

TOWN OF CANMORE

AGENDA

Committee of the Whole

Council Chamber at the Canmore Civic Centre, 902 – 7 Avenue

Tuesday, October 18, 2022 at 1:00 p.m.

- A. CALL TO ORDER AND APPROVAL OF AGENDA**
1:00 – 1:05
1. Land Acknowledgement
2. Agenda for the October 18, 2022 Committee of the Whole Meeting
- B. DELEGATIONS**
1:05 – 1:25
1. Regional Police and Crisis Team (verbal report)
1:25 – 2:10
2. Bow Valley Regional Transit Services Commission Update (verbal report)
- C. MINUTES**
2:10 – 2:15
1. Minutes of the September 27, 2022 Committee of the Whole Meeting
- D. STAFF REPORTS**
2:15 – 2:45
1. Safe Park Program Pilot – Final Evaluation
Purpose: To provide the Committee of the Whole with an update on the 2022 Safe Park Program Pilot and related Housing Evaluator position.
- Meeting Break 2:45 – 3:00**
- 3:00 – 3:20
2. Property Tax Policy Amendment
Purpose: To provide the Committee of the Whole with an update to the Property Tax Policy.
- E. COUNCILLOR UPDATES**
3:20 – 3:30
1. 2022 Councillor Updates
- F. ADMINISTRATIVE UPDATE**
3:30 – 3:40
1. 2022 Administrative Update
- G. COUNCIL RESOLUTION ACTION LIST**
3:40 – 3:50
1. Council Resolution Action List as of September 29, 2022
- H. CORRESPONDENCE**
3:50
1. Letter to Minister Panda
- I. IN CAMERA – None**
- 3:50
J. ADJOURNMENT



TOWN OF CANMORE
MINUTES
 Committee of the Whole
Tuesday, September 27, 2022 at 1:00 p.m.

COUNCIL MEMBERS PRESENT

Sean Krausert	Mayor
Jeff Mah	Deputy Mayor
Jeff Hilstad	Councillor
Joanna McCallum	Councillor
Karen Marra	Councillor (joined electronically)
Tanya Foubert	Councillor
Wade Graham	Councillor

COUNCIL MEMBERS ABSENT

None

ADMINISTRATION PRESENT

Sally Caudill	Chief Administrative Officer
Cheryl Hyde	Municipal Clerk (recorder)
Andrew Kelly	Assistant Municipal Clerk (recorder)
Christine DeMontigny	Team Lead/Family Support Worker
Palki Biswas	Manager of Finance
Lisa Brown	Manager of Community Social Development
Caitlin Miller	Manager of Protective Services
Greg Burt	Supervisor of Municipal Enforcement
Lance Bushie	Fire Chief
Keri Martens	Deputy Fire Chief
Andy Esarte	Manager of Engineering
Caitlin Van Gaal	Environmental and Sustainability Coordinator
Robyn Dinnadge	Manager of Communications

Mayor Krausert called the September 27, 2022 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 September 27, 2022 Committee of the Whole Meeting

27-2022COW

Moved by Mayor Krausert that the Committee of the Whole approve the agenda for the September 27, 2022 meeting as presented, amended as follows:

- Item D4 Royal Canadian Mounted Police will follow item D1.

CARRIED UNANIMOUSLY

B. DELEGATIONS

1. Canmore Public Library

Michelle Preston, Library Director, spoke to a written report updating the Committee of the Whole on how funds are being used, along with several initiatives and successes throughout the year.

2. Canmore Museum Annual Report 2021

Andrew Nickerson, Chair, and Ron Urlich, Executive Officer, provided the Committee of the Whole with the Museum's 2021 report, and spoke to new beginnings and a fiscal snapshot of the year.

3. Bow Valley Society for the Prevention of Cruelty to Animals

Lisa McDowell, President, and Meggan Keelan, Adoption Centre Manager, spoke to a written report updating the Committee of the Whole with highlights of the Society's current operations, along with plans for the remainder of 2022.

C. MINUTES

28-2022COW

1. Minutes of the June 21, 2022 Committee of the Whole Meeting

Moved by Mayor Krausert that the Committee of the Whole approve the minutes of the June 21, 2022 meeting as presented.

CARRIED UNANIMOUSLY

D. STAFF REPORTS

1. Adventure Club – Summer Pilot Project Evaluation

Administration spoke to a written report updating the Committee of the Whole on the Family Connection Centre Adventure Club – Summer Pilot Project.

4. Royal Canadian Mounted Police – Q1 Stats

Ryan Singleton, Staff Sergeant, spoke to a written report updating the Committee of the Whole with a quarterly snapshot of the human resources, financial data, and crime statistics for the Canmore Municipal Detachment.

2. Municipal Enforcement – Q1 & Q2 Stats

Administration spoke to a written report updating the Committee of the Whole with highlights from Q1 and Q2 of 2022. Statistics included investigations, warnings, and tickets.

3. Automated Traffic Enforcement – Q1 & Q2 Stats

Administration spoke to a written report updating the Committee of the Whole with highlights from Q1 and Q2 of 2022. Statistics included speed violations and hours, and resident vs non-resident infractions.

5. Fire-Rescue Q1 & Q2 Stats

Administration spoke to a written report updating the Committee of the Whole with highlights from Q1 & Q2 of 2022. Statistics included annual call volume, peak staffing, and first on scene averages.

Meeting Break 3:01 – 3:16

Minutes approved by: _____

6. Georgetown Exercise Update

Administration spoke to a written report updating the Committee of the Whole with an update on the Georgetown Wildfire full scale field exercise that took place June 3-4, 2022.

7. June 2022 – Heavy Rainfall Event

Administration provided the Committee of the Whole with an overview of the June 2022 – Heavy Rainfall Event.

E. COUNCILLOR UPDATES

3:49

1. September 2022 Councillor Updates

Written report, received as information.

F. ADMINISTRATIVE UPDATE

3:51

1. September 2022 Administrative Update

Written report, received as information.

G. COUNCIL RESOLUTION ACTION LIST

3:57

1. Council Resolution Action List as of September 13, 2022

Written report, received as information.

3:57

H. CORRESPONDENCE

1. Letter from Minister of Health re. EMS and Ambulance Shortages

2. Letter to Banff Sunshine Village re. Ski Area Long-Range Plan and Detailed Impact Assessment

3. Letter to Minister LaGrange re. École Francophone Notre-Dame des Monts

4. Response from Minister LaGrange re. Education Infrastructure Capital Projects

5. Letter from RCMP to Alberta Government and Community Leaders

6. Letter to Stoney Nakoda Administration re. Renaming Teepee Town and Indian Flats

I. IN CAMERA

29-2022COW

1. Feral Rabbit Contract Options

Moved by Mayor Krausert that the Committee of the Whole take the meeting in camera at 4:00 p.m. to prevent disclosure of information related to contractual or other negotiations of the public body in accordance with section 25(1)(c)(iii) of the Freedom of Information and Protection of Privacy Act at 4:00 p.m.

CARRIED UNANIMOUSLY

Members of administration present during the in camera session: Sally Caudill, Cheryl Hyde, Caitlin Miller, Greg Burt, Caitlin Van Gaal, and Robyn Dinnadge.

30-2022COW

Moved by Mayor Krausert that the Committee of the Whole return to the public meeting at 4:51 p.m.

CARRIED UNANIMOUSLY

Minutes approved by: _____

J. ADJOURNMENT

31-2022COW

Moved by Mayor Krausert that the Committee of the Whole adjourn the
September 27, 2022 meeting at 4:51 p.m.

