Homes Program units have been sold by SCMV to their employees at Arnica (SCMV), anticipated possession dates are between Q1 and Q2 2023. Three of these units turned over in February 2023.*

**Strategy/Objective: Maintain full capacity of existing VHP rental and homeownership program**

Continue to provide on-going program services through 2022, which although not limited to, includes the following: receiving clients and responding to inquiries about CCH programs; processing CCH rental and homeownership applications; surveying CCH clients with respect to the services CCH is offering; general bookkeeping; administration of the VHP resale list and VHP sales; contract management of the property management agreement; monitoring website and social media activity; preparing Board packages and minutes; implementing Board/Shareholder policies/procedures as required.

- *The Hector and McArthur Place were at 100% occupancy in February, 2023*

# LIBRARY NEWS **2022** Annual Report



## NOTABLE ACCOMPLISHMENTS

Our goal for 2022 was to come back stronger than ever after COVID and show our community how much they mean to us and how we can be of service in many ways. 2022 marked the return of some of our popular programs like Gingerbread Houses, Food for Fines and the Children's Holiday

Market, Movie night, Friends of the Library Speaker Series, in-person storytimes and Author Talks all returned as well. We were also able to return to the Festival of Trees, Folk Fest and Mini Thni to promote the library. We added several new programs this year including celebrating PRIDE week with a drag

storytime, Full Moon Swaps, and Beyond the Book kits for patrons to enjoy at home. We also ran a very successful fundraiser, allowing us to purchase over \$5000 worth of books by Indigenous authors and illustrators. Additionally, we surpassed our goal of increasing our French collections, adding over 200 new French-language items.

 <p><b>Newsletter</b> 751 Subscribers!</p>	<p><b>PRIZES</b></p> <p><b>Making a Difference Award</b> We were honored to be the recipient of an Honorable Mention for the 2022 Marigold Making a Difference Award for our work on the 50th anniversary of the CPL.</p> 	<p><b>FOLLOW US</b></p>
<p><b>OPEN 3200 HOURS PER YEAR</b></p>		<p>642 Instagram Followers 1761 Facebook Followers</p>

## FEEDBACK AND REVIEWS

“  
Our visits are always a pleasure :) Thank you for all the efforts you put in with your French collection. It is greatly appreciated.  
★★★★★  
”

“  
The swaps are such a great way to keep things out of the landfill, I have found some amazing things!  
★★★★★  
”

“  
Books for Babies changed my life. I'm reading and singing to my baby now, we're having so much fun!  
★★★★★  
”

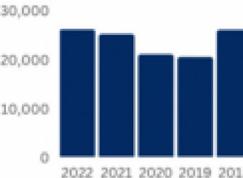
“  
My kids need practice socializing and drop in programs mean there is no pressure to stay if we get overwhelmed.  
★★★★★  
”

## STATISTICS

**Personnel**

Staff hours	24,868
Friends hours	525
Board hours	470
Shelvers hours	192

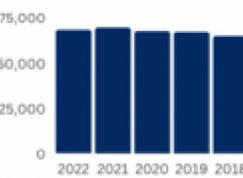
**Total hours: 26,055**



**Collection**

Print items	57,145
Non-print items	10,953
Items Acquired	2,623
Items withdrawn	3,891

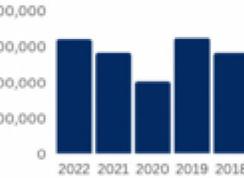
**Total items: 68,098**



**Circulation**

Print items	181,079
Virtual items	32,514
Illo's borrowed	54,953
Illo's Loaned	30,788

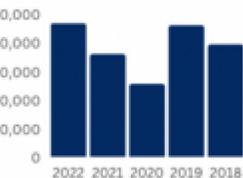
**Total circs: 318,963**



**Cardholders**

Adult	5,588
Senior	1,071
Juvenile	1,238

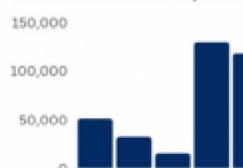
**Total members: 7,897**



**Reference & Services**

Questions asked	33,050
In House Use	18,049
Exams invigilated	54
Room Bookings	93

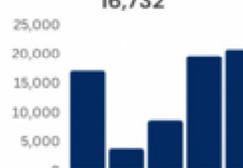
**Total services: 51,246**



**Programs**

Adult participants	2,136
Juvenile Participants	8,029
Outreach Participants	5,241
Tech Help	1,326

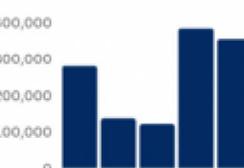
**Total participants: 16,732**



**Visitors**

In Person visits	93,200
Virtual visits	55,120
Public Computer Sessions	7,483
Wi-fi Sessions	122,786

**Total visitors: 278,589**



“  
**I don't know what I would do without this library. Thank you for being such a great resource to our community.**  
”

**DATE OF MEETING:**

March 21, 2023

**Agenda #: F-1**

## **A. CAO's Office**

### **1. CAO**

- a) Attended sessions presented by New West, Municipal Affairs and Alberta Municipalities on the Alberta 2023 budget with members of CST and Finance. Finance has reviewed the Provincial budget for implications to the Town of Canmore (see update from Finance below).
- b) The CAO and the Manager of Public Works have participated in three meetings with the board of the Rocky Mountain Heritage Foundation (RMHF) who are 50% owners of Town owned lands at Quarry Lake. Despite working together on the management of these lands for over 20 years, there is no formal agreement in place. The current meetings are to establish a formal management agreement going forward and to determine a process for profit sharing from the implementation of paid parking at Quarry Lake. Once an agreement is developed it will be brought to Council for approval.
- c) The GM of Corporate Services and the CAO are meeting with members of administration from the MD of Bighorn to explore the potential for job-sharing part-time positions between the two communities.

### **2. General Manager of Municipal Infrastructure**

- a) On February 27, the Town received the 2023 Province of Alberta Minister's Award for Transportation Innovation for Design Innovation for the Bow Valley Trail and Railway Avenue Protected Intersection with Near-side Signals. The Minister's Awards for Transportation Innovation are a celebration of engineering projects that enhance Albertan's quality of life, by providing reliable, multi-modal, safe, efficient, and effective transportation systems that support ongoing development and diversification of Alberta's economy. The near-side signal intersection includes many design innovations that address safety issues inherent to traditional signalized intersections, while allowing for large volumes of vehicle traffic, pedestrians, cyclists, and transit users to coexist in a highly constrained area with narrow right-of-way and close proximity to the CP Rail line. The result is an intersection that safely conveys over 30,000 vehicles, 4,000 pedestrians and cyclists, and 1,200 transit users on a peak travel day.
- b) The GM of Municipal Infrastructure and the Manager of Planning met with the Executive Officer of the Canmore Museum to discuss opportunities for integrating heritage planning with future Town policy and application planning processes. The Museum is currently undertaking a study to identify potential heritage places of interest, which would then inform priority sites that could be further evaluated for inclusion on the Town's heritage inventory. Changes to the inventory were not anticipated in approved Town business plans, so administration is working with the Museum to determine resource required to progress this work once the Museum completes their review of places of interest.
- c) Administration provided comments on a referral from the Province related to a request to lease Provincial land east of Highway 742/Spray Lakes Road, between Rundview Drive and the

Town's water treatment plant (pumphouse 2), within Town boundaries. The application to the Province is to lease the land for use as a nordic spa. Administration has informed the Province that the Town does not support the application. It is not aligned with the MDP or the Land Use Bylaw, and presents operational concerns related to proximity to the water treatment plant, access and mobility, and undermining. Should the lease be approved, an MDP and Land Use Bylaw amendment application would need to be made to support this use.

### 3. Legal

- a) Work has commenced on the development of a Joint Use and Planning Agreement (JUPA) as a capital project for 2023. A JUPA is an agreement between a municipality and the school boards operating in the municipality as required by the Municipal Government Act. The requirement to make a JUPA replaces the previous requirement to enter Joint Use Agreements by adding process components regarding the planning of land for schools on municipal reserve lands in the municipality. The Town has engaged the firm of Reynolds, Mirth, Richards & Farmer to review the relevant planning documents and current Joint Use Agreements and to assist with drafting the JUPA and has reached out to all three school boards in the municipality to request a kick-off meeting.

## B. MUNICIPAL SERVICES

### 1. Community Social Development

- a) Family and Community support Services (FCSS) signed an agreement with the e-Mental Health for Youth and Young Adults in Alberta Project, this pilot project is a partnership between Provincial Addiction & Mental Health (AHS) and the University of Calgary. The FCSS Family and Community Worker received training for the project and will invite counselling clients between the ages of 14-24 to join the pilot. The project involves an electronic application of measurement-based care called The InnoWell Platform. It provides the project participant and the counsellor with real time information in 20 different areas of Addiction & Mental Health. It will identify area of focus for the next counselling session, areas that may be reaching or in crisis that require immediate attention and provide additional resources.
- b) The Family Connection Centre recently launched The Language Environment Analysis (LENA) program, which is a 10-week, evidence-based language development program for caregivers with children ages 0-3 years of age. Program participants learn the importance of interactive talk and how early language development positively impacts brain development in children. This unique program uses specialized technology to measure the home language environment and teaches caregivers simple techniques for improving the quantity and quality of adult-child talk.
- c) Community Social Development will be opening the Community Grant program in late March with applicant submissions accepted until April 28. Canmore-based not-for profit societies and community organizations are eligible to apply and can find additional information on the Town of Canmore's website.
- d) The Town of Canmore currently acts as the fiscal agent for the Homelessness Society of the Bow Valley. Between December 15 to February 12, the Society provided winter emergency shelter to 22 unique guests. It is in the Society's workplan to become a registered charity by 2024, which will mean that the society will no longer need the Town to act fiscal agent.