CARRIED UNANIMOUSLY

Sean Krausert, Mayor

Cheryl Hyde, Municipal Clerk

Minutes approved by: _____



Briefing

DATE OF MEETING: October 18, 2022 **Agenda #:** D-1

To: Committee of the Whole

SUBJECT: Safe Park Program Pilot – Final Evaluation

SUBMITTED BY: Elle West, Housing Evaluator

PURPOSE: To provide the Committee of the Whole with an update on the 2022 Safe Park Program Pilot and related Housing Evaluator position.

EXECUTIVE SUMMARY

The Safe Park Program was created in response to a growing number of individuals residing in their vehicles. The program was to be initially piloted in 2020 but was deferred to 2021 and amended in response to the pandemic. The pilot was launched just as new public health measures came into effect and the participation rate was very low (under 5 participants). A second pilot year was approved for the summer of 2022 and funded from the COVID-19 Response capital project budget (tax stabilization reserve). The 2022 pilot began June 1, 2022 and ended on September 30, 2022. Participation rate increased in 2022; 11 vehicles (13 individuals) registered for the program. The Safe Park program was managed by the Housing Evaluator, a temporary position created in response to the pandemic and was also funded through the COVID-19 Response capital project budget (tax stabilization reserve). In 2022, this position transitioned to include Community Evaluation.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

The following motions were approved by Council on May 7, 2019:

122-2019: that Council direct Administration to implement enforce parking restrictions on municipal lots between Save on Foods and Elevation Place, to prohibit parking between 7am and 9am.

123-2019: that Council allocate up to \$25,000 from the General Municipal Operating Reserve to hire a seasonal Outreach Worker to provide social service supports, monitor impact of enforcement actions, and collect information on the demographics of the vehicular-housed community.

On October 1, 2019:

210-2019: that Council direct Administration to create a seasonal, safe, overnight parking program for Council's approval that utilizes community partnerships and has clear criteria for participation.

On February 4, 2020:

28-2020: that Council approve the implementation of the Safe Park Pilot Program as presented for the 2020 season, beginning May 4 and concluding October 2, and with the following amendment: move Safe Parking from the front of artsPlace to the back.

On June 2, 2020:

127-2020: that Council approve the transfer of \$110,000 allocated to the Safe Park Program in the Community Social Development Department 2020 operating budget to the Tax Stabilization Reserve.

128-2020: that Council approve (1) capital funding to provide social supports for those community members most impacted by the COVID-19 pandemic for a total of \$397,000 from two sources i.e. \$355,000 from tax stabilization reserve and \$42,000 from grants; and (2) any future grant received for this work be utilized to support a reduction in tax stabilization funds expended for this project.

On January 19, 2021:

Update to Council on the Homeless to Housing Coalition working group supports for individuals without shelter and a review of other municipal emergency housing models.

On April 6, 2021:

85-2021: that Council approve 2021 Safe Park Pilot as presented for the 2021 season, beginning on June 15, 2021 and concluding on September 15, 2021.

On November 16, 2021:

Administration presented the 2021 Safe Park evaluation, and requested that Council consider a second pilot in 2022 as part of the municipal budgeting process.

Through the 2022 municipal budgeting process, Council approved the reallocation of the remaining dollars from the COVID-19 capital project to the 2022 Safe Park pilot and the Housing Evaluator position.

BACKGROUND/HISTORY

In summer 2018, there was a significant increase in the number of individuals living or camping in their vehicle, especially behind Save On Foods and beside Elevation Place, colloquially known as “Vanmore”. The growing number of overnight campers caused both real and perceived concerns for the safety of individuals living in their vehicles and for the larger Canmore community. A municipal working group was established to examine possible actions, and a cost-benefit analysis of potential municipal options was presented to Council in May 2019. In response, Council directed administration to enforce parking restrictions from 7am to 9am, and to collect information on the demographics of individuals residing in their vehicles.

An Outreach Worker was hired and a report on Overnight Parking on Municipal Lots was presented to council in October 2019. Based on the report, Council directed administration to develop a seasonal parking program to support Canmore’s seasonal workforce.

The World Health Organization declared a pandemic in March 2020 and Community Social Development (CSD) refocused service delivery to support a pandemic response. A Housing Evaluator was hired to support Canmore’s most vulnerable population with housing related issues, and to assess the feasibility of the Safe Park program during the pandemic. The 2020 Safe Park pilot was cancelled and an amended Safe Park program that incorporated additional public health safety measures was launched in 2021.

In addition to the Safe Park program, the Housing Evaluator’s work included assessment of emergency housing needs and creation of emergency housing supports. The Housing Evaluator created a warming space, an emergency isolation response plan, and initiated the Homelessness Society of the Bow Valley.

To support a pandemic response all CSD staff from both Family and Community Support Services (FCSS) and the Family Connection Centre (FCC) shifted their roles to include community evaluation. As the pandemic progressed, priorities shifted from emergency response to on-going municipal operations, FCSS and FCC staff resumed their pre-pandemic operational roles, and the Housing Evaluator shifted their role to incorporate community evaluation, as community needs continued to change.

In 2022, the Housing Evaluator position launched and evaluated Safe Park, reviewed provincial Affordable Services Programs (ASP), estimated Bow Valley service needs (in collaboration with YWCA Banff) and completed Canmore's first Childcare Assessment.

DISCUSSION

The 2021 Safe Park pilot had low utilization (under five participants). It was unclear if the program utilization was low because the program was not required, or because of the pandemic. Consequently, a second pilot was launch in 2022.

2022 Program Details

On June 1, 2022 the second Safe Park pilot program was launched with 40 stalls in two private lots (Save on Foods and Trinity Church) and two municipal lots (Canmore Recreation Centre and the gravel panhandle lot beside Elevation Place). The program ran for a total of 121 nights, ending on September 30, 2022. Program hours were 8 p.m. to 8 a.m.

The public was informed about the program through the Rocky Mountain Outlook newspaper, Town's website, Facebook page, and Twitter account. Educational pamphlets about the program were also distributed by FCSS, Municipal Enforcement, Elevation Place, the Job Resource Centre, and Save on Foods.

In order to be eligible, prospective program participants were required to provide a valid driver's license, current vehicle registration and insurance, proof of employment in the Bow Valley, and timely payment of program fees.

Each lot was equipped with a porta-potty unit and a bear proof garbage bin. A security company was hired to patrol the lots twice per night between 10 p.m. and 6 a.m. New to 2022 was the addition of a shower program, the option for businesses to apply on behalf of their employees, and the option for participants to register for a resident parking permit for daytime parking.

Safe Park Program Outcomes

1) Program demand and eligibility rate: *Demand was moderate*

Participants worked an average of 35 hours per week and were employed in the following industries: hospitality/food services, trades/construction, tourism, and health care. Two participants applied for the daytime resident parking permit. Program utilization increased from 2021:

- 39 program inquiries (two of which were businesses)
- 11 vehicles, representing 13 individuals, registered and participated in the program
- Average length of stay was 25 nights
- 82% of participants renewed program participation beyond their initial stay

Those deemed ineligible for the program included visitors looking for short-term parking, some of whom had no plans to sleep in their vehicle, and applicants without valid registration or insurance. Proof of employment was amended to include remote workers, freelance, and contract workers; priority was given to those working in the Bow Valley.

Some eligible applicants expressed interest in the program but ended up declining after securing alternate accommodation in the form of a rental, hostel, or friend's home. The most common alternate accommodation considered was camping and many stated that sites were full, unavailable, or too expensive.