## 2. Recreation Services

- a) Seasonal recruitment has begun to prepare for the delivery of summer programming in aquatics, climbing, and day camps.
- b) Elevation Place is celebrating its tenth birthday in April. Although no formal event is being planned, membership has recently surpassed 3000 members with strong utilization of the facility.

## 3. Fire-Rescue

- a) The department delivered two Incident Command System (ICS) courses to town staff from a variety of departments who may be called upon to assist in the event of an emergency.
- b) When responding to medical calls, Fire-Rescue has begun responding with the department's pick-up truck rather than Engine 1. This change is not anticipated to have any negative impact on patient outcomes but will reduce fuel consumption, lower maintenance costs, and lessen the risk of vehicle incidents when traveling to patients.
- c) Community Engagement:
  - Polar Plunge Event
    - Collaboration with RCMP to provide Tower 1 and soak the participants
    - Staff sponsored Fire Fighter Mary Kapitza to take the plunge
  - Participated in the Career Exploration Program with Canmore Collegiate High School by providing two students with ride-a-long opportunities.
- d) Significant Calls in February:
  - 15 vehicle accident Hwy 1 – February 24
  - Multiple Carbon monoxide alarms were activated in residences during colder weather
    - Carbon Monoxide is odourless, colourless and can be life threatening

## 4. Protective Services

- a) Municipal Enforcement
  - Following snowfall in February Peace Officers focused their proactive patrols on residential sidewalk clearing.
  - Municipal Enforcement and Solid Waste Services are developing a commercial animal proof waste inspection program for implementation this Spring/Summer.
- b) Emergency Management
  - Engagement with the Canmore Young Adult Network and Tourism Canmore-Kananaskis has occurred within the last month to increase collaboration on emergency preparedness messaging and awareness.

## 5. Economic Development

- a) The 2022 Food Truck Pilot Program saw lower than anticipated participation. Two applications were received, only one of which was eligible under the program guidelines. Two other inquiries were received. Overall, the feedback from the participant and those making inquiries was that the program was too restrictive and that locations were not conducive to sales. In 2022 administration saw an increase in development permit applications for food trucks to operate for the summer season on private land. The internal working group has met to discuss alternative options, however due to department capacity and other priority projects, such as the Labour Market Recruitment and Retention Strategy, Economic Development will not be bringing forward a revised food truck program at this time. Those interested in operating food trucks can still do so at the Mountain Market, on privately owned lands (development permit required), or at community events such as the Folk Fest or Highland Games.
- b) The Ballard Group was the successful proponent for the Labour Market Recruitment and Retention Strategy. The kick off meeting with project partners took place on February 28.
- c) Economic Development, Planning, General Manager of Municipal Infrastructure and General Manager of Municipal Services met with the Downtown Business Improvement Area (BIA) board earlier this month to discuss the upcoming Downtown Area Redevelopment Plan (ARP) process and how to best engage with the BIA throughout that process.

## C. CORPORATE SERVICES

### 1. Finance

- a) The Government of Alberta introduced its Budget 2023 on Wednesday, February 28, in the provincial legislature. Alberta Municipalities' policy analysts reviewed the budget to determine the ways in which it will affect the 275+ local municipalities. A preliminary analysis ([March 2023 - ABmunis Preliminary Analysis on Alberta's 2023 Budget.pdf](#)) was shared on Wednesday, March 1 via an online seminar.

*Budget 2023 is a pre-election budget!* It focuses on items that are front and center in Albertans' minds at this moment, such as increased investments in healthcare, education, and policing. There is also good news for municipalities as highlighted below:

- The province has heeded Alberta Municipalities' advocacy for a freeze to the education property tax requisition.
- The province has committed to remove the 50% limitation on the growth of the Local Government Fiscal Framework (LGFF) Capital funding that will begin in 2024.
- The doubling of the Municipal Sustainability Initiative (MSI) Operating fund is welcome news.
- Libraries, Family and Community Support Services (FCSS) programs, and Regional Economic Development Alliances (REDAs) will also see increases in funding.

Still, structural challenges to the province's long-term fiscal outlook remain. While any government welcomes a surplus, this budget reinforces the fact that the financial health of the province is tied to the ups and downs of the energy sector. In addition, overall municipal infrastructure funding remains below historical averages, meaning that the infrastructure deficit will continue to deepen.