2) Enforcement Impact: *Enforcement did increase program participation*

A security company was hired to patrol the Safe Park lots twice per night and Municipal Enforcement patrolled the lots in the mornings prior to 8 a.m. There were no tickets given to any program participants and no reported incidents or any suspicious or criminal activities. No environmental impact such as improper disposal of garbage or wildlife attractants was noted.

Municipal Enforcement had 108 interactions with unpermitted campers, which includes both verbal warnings and tickets. At least one participant signed up for the program as a direct result of interacting with the enforcement team. Municipal Enforcement was limited by staffing shortages due to vacancies and staff training. This reduced their ability to patrol lots in the early mornings. It is unclear if increased enforcement would have impacted participant numbers or the number of unpermitted campers.

3) Payment Logistics: *Payment was challenging for participants to pay for and Administration to collect*

Participants were required to pay for a two-week period and then renew for each additional two week period. Payment could only be made during office hours, which proved challenging for some as being employed was a program requirement. Significant time was spent consolidating security reports to track individual night stays, to communicate these to the enforcement team, and to follow up individually with payment reminders. Two participants still owe program fees.

4) Satisfaction with Program: *Participant satisfaction increased after costs were decreased*

Feedback regarding the program was varied. Both participants and the general community commented about the cost and the conditions. Some compared the program to staff accommodations where a warm indoor bed, washroom, and shower were provided for similar cost. Some complained about lack of cleanliness of the porta-potty (particularly after Thursday's market and at the location near the skate park). In addition, the skate park-porta potty was damaged several times (not by Safe Park participants). One commenter said they felt the program treated participants "like animals" due to lack of desired amenities such as running water and a place to cook or eat. In response, the cleaning intervals of the porta-potties were increased, damaged porta-potties were replaced, and the program cost was reduced to \$5 per night. The decreased program fee increased program satisfaction but may not have increased program participation.

Generally, the program was well-received by participants. Some examples of participant statements in favor of the program included the following:

"Would like to park legally [the program allowed this]"

"Campgrounds are all full, can't get in anywhere"

"It is a great program"

"Don't know where else I would have stayed".

The gravel lot beside Elevation Place (EP) was the favoured location. Being near the facility was appreciated as some participants purchased memberships at the Elevation Place and others used shower tickets. Proximity to a grocery store was also a factor. This location's negative was the noise from the train and from the crossing alarm at the pedestrian walkway. As such, some participants enjoyed the quieter location of the Canmore Recreation Centre. In addition, there were some participants who wanted an increased sense of community with other Safe Park participants.

All participants were asked to complete a program survey. Six participants completed the survey and gave the program an average rating of 8.2 out of 10 (10 being most positive). Of the participants who completed the survey, all respondents indicated said that they would use the program again and that the program was user friendly, and five said the cost was affordable and the program helped them maintain employment.

The 2021-2022 Safe Park pilot is now complete. For Council's consideration, CSD has included the Safe Park program as an option for the 2023 budget which would establish an ongoing Safe Park program. If Council decides to invest in the Safe Park Program, Administration will amend the program based on learnings from the pilot. Some learnings include the need for better signage, adjustments to the number of Safe Park lots, and the benefits surrounding reduced program participant costs.

FINANCIAL IMPACTS

The 2022 Safe Park program revenue is approximately \$2,000. The total Safe Park program cost is approximately \$34,000, which includes program materials, supplies, and staffing (Housing Evaluator). The total 2022 budget for the Housing Evaluator position, which was a part-time position, is \$42,300.

STAKEHOLDER ENGAGEMENT

Internal Stakeholders

The 2022 Safe Park pilot was supported by the multiple Town departments, including: Streets and Roads, Solid Waste Services, Protective Services, Facilities, Engineering, Legal, Economic Development, and Finance.

External Stakeholders

This project was supported by community partners including: Save On Foods and Trinity Bible Church, and by contractors including Canmore Septic and Spillet Security. Communication with other communities including Squamish, Tofino, Ucluelet, and Duncan are ongoing regarding their approaches to individuals residing in vehicles or camping within the municipality. Consultation was also had with Stoney Nakoda Resort and Casino regarding parameters around overnight visitors at their location.

ATTACHMENTS

N/A

AUTHORIZATION

Submitted by:	Elle West CSD Housing Evaluator	Date: <u>September 29, 2022</u>
Approved by:	Palki Biswas Manager of Finance	Date: <u>September 29, 2022</u>
Approved by:	Lisa Brown Manager of CSD	Date: <u>September 29, 2022</u>
Approved by:	Scott McKay GM of Municipal Services	Date: <u>September 29, 2022</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>October 11, 2022</u>



Briefing

DATE OF MEETING: October 18, 2022 **Agenda #:** D-2

To: Committee of the Whole

SUBJECT: Property Tax Policy Amendment

SUBMITTED BY: Palki Biswas, Manager of Finance

PURPOSE: To provide the Committee of the Whole with an update to the Property Tax Policy.

EXECUTIVE SUMMARY

Administration is recommending the Property Tax Policy FIN-005 be amended to reflect the change to Municipal and Vital Homes tax rates of the tourist homes (rental option) so that they are calculated in parity with the non-residential class municipal mill rate as directed by Council when approving the 2022 Property Tax Bylaw.

Administration also recommends changing the policy format to align with the policy template currently in use. Specifically, the section numbering is amended, the “vision alignment” section is removed, and a section addressing policy review is added.

BACKGROUND/HISTORY

Municipal Government Act (MGA) subsection 353(1) requires Council to pass a property tax bylaw annually, section 354 speaks to the tax rates set by the Property Tax Bylaw, and subsection 203(2) stipulates that a Council may not delegate its power to pass bylaws.

At the December 15, 2015, regular meeting, Council approved the Property Tax Policy via Resolution 364-2015. This policy was to outline the guiding principles to be considered when setting annual property tax rates (attachment 2). This was one of the recommendations made by Ben Brunnen in conjunction with a Property Tax Task Force who conducted a study of Canmore’s tax regime at that time.

At the meeting on April 26, 2022, the Finance Committee directed Administration to prepare the property tax bylaw for 2022 to increase the tourist home class mill rate to equal the non-residential class mill rate via Resolution 9-2022FIN.

At the May 3, 2022, regular meeting, Council approved the tax rates for the Town of Canmore for the 2022 year by giving three readings to the Property Tax Rate Bylaw 2022-12. At this time, Council made a change for tourist homes non-personal use so that they were calculated in parity with the non-residential class mill rates.

DISCUSSION

The Town’s property tax policy outlines the purpose of setting and managing property taxes with local and provincial legislation, while thriving and remaining financially viable over the long term. It also clearly states Council’s guiding principles regarding their approach to decision making as it relates to setting property taxes that are responsive to economic conditions, comparable to other communities, equitable within the tax base and accountable to the ratepayers. The Town conducts a review of classification, assessment, use, market dynamics and tax policies relating to the residential and non-residential sectors, and revises/updates municipal property tax and assessment policies and regulations for these properties”.

The current taxation rates for 2022 are as follows:

	Residential and “Tourist Home – Personal Use”	Non-Residential	“Tourist Home”	Vacant Serviced Land
Municipal	2.26132	7.01860	7.01860	2.26132
School Support	2.58258	3.64734	2.58258	2.58258
Bow Valley Regional Housing (BVRH)	0.17052	0.17052	0.17052	0.17052
Vital Homes	0.03066	0.16294	0.03066	0.03066
Total Mill Rate	5.04508	10.99940	9.80236	5.04508
Municipal Tax Ratio (Class: Residential)	1:1	3.1:1	3.1:1	1:1

As a point of clarity, given that the “Tourist Home” and “Tourist Home – Personal Use” classifications are both residential subclasses, Council only has the authority to adjust the Municipal tax rate and the Vital Homes tax rate for these properties. The education requisition (school support) is applied to properties based on the residential to non-residential assessment split. The Bow Valley Regional Housing (BVRH) requisition is applied using the same tax rate across all tax classes.

In May 2022, when the property tax rates were set and approved, a change was made to bring tourist homes non-personal use so that they are calculated in parity with the non-residential class mill rates. This was done to the **municipal portion** of the tax rates as can be seen in the table above (in blue). There was no reference to changing the **vital homes** mill rate for Tourist Homes (in red). Council has the authority to split up the Vital Homes requisition as they see fit, so could make the Vital Homes tax rate the same for Tourist Home as Non-Residential. This would be more in line with the intent of Council to do everything within their power to align Tourist Home taxes with Non-Residential taxes.

Since the equalization of the tax rate between non-residential and Tourist Home properties was applied only to the municipal taxes in 2022, Administration is now recommending that the property tax policy provide clarity regarding the Municipal and Vital Homes tax rates. Going forward (starting 2023) increasing the Vital Homes taxes for Tourist Homes to one that is equal to the non-residential tax rate supports the intent of Council to tax Tourist Homes and Visitor Accommodation in an equitable fashion where within their control.

Therefore, sections 8, 9 and 10 under the **Equity for tourist homes, visitor accommodation units, and residential properties** of the policy (attachment 1) should say the following:

8. Class 1 property is divided into subclasses for property assessment purposes while visitor accommodation units are classified as non-residential properties. Two class 1 subclasses are “Tourist Home” and “Tourist Home - Personal Use”.

9. *A tourist home property will be taxed at a rate equivalent to that of non-residential properties for municipal and vital homes taxes* in recognition of the fact that it is used as a non-residential visitor accommodation unit and can be rented out for short-term and long-term accommodation purposes.

10. A tourist home property shall be placed in the tourist home – personal use subclass for any given taxation year if all owners registered on title, on or before January 31 of each fiscal year, sign a statutory declaration, in form approved by the Chief Administrative Officer, declaring that the property will be used only for personal purposes and will not be advertised or operated for short-term or long-term rental during the current taxation year. The *tax* rate for the tourist home- personal use subclass shall be the same as the tax rate for the residential subclass.

FINANCIAL IMPACTS

The proposed tax policy amendment will have no immediate financial impacts, as it merely codifies those property tax philosophies already held and followed by Council.

STAKEHOLDER ENGAGEMENT

N/A

ATTACHMENTS

- 1. Draft Property Tax Policy as amended
- 2. Property Tax Policy FIN-005

AUTHORIZATION

Submitted by:	Palki Biswas Manager of Finance	Date: <u>September 27, 2022</u>
Approved by:	Therese Rogers General Manager of Corporate Services	Date: <u>September 27, 2022</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>October 11, 2022</u>

	Council Policy
Policy Title:	Property Tax
Policy Number:	FIN-005
Date in Effect:	December 15, 2015
Current as of:	December 15, 2015 approval pending

POLICY STATEMENT

1. It is the policy of the Town of Canmore to set and manage property taxes in compliance with local and provincial legislation, while thriving and remaining financially viable over the long term.

PURPOSE

2. To clearly state Council's guiding principles regarding their approach to decision making as it relates to setting property tax rates that are responsive to economic conditions, comparable to other communities, equitable within the tax base and accountable to the ratepayers.

GUIDING PRINCIPLES**Accountability and clarity in collection of property taxes**

3. In setting annual property tax rates and collection amounts, focus will be placed only on the municipal component of the property tax. No consideration will be given to the provincial education tax component and impact. Work will continue to clarify and communicate to ratepayers the distinctions between the provincial education and municipal taxes, and direct inquiries to appropriate sources.

Accountability in engaging stakeholders in tax policy decisions

4. A tax policy education session will be incorporated into the Council orientation package. Municipal property tax policies will be reviewed once every term of Council and the review will include citizen engagement activities, the results of which will help to inform any tax policy revisions.

Stability in managing tax changes

5. When establishing an annual tax rate, consideration will be given to the previous years' tax burden to ensure a consistent and equitable distribution between assessment classes.

Equity and competitiveness in the distribution of the residential and non- residential tax share

6. Indicators of tax rate ratios and residential taxes per capita in neighboring and comparator municipalities will be monitored on an ongoing basis, with an intention to target a residential/non-residential tax share split in line with the average of these findings. Competitor municipalities are those in the same (or a similar) market as Canmore from an economic perspective.

Policy approved by: _____

Equity for vacant residential properties

- 7. The same tax rate will be applied to the vacant land residential subclass and the residential class.

Equity for tourist homes, visitor accommodation units, and residential properties

- 8. Class 1 property is divided into subclasses for property assessment purposes while visitor accommodation units are classified as non-residential properties. Two class 1 subclasses are “Tourist Home” and “Tourist Home - Personal Use”.
- 9. A tourist home property will be taxed at a rate equivalent to that of non-residential properties for municipal and vital homes taxes in recognition of the fact that it can be used as a non-residential visitor accommodation unit and can be rented out for short-term and long-term accommodation purposes.
- 10. A tourist home property shall be placed in the tourist home – personal use subclass for any given taxation year if all owners registered on title, on or before January 31 of each fiscal year, sign a statutory declaration, in a form approved by the Chief Administrative Officer, declaring that the property will be used only for personal purposes and will not be advertised or operated for short-term or long-term rental during the current taxation year. The tax rate for the tourist home- personal use subclass shall be the same as the municipal tax rate for the residential subclass.

Equity from a user pay perspective

- 11. Where possible, cost recovery from user fees and charges will be pursued to replace property tax revenue.

Social and economic considerations

- 12. A broad range of indicators will be considered in making tax decisions to ensure responsiveness to local social and economic conditions.

RESPONSIBILITIES

- 13. Administration will provide Council with comparator data at the time property tax rates are being set each fiscal year. These guiding principles will be considered when setting the annual property tax rates.

VISION ALIGNMENT

~~By adopting this policy Council will complete an action directly linked to their strategic initiatives to~~

~~“deliver effective and fiscally responsible services while valuing innovation” and “the Town’s finance policy complements and supports the municipality’s strategic plan while emphasizing policy coordination between debt, reserve, and taxation management.”~~

POLICY REVIEW

- 14. This policy will be reviewed by Council on or before October 30, 2026.

RELATED DOCUMENTS

Part 10, Division 1 of the Municipal Government Act (MGA) sets out the regulatory requirements regarding taxation.

The Town of Canmore’s Bylaw 2013-01 a bylaw to provide for the division of class 1 property into subclasses for property assessment purposes.

A Property Tax Policy Framework for the Town of Canmore: Analysis and Recommendations – Report prepared for the Town by Ben Brunnen Policy and Research

AUTHORIZATION:

Sean Krausert
Mayor

Cheryl Hyde
Municipal Clerk

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	2015-12-15	364-2015	



Property Tax Policy

DATE APPROVED: December 15, 2015

COUNCIL RESOLUTION: 364-2015

1. POLICY STATEMENT

It is the policy of the Town of Canmore to set and manage property taxes in compliance with local and provincial legislation, while thriving and remaining financially viable over the long term.

2. PURPOSE

To clearly state Council's guiding principles regarding their approach to decision making as it relates to setting property tax rates that are responsive to economic conditions, comparable to other communities, equitable within the tax base and accountable to the ratepayers.