Based on the *Letter received from the Minister of Municipal Affairs*, the *ABmunis Preliminary Analysis Report* along with the *Letter provided by Municipal Affairs on 2023 MSI and CCBF funding*, the following budget implication to the Town of Canmore has been determined:

#### Education Property Tax

Alberta's education property tax will remain at \$2.5 billion in 2023-24, the same amount as for 2022-23. Given the growth in 2023 equalized assessment, this results in reduced provincial uniform taxes returning to rates from 2021-22. The Town of Canmore's share of provincial education tax requisition will be determined by applying the provincial uniform tax rates to the Town's 2023 equalized assessment (equalized assessments have a one-year time lag when compared to municipalities' assessment; equalized assessment for 2023 is based on 2021 assessment year). The Town will see an overall increase of 3% of \$815,800 in 2023 compared to prior year in education tax for a total of \$24,743,442 (residential and non-residential combined) based on the 2023 preliminary education property tax requisition comparison report received.

Despite this year's freeze in education property taxes, Budget 2023 announces that the Government of Alberta plans to return to linking future education tax increases to changes in Alberta's population plus inflation. This forecast suggests that the property owners in the Town can collectively face an increase in 2024 and 2025.

#### Operating Funding for Municipalities

Family and Community Support Services (FCSS) funding will continue with an additional \$10 million for food banks and \$5 million added to the Budget 2023 for additional support for FCSS programs.

The Policing Support Grant (Municipal Policing Assistance Grant and Police Officer Grant combined) budget has increased by 11% in 2023. The Town received \$412,000 from this grant stream in 2022 and has budgeted \$420,000 for 2023.

MSI Operating grant dollars that is designed to support municipal governments to address inflationary pressures and compensate for past decisions that have impacted municipalities will see a 100% increase (from \$30 million to \$60 million). Based on the preliminary MSI allocations estimates received, The Town will receive \$401,226 in MSI Operating grant in 2023. It has been around \$200,000 for several years (2022 actual = \$200,600). The same funding level of \$60 million is forecasted to continue under the LGFF operating program in 2024 and 2025.

#### Capital Funding for Municipalities

MSI Capital including Basic Municipal Transportation Grant (BMTG) funding ends in 2023. Capital support for municipalities is being maintained with \$485 million provided through MSI. Based on the preliminary MSI allocations estimates received, the Town will receive \$2,622,876 in MSI Capital grant in 2023 which is the same allocation received in 2022. Any unspent MSI capital grant (from 2019-2023) allocations will be transferred into the new LGFF program.

*New Infrastructure Funding Program does not meet funding expectations!* Next year, the LGFF will start, an updated framework that ties funding to provincial revenue changes, which will ensure sustainable

funding levels for the province and allow municipalities to plan more effectively for the future. Budget 2023 does not propose an increase in the starting amount of the LGFF Capital. MSI Capital and BMTG have collectively averaged around \$1.1 billion per year over the last 12 years, while the replacement program, LGFF Capital will start in 2024 at only \$722 million (33% reduction) and then increase to \$813 million in 2025-26. The increase is based on LGFF's design where the funding pot will increase or decrease annually based on changes in the Government of Alberta's actual revenues from three years prior. The LGFF amount will increase or decrease at 100% of the percentage change in provincial revenues from three years prior, rather than 50% as legislated. It is a good news story to see the province's commitment to amend the legislation so that the LGFF funding pot will increase/decrease at the same rate as the provincial revenues on an annual basis. 50% limitation on the revenue index factor calculation would not keep pace with Alberta's economy. Based on the most current financial data and subject to approval of the legislation, it is anticipated that the funding for municipalities will increase by 12.6% to approximately \$813 million for the 2025-26 fiscal year. The 2025 amount for LGFF Capital will be confirmed once the province closes its books for the 2022-23 fiscal year.

#### Federal Capital Funding Delivered by Government of Alberta

In terms of federal capital funding, most municipalities will see an increase in their Canada Community-Building Fund (CCBF) allocation in 2023. The \$11 million increase in the 2023 Budget is due to the federal government's 2% indexation of CCBF each year, which is delivered in \$100 million increments and allocated across all provinces and territories. Based on the preliminary CCBF allocations estimates received, the Town will receive \$875,922 which is higher than the allocation received in 2022 (\$838,485). All other federal funding programs are fully committed or are now closed meaning no new dollars available for municipalities.

## 2. Communication

- a) The RFP for a new website platform welcomed submissions from February 13 to March 3, 2023. We are currently reviewing proposals and intend to select a successful vendor in early April 2023 and begin working with them in mid-April. We also held stakeholder engagement opportunities for the public to continue to shape the product which included a second survey regarding website navigation and a series of focus groups about how to improve our website navigation. Learn more about this project at [www.mycanmore.ca/newwebsite](http://www.mycanmore.ca/newwebsite)

## 3. Municipal Clerk

- a) Members of the Municipal Clerk's Office are preparing to be appointed as clerks to the Subdivision and Development Appeal Board, taking over the responsibility from the Planning and Development department. We are scheduled to complete the mandatory training program on March 9 and will request Council's approval of the clerk appointments at the April 4 regular council meeting.

## D. MUNICIPAL INFRASTRUCTURE

### 1. Engineering Services

- a) 7235 West Bow River Pathway
  - RFP for full project scope including supply of the prefabricated bridge is underway.
  - Due to updated supply timelines for the prefabricated bridge, schedule for project completion will be confirmed based on negotiations with top ranked proponents.
- b) 7297 Bow Valley Trail and Teepee Town (Hospital Place) Street and Drainage Rehabilitation and 7323/7324 BVT Water/Wastewater Upgrades
  - Tender closed and submissions under review. Based on preliminary review, construction crew availability continues to be an issue and winter/spring construction of utility work appears unlikely. This means that construction will not take place in 2023 as planned.
- c) 7206 Quarry Lake Transportation Management
  - Charger installation and overall project complete. The charger will facilitate three electric vehicles.

### 2. Facilities

- a) artsPlace Rooftop Unit Replacement (7228): The unit was successfully installed with minimal disruption to building occupants and within budget. This project is now substantially complete.
- b) Administration has awarded the food and beverage services contract based out of Elevation Place to Eclipse Coffee Roasters. They ranked highest among a competitive field of excellent submissions, in categories that included understanding of the Town of Canmore and multiuse facilities, experience, business plan, menu, sustainability, start up plan and references. Eclipse Coffee Roasters was established in Canmore in 2014, and have since grown into two locations in Town with Elevation Place being their third location. In 2022, they were awarded with a Best of the Bow Award for best place to get a coffee and best coffee roaster. Opening is planned for mid March.

### 3. Public Works

- a) Parks
  - Seasonal hiring has started, with planned start dates of April 4 and May 2.
  - Outdoor ice rinks are in variable condition due to the mild temps. Skate with caution.
- b) Streets and Roads
  - Winter street sweeping – crews took advantage of recent favourable weather to sweep salt/sand from road edges and centre lines. These accumulations tend to cause dust, create hazards for cyclists, and eventually can make their way to stormwater drainage systems before getting picked up in the spring by street sweepers. Approximately twenty-five cubic metres of gravel was recovered over the past couple of weeks.
  - Electric vehicle delays continue as we wait for the second EV to arrive. It has been manufactured but remains unreleased from the factory in Ohio.
  - Seasonal recruitment is underway – Streets & Roads is looking to fill a single seasonal summer position to accompany the eight full time staff.

## c) Solid Waste Services

- Treecycling – This year 11,560 kg of Christmas trees were collected, chipped, and sent for composting with the municipal food waste. In years past between 11,000 – 14,000 kg have been collected.

## d) Utilities

- New Site Manager: Artur Ishkulov is the new EPCOR Site Manager for the Canmore operations. Artur comes with significant experience including work abroad in the US and middle east. He replaces Dennis Letourneau, who has moved into a new role with EPCOR, overseeing its Southern Alberta Maintenance Group.
- Regulatory: No contraventions to report
- Service Disruptions:
  - EPCOR was conducting its winter manhole inspection program when they found a residential sanitary service along 11<sup>th</sup> Avenue plugged with ice. EPCOR cleared the blockage and there were no concerns raised by the homeowner.
  - January 25<sup>th</sup>: EPCOR received a call from a home along Silvertip Ridge with no water. EPCOR responded and through their investigation found a leak and the repair was completed five days later. The delay occurred because it took some time to find the leak, complete the utility locates, and mobilize a contractor. The surrounding neighbours were not affected by the repair.
- Utility Bill Correction:
  - On the January 31st utility bill, the 2023 utility rate for the 15mm wastewater service charge was entered incorrectly and it impacted 3,701 accounts. The variance in revenue will be added to the March 31st utility bill for the impacted accounts. The average financial impact to affected residents is \$13.42, up to a maximum of \$40. Verification reports have been put in place to ensure that rates are accurately entered in the future.

## e) Sustainability

- As of February 17, 2023, the Town has received 12 pre-approval applications for the Clean Energy Improvement Program (CEIP). Applications are so far tracking closely with the anticipated per project average of \$22,608. Fourteen projects were budgeted for the first year of CEIP.
- The 2023 Town of Canmore Solar Incentive Program launched February 13. As of February 17, 2023 the Town has received six applications. There are 10 incentives of \$1,250 available and they will be awarded by a lottery if there are more applicants than available incentives.
- The Biosphere Institute of the Bow Valley is planning the second annual Green Buildings Open House (building on last year's Eco-Solar Homes Tour). The Green Buildings Open House will take place June 3, 2023 and is a self-guided tour of high-performance and sustainable building practices in the Bow Valley. Buildings can display examples of sustainable technology, renewable energy systems, water and energy efficiency, climate adaptation, and more. This open house is unique because homeowners or business-owners take the lead on showing their own building to the public.
- The Lower Silvertip Wildlife Corridor (LSWC) working group continues to meet. A draft Management Plan is currently being worked on, as well as a proposed trail plan for the

LSWC. The working group intends to work with a facilitator to do a round of engagement on the proposed trail plan with the various user groups. Council should expect to see the proposed Management Plan in the summer of 2023.