3. GUIDING PRINCIPLES

3.1 Accountability and clarity in collection of property taxes

In setting annual property tax rates and collection amounts, focus will be placed only on the municipal component of the property tax. No consideration will be given to the provincial education tax component and impact. Work will continue to clarify and communicate to ratepayers the distinctions between the provincial education and municipal taxes, and direct inquiries to appropriate sources.

3.2 Accountability in engaging stakeholders in tax policy decisions

A tax policy education session will be incorporated into the Council orientation package. Municipal property tax policies will be reviewed once every term of Council and the review will include citizen engagement activities, the results of which will help to inform any tax policy revisions.

3.3 Stability in managing tax changes

When establishing an annual tax rate, consideration will be given to the previous years' tax burden to ensure a consistent and equitable distribution between assessment classes.

3.4 Equity and competitiveness in the distribution of the residential and non- residential tax share

Indicators of tax rate ratios and residential taxes per capita in neighboring and comparator municipalities will be monitored on an ongoing basis, with an intention to target a residential/non-residential tax share split in line with the average of these findings. Competitor municipalities are those in the same (or a similar) market as Canmore from an economic perspective.

Policy approved by: _____

3.5 Equity for vacant residential properties

The same tax rate will be applied to the vacant land residential subclass and the residential class.

3.6 Equity for tourist homes, visitor accommodation units, and residential properties

Class 1 property is divided into subclasses for property assessment purposes while visitor accommodation units are classified as non-residential properties. Two class 1 subclasses are “Tourist Home” and “Tourist Home – Personal Use”.

A tourist home property will be taxed at a rate of 2.9 times the residential tax rate in recognition of the fact that it can be used both as a non-residential visitor accommodation unit (it can be rented out for short term accommodation purposes), as well as a residential property (there are no length of stay limitations, thus it can be used as a primary residence).

A tourist home property shall be placed in the tourist home – personal use subclass for any given taxation year if all owners registered on title, on or before January 31 of each fiscal year, sign a statutory declaration, in a form approved by the chief administrative officer, declaring that the property will be used only for personal purposes and will not be advertised or operated for short-term or long-term rental during the current taxation year. The municipal tax rate for the tourist home- personal use subclass shall be the same as the municipal tax rate for the residential subclass.

3.7 Equity from a user pay perspective

Where possible, cost recovery from user fees and charges will be pursued to replace property tax revenue.

3.8 Social and economic considerations

A broad range of indicators will be considered in making tax decisions to ensure responsiveness to local social and economic conditions.

4. RESPONSIBILITIES

Administration will provide Council with comparator data at the time property tax rates are being set each fiscal year. These guiding principles will be considered when setting the annual property tax rates.

5. VISION ALIGNMENT

By adopting this policy Council will complete an action directly linked to their strategic initiatives to

“deliver effective and fiscally responsible services while valuing innovation” and “the Town’s finance policy complements and supports the municipality’s strategic plan while emphasizing policy coordination between debt, reserve, and taxation management.”

Policy approved by: _____

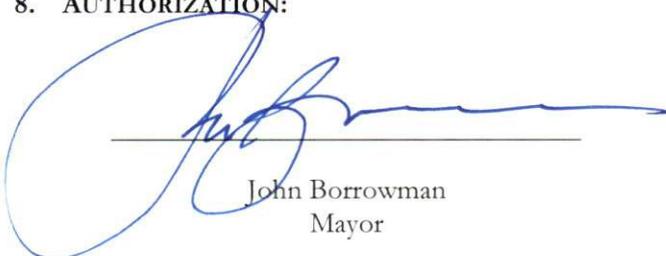
6. RELATED DOCUMENTS

5.1 Part 10, Division 1 of the Municipal Government Act (MGA) sets out the regulatory requirements regarding taxation.

5.2 The Town of Canmore's Bylaw 2013-01 a bylaw to provide for the division of class 1 property into subclasses for property assessment purposes.

5.3 A Property Tax Policy Framework for the Town of Canmore: Analysis and Recommendations – Report prepared for the Town by Ben Brunnen Policy and Research

8. AUTHORIZATION:



John Borrowman
Mayor



Lisa de Soto, P.Eng.
Chief Administrative Officer

Policy approved by:  



Council Updates

DATE OF MEETING: October 18, 2022

Agenda #: E-1

1. Mayor Krausert

a) Biosphere Institute

- At the September 19th Board meeting, the 2023 Annual Program Plan was reviewed and approved. It's a comprehensive and ambitious plan that covers topics such as climate action, human-wildlife co-existence, environmental education, being a community hub for environmental learning and action, and sustainability as an organization.
- In celebration of 25 years advancing environmental and climate change action in the Bow Valley, the Biosphere Institute is hosting a Gala and Square Dance on October 28th.

b) Tourism Canmore Kananaskis

- TCK is proposing to change its bylaws at the upcoming AGM so that Town of Canmore Council is represented on the TCK Board by the Mayor (or designate) instead of Mayor and one Councillor. The change is to allow for participation from other municipal organizations, e.g. Kananaskis Improvement District. I support this change.
- TCK's AGM will be at 4 PM on Monday November 7th at The Malcolm Hotel.

c) Rocky Mountain Heritage Foundation

- The Board has reviewed the new draft bylaws and will be looking to approve the final version after revisions are made.
- A request has been made to the Town of Canmore to begin discussion about creating a new Memorandum of Understanding between the Town and RMHF re Quarry Lake lands as part of the process of updating all RMHF documents and agreements. It is anticipated that this discussion will start late this year or early next year.

d) Emergency Management Committee

- Nothing new to report.

e) Human Wildlife Conflict Roundtable

- Nothing new to report (please see my last report re upcoming meetings and the new chairs of the technical working group).

f) Town of Canmore – MD of Bighorn Inter-Municipal Committee

- Nothing new to report.

g) Canmore Tourism Roundtable

- Nothing new to report.

h) Advocacy on Behalf of the Town of Canmore

- With respect to being recognized as visitor-based economies (along with Banff and Jasper), I participated in the following meetings:
 - multiple meetings with New West Public Affairs (strategist), who has been having conversations with multiple provincial ministries.
 - September 18th – UCP leadership candidate, MLA Brian Jean
 - September 21st - Municipal Affairs Minister Ric McIver (during the Alberta Municipalities Convention)
 - October 4th – MLA Miranda Rosin
- Further to the letter sent to Alberta’s Minister of Transportation requesting action be taken to make the Trans-Canada highway, between Banff National Park east gate to the Bow River bridge, safer for wildlife and, therefore, people ... a meeting was held with members of the Ministry of Transportation on September 22nd (during the Alberta Municipalities Convention), and we are now awaiting on hearing directly from the Minister.
- September 20th – along with CAO, attended Mid-sized Cities Mayors’ Caucus in Calgary
- September 21st – 23rd – along with Council and CAO attended the Alberta Municipalities Convention, including successfully bringing a motion for Alberta Municipalities to advocate against changes to victim services in Alberta.

i) Events

- September 15th provided remarks and participated in the Canmore Pride flag raising at the Civic Centre.
- September 16th unveiling of new Indigenous art mural in Downtown Canmore.
- September 17th participated in the Canmore Pride Walk through Downtown Canmore.
- September 17th provided remarks to the Spur Line Art Trail Auction & BBQ.
- September 26th brought remarks to the Town of Canmore Employee Appreciation Luncheon.
- September 26th participated in the ribbon cutting of the relocation of Banff Sport Medicine to the Shops of Canmore.
- September 28th attended the Bow Valley Food Alliance Networking Event.
- September 30th brought remarks to the National Day for Truth and Reconciliation in honour of the permanent installation of the Treaty 7 flag at the Civic Centre.
- October 6th brought remarks to the Welcome Ceremony of the Stoney Nakoda Advisory Circle (Canmore Museum).

j) Miscellaneous

- Continued my monthly appearances on Mountain FM with Rob Murray.
- September 14th CBC interview re homelessness in Canmore.
- September 29th had lunch with Mayor DiManno (Banff) and Sarah Elmeligi (provincial candidate) to discuss issues in the Bow Valley.
- October 7th MaRS Magazine interview re the Town's climate action work (referral from Federation of Canadian Municipalities).

2. Councillor Foubert

a) SAEWA – Sept 30

- The board discussed the opportunity to ask the Minister of Environment and Parks a question at the Alberta Municipalities convention and her response. A video is available on Banff Councillor. Hugh Pettigrew's Facebook page.
- The board is awaiting the results of work from a sub-committee overseeing the Request for Expression of Interest process. The recommendation of the company hired to evaluate the EOI submissions is expected along with revised schedule and update to Critical Path - Next Steps.

b) Canmore Museum

- Sept. 22 meeting - absent due to attending Alberta Municipalities convention
- Oct. 6 - Welcome Ceremony for the Stoney Nakoda Advisory Circle established by the museum. It was an honour to hear from John Snow Jr., as well as welcome David Bearspaw (not in attendance), Trudy Wesley and Glenda Crawler to this advisory role. The museum also welcomed Toney Snow to his new role as an Indigenous Cultural Residency as curator of Indigenous content. Jennifer Forsythe, from the Alberta Museums Association, also spoke about the important work being done on Truth and Reconciliation through this programming.

c) Canmore Planning Commission

- No meetings during this time period.

d) Canmore Housing Corporation

- I defer to Councillor. Jeff Hilstad's report

e) Bow Valley Regional Transit Services Commission

- I defer to Councillor. Joanna McCallum's report as chair of the commission.

f) Other Activities

- Pride Flag Raising - Sept. 15
- Mural unveiling - Sept. 16
- Spur Line Trail public art barbecue - Sept. 17
- Alberta Municipalities Convention - Sept. 21-23
- Council's Role in Land Use Planning course - pre-convention Sept. 20
- Town of Canmore employee appreciation luncheon - Sept. 26
- Grand opening celebration for Banff Sports Medicine and Guardian Radiology at Shops of Canmore - Sept. 26
- Creative Futures event at artsPlace - Sept. 27
- National Day for Truth and Reconciliation - Sept. 30

3. Councillor Graham

a) Meetings and Events

- Attended Alberta Municipalities Conference
- Attended Treaty 7 Flag Raising on Truth and Reconciliation Day.

b) Tourism Canmore Kananaskis

- Unable to attend due to scheduling conflict with Alberta Municipalities

c) Cultural Advisory Committee

- Indigenous Mural Project complete. Feedback is exceptional. Congratulations to Cheyenne Suwatâgâ-Mu & Kayla Bellrose
- Alberta Planners Art Project - minor project that will be monitored and decommissioned after a couple of days.
- National Day of Truth and Reconciliation – well attended and powerful day.
- Micro Grants for Artists – Investigation by Board Members
- Emerging Artists Bursary – launches Mid-October and awarded Mid-November
- Spur Line Trail Decommissioned – a great project that was well received

d) Canmore Mountain Arts Foundation

- No meetings.

4. Councillor Hilstad
 a) Canmore Community Housing: (Attachments 1 & 2)

CCH OPERATIONS REPORT														
September 2022														
	Matching Down Deposit Program (MDDP)		Accessory Dwelling Grant Program (ADGP)		OWN Program		RENT Program							
Wait List:	10	Same as last month	1	no change from last month	104	+1 over last month	79			+10 over last month				
Applications YTD:	10	+3 over STLY	2	no change from last month	43	+7 over last month -5 from STLY	104			+13 over last month +27 over STLY				
Number of Applicants: Funding Presently Committed	10: \$250,000		1: \$20,000											
Funds Advanced to Date / Total Allocated to Program	\$167,053	\$360,000	\$60,000	\$100,000										
Applications Received/Processed 2021:	8		2		59		106							
Inquiries YTD:	4	0 over last month -4 from STLY	4	0 over last month +1 over STLY	145	+16 over last month +29 over STLY	172			+18 over last month +56 over STLY				
Inquiries 2021:	10 Total		3 Total		152 Total		148 Total							
Current Occupancy:							100%	Hector	100%	McArthur	100%	Wolf Willow	100%	NLCC
Total Vital Home Units:					156	1 unit FSBO-HB 1 unit FSBCCH-WW	60		48		11		1	
Turnover YTD:					11%	17	15%	9	25%	12	30%	3	0%	0
Turnover 2021:					16%	23 sales (23/144)	13%	8 Units (8/60)	31%	15 units (15/48)	31%	4 Units (6/13)	0%	0
↑ Above numbers updated as of September 30, 2022 ↑														

Ownership September:

- CCH had two sales in September, one at Hawks Bend and one at Wolf Willow
- CCH had two units for Sale in September. One unit for sale by owner at Hawks Bend and one unit for sale by CCH at Wolf Willow. Both units are conditionally sold and possessions are scheduled for the beginning to mid-November
- The Ownership Information Session was held on September 7th, eight households attended, via Zoom

Rental September:

- In September CCH had six units in total turn over, one household moved through the CCH continuum and bought a Vital Homes Ownership property, one household moved outside of the Bow Valley, one household moved within our Program to an appropriate size unit for their family type, one unit moved out of the CCH program but stayed within Canmore, and two units are unknown where they moved to. CCH were at 100% Occupancy for both The Hector and McArthur Place

Accessory Dwelling Grant Program September:

- CCH had no applications submitted for this program this month
- CCH is currently working with one household who are in the renovating stages of their accessory dwelling. CCH has committed \$20,000 to this households project, but has yet to forward any funds.

Matching Down Deposit Program September:

- We currently have 10 households that have a total of \$250,000 in funding committed (max \$25,000 per household). These households have until August 31, 2022 to use these funds.
- To date we have provided \$167,053 towards down deposits to eligible households
- We have eight households currently on the Waitlist.

b) Heliport Monitoring Committee:

- Nothing new to report.

c) Community Grants Selection Committee

- Nothing new to report.

5. Councillor Mah

a) Bow Valley Waste Management Commission

- BVWMC reviewed financials for the first 8 months of the year as well as allocation of reserves, and we are on sound financial footing.
- We also approved our upcoming Strategic Plan (planning session was held in August)

b) BIA: Business Improvement Area

- With the reopening of main street happening shortly, BIA is looking to schedule its strategic planning session now that the various board members have more time. All recognize that this particular strategic plan is important in that it will clarify BIA's vision and help inform the upcoming Downtown Area Redevelopment Plan.
- On Sat Sep 17th, the BIA held a test event at the steps of the Civic Centre where we had live music. The Brand New Companions performed on a lovely sunny day (compared to the rainstorm a few weeks prior) and it was well attended. This free event was greatly appreciated by attendees and had an awesome community vibe! BIA will discuss further steps on the future of live music events in the Downtown Core.



c) Emergency Management Committee

- I defer to Mayor Krausert's report.

d) Additional Items:

- Sep 21st – 22nd, attended Alberta Municipalities Conference at the Telus Convention Centre. Personal highlight was attending a session on Integrated Project Delivery as a potential manner to deliver capital budgets with less financial risk.
- Sep 26th, attended TOC's Employee Appreciation Luncheon at the Coast Hotel. As it was my first one, it was great to put names to faces to various staff and connect.
- On Sep 30th, attended the celebration of National Truth and Reconciliation Day at the Civic Centre. This was an excellent event marked by the installation of the Treaty 7 Flag.