**Council Resolution Action List**

**G1**

Motion #	Agenda Item	Resolution	Council Mtg Date	Service Area	Action Status	Last Update	Date Complete
99-2021	<b>MOU with Stoney Nakoda</b>	Direct administration to investigate and report back on the scope, process and resources needed to establish a Memorandum of Understanding (MOU) with the Stoney Nakoda Nation.	27-Apr-21	CST	The Stoney Nakoda Nation have indicated that they would like access to lands within the Town of Canmore boundaries for cultural ceremonies. This would help in building relationships that will assist with establishing an MOU in the future. Council approved a request to advance this work at the Sept 7, 2021 council meeting. Administration continues to reach out to the Stoney Nakoda Administration to advance this work.	1-Mar-23	
216-2021	<b>Advancing Truth and Reconciliation with the Stoney Nakoda Nation</b>	Direct administration to work with the Stoney Nakoda Nation to identify lands within the Town of Canmore boundaries that would be appropriate for cultural ceremonies and assist with any necessary agreements for the use of these lands.	7-Sep-21	CST	Work is ongoing. The next step for this items rests with the Stoney Nakoda Nation.	1-Mar-23	
219-2021	<b>Lower Silvertip Wildlife Corridor</b>	Direct administration to assemble a working group consisting of key Lower Silvertip Wildlife Corridor landowners to develop principles for and an approach to shared management of the corridor.	7-Sep-21	Public Works Admin	The Lower Silvertip Wildlife Corridor Working Group met for their second and third working sessions on November 1 and November 22 respectively. This work will continue throughout the rest of 2022 and early 2023.	1-Dec-22	
79-2022	<b>Procedural Bylaw Amendment 2022-04 Omnibus</b>	Direct administration to investigate the options for video and audio being treated as written submissions and imbedded in the record of public submissions.	5-Apr-22	Clerks	IT and the Municipal Clerk continue to investigate options as part of the capital project to update Council Chambers A/V. This would be part of phase 2 of this project - Agenda Management Software	13-Feb-23	
86-2022	<b>Food Truck Pilot Project</b>	Approve the Food Truck Pilot Project as presented and direct administration to report back to Council on learning and any next steps.	5-Apr-22	Ec Dev	An administration update was provided to the Committee of the Whole in March 2023. With very low participation in the pilot, administration is not moving forward with the creation of a permanent food truck program at this time.	28-Feb-23	21-Mar-23
149-2022	<b>Bow Valley Clean Air Society</b>	Review and recommendation of implementing a closed-door bylaw from approximately early September to early June; and, if the recommendation is in support of the request, to provide Council with a draft closed door bylaw for consideration.	28-Sep-22	Public Works	An administration update was provided to the Committee of the Whole in November 2022. Monitoring of doors will occur over the winter with a report planned to come to Council next spring or summer.	7-Dec-22	
258-2022	<b>Bylaws 2022-09 and 2022-10 800 3rd Avenue Municipal Development Plan and Land Use Bylaw Amendments</b>	Return no later than June 2023 with a response from the applicant regarding motion 125-2022: That Council direct administration to work with the Applicant to prepare a recommendation and/or wording for a potential amendment with respect to Bylaws 2022-09 and 2022-10 ("the Bylaws") regarding each of the following topics and provide the said recommendation and/or wording to Council prior to the 2nd reading of the Bylaws. • Limiting house sizes in the subject area; • Creation of a legal instrument upon all parcels of the subject lands, which will include the following elements: (i) if a palliative care facility is not constructed in Area A then Area A will revert to the owner and the land in Area A will remain in a natural state; (ii) there is to be no trail or road connection between the Spring Creek development and 3rd Avenue through the subject lands; and (iii) the lands shall be protected in perpetuity from any further development except as described in the application; • Minimizing the distance between the buildings in Area B and 3rd Avenue in order to minimize the disruption to the undeveloped areas of the lands; • Removing the buildings in Area C, subject to an agreement between the Spring Creek development and the Applicant whereby the Spring Creek development provides at its own cost water servicing to the palliative care facility (if such is determined to be needed) and provides at its own cost fill, landscaping, and a trail for Area C to become a park; and • Limiting maximum building height.	1-Nov-22	Planning	Next steps on moving this forward are now with the applicant.	1-Nov-22	
262-2022	<b>Commercial Food Waste</b>	Prepare a mandatory commercial food waste program, to include a Recyclables and Waste Control Bylaw amendment and implementation plan, by April 2023 for a program start of October 1, 2023.	1-Nov-22	SWS	Work is underway	29-Dec-22	