- Oct 3rd, in the role of Deputy Mayor, I attended a press release for the CEIP Funding Announcement. This occurred at Historic City Hall in Calgary. It was a rewarding experience to meet fellow attendees Federal Minister of Natural Resources Jon Wilkinson, Calgary Mayor Jyoti Gondek, Lethbridge Mayor Blaine Hyggen and FCM President Taneen Rudyk.

6. Councillor Marra

a) Assessment Review Board (ARB)

- Appeal schedule has started

b) Bow Valley Waste Management Commission

- I defer to Councillor Mah.

c) Canmore Public Library

- Library Director Michelle Preston gave a presentation on September 27th at the Committee of the Whole. Ms. Preston gave an update on how funds are being used, along with several initiatives and successes through the year. To watch the full presentation you can watch on the T.O. C's recordings.

d) Subdivision and Development Appeal Board (SDAB)

- Nothing to report.

e) Inter-Municipal Committee – Town of Canmore and M.D. of Bighorn

- Nothing to report. Next meeting in November.

f) SAEWA – Southern Alberta Energy from Waste Association

- I am the alternate. See Councillor Foubert report.

g) Bow Valley Regional Housing (Attachments 3 & 4)

- The board and the CAO conduct regular reviews of the BVRH Strategic Plan. Earlier in June, we participated in a two-day workshop that produced two raw components of the 2023-2027 strategic plan. That plan will include updated mission, vision, and values statements, as well as strategic goals. The draft plan was finalized with approval set for the November Board meeting.

7. Councillor McCallum

a) Bow Valley Regional Housing

- I defer to Councillor Marra's report.

b) Bow Valley Regional Transit Services Commission

- Our fall schedules are on the website and reservations are open for Moraine Lake direct service (Route 10). It is anticipated that this Route will be busy should the weather continue to cooperate.

- Banff fare free for residents has been fully rolled out. Since the inception of the program in May, the ridership (not including hotel partner staff) is:
 - Banff resident adult: 38,147
 - Banff resident senior: 1,385
 - Banff resident youth: 1,107

- Roam’s incident at Lake Minnewanka has been fully investigated, with some changes to training procedures and safety protocols already implemented. This loss is being claimed through insurance and will be ongoing as the bus is currently in Calgary being fully inspected for damage.

- Equicharge is currently working to complete Roam’s first Electrification Planning Study, which will assist in guiding the organization in it’s future planning for continued electrification of vehicles and facilities. In addition to this electrification study, two other analyses are being completed to further assist in our planning:
 - As part of the hydrogen project that admin has been involved in, a study is being completed by HTEC that will consider all zero emission possibilities including electric and hydrogen
 - Fortis is financing a study for electrification that is being completed by CUTRIC (Canadian Urban Transit Research and Innovation Consortium)

- Statistics (end of August)

Ridership YTD (end of August)	2019	2022	Increase
1 Gondola	396,982	374,777	-6%
2 Tunnel Mtn/Fairmont	308,793	297,002	-4%
3 Canmore/Banff Regional	134,386	121,286	-10%
4 Cave and Basin	19,185	18,521	-3%
5 Canmore Local	89,520	105,400	18%
6 Lake Minnewanka	38,554	55,147	43%
8X Lake Louise Express	83,354	93,528	12%
9 Johnston Canyon	9,334	17,860	91%
OnIt	16,246	19,738	21%

Ridership August Only	2019	2022	Increase
1 Gondola	81,196	93,303	15%
2 Tunnel Mtn/Fairmont	63,073	68,183	8%
3 Canmore/Banff Regional	20,105	19,382	-4%
4 Cave and Basin	7,332	5,349	-27%
5 Canmore Local	13,675	17,070	25%
6 Lake Minnewanka	12,802	19,063	49%
8X Lake Louise Express	24,743	22,575	-9%
9 Johnston Canyon	4,262	5,360	26%
OnIt	6,282	6,517	4%

c) SDAB

- Nothing to report.

d) Assessment Review Board

- Nothing new to report.

e) AUMA Safe and Healthy Communities Committee

- Nothing new to report. If reappointed to this committee the first meeting will be in December.

f) Other News

- September 14 – I attended the Mayors Virtual Town Hall
- September 14 – I attended the Pride Flag Raising Ceremony hosted by the Canmore Museum
- September 20th – 23rd – I attended 3 days of the Alberta Municipalities Conference in Calgary. It was great to reconnect with colleagues across the province and attend sessions on pressing matters facing Alberta Municipal officials.
 - The Town of Canmore co-sponsored a resolution that was supported by the membership. The supported resolution effectively asks the province to halt their plans to repackage Victim Services until full/broader consultation with municipalities was completed. What was shocking during the debate of the resolution on the floor is that there are some prominent communities in Alberta (ie Sylvan Lake, Drumheller) who do not have any victim services at all as their office were unilaterally closed in 2019 by removal of full provincial funding from their budgets.



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				#DIV/0!	\$ 916.20
	Median	\$800.00	\$ 900.00	\$762.50		\$900.00	-	\$950.00		\$1,200.00	\$900.00	\$875.00					#DIV/0!	
	Available	9	6	4	6	8	0	6	5	2	9	3	5					#DIV/0!
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				#DIV/0!	\$ 1,250.00
	Median	\$1,300.00	\$900.00	-		-	\$1,300.00	-		\$ 1,400.00	\$ 1,525.00	\$1,075.00					#DIV/0!	
	Available	2	1	0	1	0	1	0	0	1	1	1	1					#DIV/0!
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				#DIV/0!	\$ 1,853.18
	Median	\$1,700.00	\$ 1,847.50	\$1,695.00		\$1,525.00	\$1,750.00	\$2,100.00		\$2,100.00	\$2,050.00	\$ 1,837.50					#DIV/0!	
	Available	5	6	9	7	8	6	3	6	5	14	10	10					#DIV/0!
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				#DIV/0!	\$ 2,716.88
	Median	\$2,250.00	\$ 2,850.00	\$2,747.50		\$2,199.50	\$2,324.50	\$2,550.00		\$2,697.50	\$2,600.00	\$ 2,700.00					#DIV/0!	
	Available	21	16	18	18	18	14	26	19	26	35	29	30					#DIV/0!
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				#DIV/0!	\$ 3,795.05
	Median	\$3,450.00	\$ 3,400.00	\$4,000.00		\$3,450.00	\$3,400.00	\$3,400.00		\$3,500.00	\$3,500.00	\$ 3,550.00					#DIV/0!	
	Available	14	11	11	12	16	17	13	15	7	22	14	14					#DIV/0!
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				#DIV/0!	\$ 5,437.50
	Median	\$3,600.00	\$ 3,250.00	\$3,000.00		\$8,000.00	\$8,000.00	\$6,500.00		\$4,800.00	\$4,250.00	\$ 5,500.00					#DIV/0!	
	Available	1	3	3	2	3	5	2	3		1	8	6	5				#DIV/0!
Summary Total Studio-4		43	37	41	121	45	43	44	132	40	80	60	180	0	0	0	0	433