270-2022	<b>Court of King's Bench of Alberta decision re. "Staircase Lands"</b>	Bring a Land Use Bylaw amendment application to redesignate the upper triangle of the Staircase Lands to Future Development District and that the first reading of the bylaw amendment occur no later than November 29, 2022, and that the public hearing on the bylaw amendment, if required, occur no later than March of 2023.	1-Nov-22	Legal	A public hearing was held on February 28, 2023 with second and third reading occurring after the public hearing.	1-Mar-23	1-Mar-23
31-2022FIN	<b>Finance Committee Deliberation and Direction</b>	Develop a Paid Parking Revenue Allocation Model (PPRAM) for approval prior to the 2024 budget amendment in fall of 2023.	24-Nov-22	Fin			
57-2022FIN	<b>Finance Committee Deliberation and Direction</b>	Explore options with regards to a car share program and report back to Council no later than the end of 2023.	29-Nov-22	Eng			
38-22022FIN	<b>Finance Committee Deliberation and Direction</b>	Return to Council with recommendations to change the Safe Park Program.	29-Nov-22	CSD	Administration is reviewing the current program and expects to report back to Council by the end of April 2023.	2-Feb-23	
61-2022FIN	<b>Finance Committee Deliberation and Direction</b>	Reassess the Canmore Community Housing requisition in the fall of 2023 for the 2024 budget amendment to ensure alignment with any new programs or priorities.	29-Nov-22	Council/CCH			
62-2022FIN	<b>Finance Committee Deliberation and Direction</b>	Include provincial downloading in the annual budget process.	29-Nov-22	CST	Administration has started a tracking system in advance of the 2024 budget amendments process.	2-Feb-23	
200-2022	<b>Court of Queen's Bench of Alberta decision re. "Staircase Lands" (Three</b>	Acquire the upper portion of the Staircase Lands to satisfy the decision of the Court of Queens Bench decision and report on detailed options for	16-Aug-22	Legal	A public hearing was held on February 28, 2023 with second and third reading occurring after the public hearing.	1-Mar-23	1-Mar-23
270-2022	<b>Court of King's Bench of Alberta decision re. "Staircase Lands"</b>	Bring a Land Use Bylaw amendment application to redesignate the upper triangle of the Staircase Lands to Future Development District and that the first reading of the bylaw amendment occur no later than November 29, 2022, and that the public hearing on the bylaw	1-Nov-22	Legal	A public hearing was held on February 28, 2023 with second and third reading occurring after the public hearing.	1-Mar-23	1-Mar-23
285-2022	<b>Update on Council Resolution 251-2021 – Election Signage</b>	Return to Council with options for regulating or managing election signage on municipal property by December 2023.	6-Dec-22	Planning			



# Correspondence

**DATE OF MEETING:**

March 21, 2023

**Agenda #:** H

1. **Response from AHS Re: Sponsorship Program**
2. **Letter from Minister of Municipal Affairs Re: Budget 2023**



Healthy Albertans.  
Healthy Communities.  
**Together.**



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February 14, 2023

Mr. Sean Krausert  
Mayor, Town of Canmore

**RE: Response to Letter Regarding the AHS Sponsorship Program**

Dear Mayor Krausert,

I am responding on behalf of Dr. Francois Belanger, Vice President and Chief Medical Officer. Thank you for your letter regarding the AHS physician sponsorship program and your overall support of physician recruitment and retention in the Town of Canmore. AHS is aware that physician recruitment and retention has become a concern in Rural communities, which is a very important matter to the Calgary Zone. Canmore, due to the acknowledged increase in costs for physicians in private practice, certainly is in a very difficult predicament.

The Calgary Zone currently has one active sponsorship-supported posting for the Town of Canmore, at the Mountain Maternity & Family Medicine Clinic (Dr. Brendan Flowers), along with two additional sponsorship requests for Ridgeview Medical Centre (Dr. Emma Morin) & Canmore Associate Medical Clinic (Dr. Sara Robert) that are presently being processed. The Calgary Zone has supported two positions for the Town of Banff, with the total assessment cost to be covered by the AHS Department of Rural Medicine due to the understanding that the recruits are expected to provide medical services within the Banff Springs Mineral Hospital, which is a Covenant Health Site, affiliated with AHS. The Calgary Zone is willing to partner in one-time costs for recruitment connected to AHS operations, emergency, or in-hospital work. However, public funding has never been provided for community clinics that are private.

The Department of Rural Medicine and the Calgary Zone Medical Affairs office will continue to actively evaluate the demand for physicians in Canmore and the surrounding areas. Once the two remaining Canmore sponsorship-supported applications have been processed, we will have a more comprehensive understanding of the ongoing needs of the Town of Canmore. At that time, we will determine the next steps to ensure we provide the best support to our people and communities. As noted above, Calgary Zone Medical Affairs will make available an annual sum for supporting sponsored positions that provide direct links to AHS facilities. Again, thank you for your letter, and please let me know if you have any additional questions.

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Regards,



Mark Anselmo, M.D.  
Calgary Zone Medical  
Director Alberta Health  
Services

cc

Dr. Francois Belanger, MD, Vice President, and Chief Medical Officer  
Dr. John Hagens, MD, Clinical Department Head, Rural Medicine  
Dr. Colin Del Castilho, MD, Associate Zone Medical Director  
Ms. Jeannie Shrout, Director, Medical Affairs

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ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister**MLA, Calgary-Shaw*

AR111005

Dear Chief Elected Officials:

My colleague, the Honourable Travis Toews, President of Treasury Board and Minister of Finance, has tabled *Budget 2023* in the Alberta Legislature. I am writing to share information with you about how *Budget 2023* impacts municipalities.

Alberta's government is helping to secure Alberta's future by investing almost \$1 billion to build stronger communities across our province. The Municipal Affairs budget reflects an overall increase of \$45.2 million from the previous budget. These investments will continue to support municipalities in providing well-managed, collaborative, and accountable local government to Albertans.

We have heard frequently how important it is for Alberta municipalities to secure reliable, long-term funding for infrastructure and services in your communities. Through *Budget 2023*, capital support for municipalities is being maintained with \$485 million provided through the Municipal Sustainability Initiative (MSI). In addition, we are doubling MSI operating funding to \$60 million. The estimated 2023 MSI allocations are available on the program website at [www.alberta.ca/municipal-sustainability-initiative.aspx](http://www.alberta.ca/municipal-sustainability-initiative.aspx).

Next year, we will be introducing the Local Government Fiscal Framework (LGFF), an updated framework that ties funding to provincial revenue changes, which will ensure sustainable funding levels for the province and allow municipalities to plan more effectively for the future. The baseline funding amount for the LGFF will be \$722 million in 2024/25. Furthermore, we heard your feedback and, subject to approval by the Legislature, are updating the legislation so that this amount will increase or decrease at 100 per cent of the percentage change in provincial revenues from three years prior, rather than 50 per cent as legislated. Based on the most current financial data and subject to approval of the legislation, we anticipate funding for municipalities will increase by 12.6 per cent to approximately \$813 million for the 2025/26 fiscal year.

The federal Canada Community-Building Fund (CCBF), which provides infrastructure funding to municipalities throughout the province, will see an increase of \$11.1 million to Alberta. The estimated 2023 CCBF allocations are available on the program website at [www.alberta.ca/canada-community-building-fund.aspx](http://www.alberta.ca/canada-community-building-fund.aspx).

MSI and CCBF program funding is subject to the Legislative Assembly's approval of *Budget 2023*. Individual allocations and 2023 funding are subject to ministerial authorization under the respective program guidelines. Federal CCBF funding is also subject to confirmation by the Government of Canada. Municipalities can anticipate receiving letters confirming MSI and CCBF funding commitments in April.

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I am pleased to inform you that an additional \$3 million in grant funding is being committed in support of local public library boards, which means an increase of at least five per cent for all library boards. This funding increase will help maintain the delivery of critical literacy and skill-building resources to Albertans. There will also be an increase of \$800,000 in funding to the Land and Property Rights Tribunal to expand capacity for timely surface rights decisions.

Additionally, *Budget 2023* will provide an increase of \$500,000 to provide fire services training grants. Public safety is always a priority, and while we respect that fire services is a municipal responsibility, our government recognizes that a strong provincial-municipal partnership remains key to keeping Albertans safe.

As we all look forward to the year ahead, I want to re-iterate that Alberta municipalities remain our partners in economic prosperity and in delivering the critical public services and infrastructure that Albertans need and deserve. Municipal Affairs remains committed to providing sustainable levels of capital funding, promoting economic development, and supporting local governments in the provision of programs and services.

Alberta's economy has momentum, and we are focused on even more job creation and diversification as we continue to be the economic engine of Canada. At the same time, we recognize Albertans are dealing with the financial pressures of high inflation.

*Budget 2023* will help grow our economy while also strengthening health care, improving public safety, and providing relief to Albertans through the inflation crisis. Alberta's government will do its part by remaining steadfastly committed to responsible management, paying down the debt, and saving for tomorrow.

With these priorities in mind, we will move forward together in fulfilling Alberta's promise and securing a bright and prosperous future for Alberta families.

Sincerely,

A handwritten signature in black ink, reading "Rebecca Schulz". The signature is written in a cursive, flowing style.

Rebecca Schulz  
Minister