Canmore Rental Statistics for 2021

		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	\$783.82	\$ 859.55	\$842.50	\$ 828.62	\$840.00	\$786.60	\$826.64	\$ 817.75	\$841.11	\$932.82	\$874.29	\$ 882.74	\$1,006.15	\$ 1,018.75	\$ 1,205.88	\$ 1,076.93	\$ 901.51
	Median	\$750.00	\$ 850.00	\$825.00		\$800.00	\$733.00	\$800.00		\$800.00	\$850.00	\$800.00		\$900.00	\$ 925.00	\$ 1,275.00		
	Available	17	11	14	14	5	5	11	7	9	11	7	9	13	12	8	11	10
Studio	Average	-	-	\$1,383.33	\$ 1,383.33	-	\$1,050.00	-	\$ 1,050.00	\$ 900.00	\$ 1,425.00	-	\$ 1,162.50	\$1,800.00	\$ 1,800.00	\$ 1,025.00	\$ 1,541.67	\$ 1,340.48
	Median	-	-	\$1,150.00		-	\$1,050.00	-		\$ 900.00	\$ 1,425.00	-		\$1,800.00	\$ 1,800.00	\$ 1,025.00		
	Available	0	0	3	1	0	2	0	1	1	1	0	1	2	1	2	2	1
1 Bedroom	Average	\$1,416.90	\$ 1,489.71	\$1,647.78	\$ 1,518.13	\$1,353.00	\$1,492.50	\$1,615.83	\$ 1,487.11	\$1,661.88	\$1,602.27	\$ 1,664.32	\$ 1,642.82	\$1,522.00	\$ 1,363.33	\$ 1,655.00	\$ 1,513.44	\$ 1,540.38
	Median	\$1,395.00	\$ 1,400.00	\$1,417.50		\$1,375.00	\$1,400.00	\$1,587.50		\$1,550.00	\$1,500.00	\$ 1,690.00		\$1,450.00	\$ 1,375.00	\$ 1,650.00		
	Available	21	17	18	19	5	4	6	5	8	11	22	14	13	4	4	7	11
2 Bedroom	Average	\$1,858.62	\$ 1,868.78	\$1,989.94	\$ 1,905.78	\$2,050.22	\$2,084.27	\$2,092.33	\$ 2,075.61	\$2,127.93	\$2,182.11	\$ 2,177.90	\$ 2,162.64	\$2,378.33	\$2,171.82	\$ 2,256.10	\$ 2,268.75	\$ 2,103.19
	Median	\$1,795.00	\$ 1,800.00	\$1,825.00		\$1,825.00	\$1,825.00	\$1,825.00		\$1,900.00	\$2,000.00	\$ 2,095.00		\$2,200.00	\$ 1,988.25	\$ 2,052.00		
	Available	65	65	63	64	41	41	33	38	27	38	45	37	35	22	20	26	41
3 Bedroom	Average	\$3,740.00	\$ 3,034.29	\$2,779.23	\$ 3,184.51	\$3,237.78	\$3,237.27	\$3,325.83	\$ 3,266.96	\$2,848.96	\$3,161.52	\$ 3,599.00	\$ 3,203.16	\$3,858.53	\$3,724.29	\$ 4,466.67	\$4,016.49	\$ 3,417.78
	Median	\$3,450.00	\$ 2,890.00	\$2,600.00		\$3,200.00	\$3,200.00	\$2,822.50		\$2,572.50	\$2,875.00	\$ 3,500.00		\$3,500.00	\$3,200.00	\$ 4,250.00		
	Available	10	7	13	10	9	11	12	11	24	23	10	19	17	7	6	10	12
4+Bedroom	Average	\$4,211.25	\$ 5,161.25	\$5,698.33	\$ 5,023.61	\$5,615.00	\$4,529.00	\$5,698.33	\$ 5,280.78	\$5,897.50	\$4,895.83	\$ 4,995.00	\$ 5,262.78	\$4,131.67	\$4,350.00	-	\$ 4,240.83	\$ 5,016.65
	Median	\$4,100.00	\$ 5,747.50	\$5,995.00		\$5,995.00	\$4,350.00	\$5,495.00		\$6,147.50	\$5,195.00	\$ 4,995.00		\$3,900.00	\$3,950.00	-		
	Available	4	4	3	4	3	5	3	4	6	6	1	4	3	3	-	3	4
Summary Total Studio-4		100	93	100	293	58	63	54	175	66	79	78	223	70	37	32	139	830

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

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

Last Updated: September 23, 2022

Year	Vital Homes Homeownership Program		Total	Resales	New Inventory
	Resales	New Inventory			
2022	7	10	17	4WW, 2HB,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	3	21	24	3CR	17HB, 4CML
Total	39	78	117		
Wolf Willow (2021)		44			

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

Monthly Bulletin

September 2022



NEWS, INITIATIVES, AND EVENTS

Designated Supportive Living Operations Planning

Senior management is making great progress and continues to work on the operating model in collaboration with Alberta Health Services and SE Health ahead of operations following the finalization of construction and then commissioning of Phase 2. Much of the furnishing and equipping of the facility is underway and AHS intends to open the waitlist towards the end of September 2022.

PROGRAM OCCUPANCY RATES

Bow River Lodge	93%
Cascade House	79%
Bow River Homes	100%
Mount Edith House	100%
Community Housing	100%
Rent Supplement	100%

SPECIAL PROJECTS

This is Home (Phase 2)

Meanwhile, the construction of the designated supportive living addition to Bow River Lodge is complete. We are dealing with deficiencies and early commissioning phases of the project.

Schedule: Substantial completion in Q3 2022, followed by opening in Q1 2023.

Design: This facility has been designed to meet the needs of designated supportive living level 4 and dementia operations, including enhanced safety and care-provision considerations. We expect to have to add enhanced infection prevention and control safeguards as the lessons of COVID take hold.

Economics: The current capital cost is \$17.4 million; the Government of Alberta has committed \$16.5 million to date. BVRH has agreed to contribute the remaining 5% of the capital budget (up to a maximum of \$900,000) to keep the project viable.

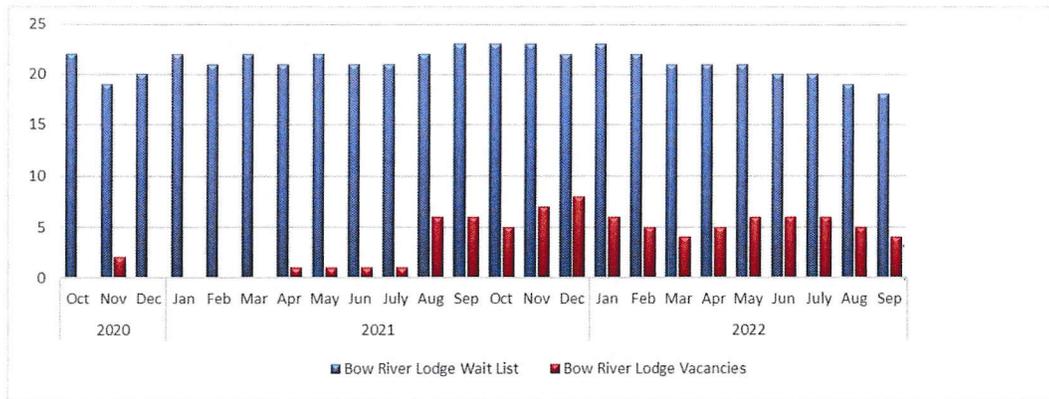
September 2022 Occupancy & Waitlist Report



Bow River Seniors Lodge in Canmore

Occupancy and waitlist as of September 15, 2022:

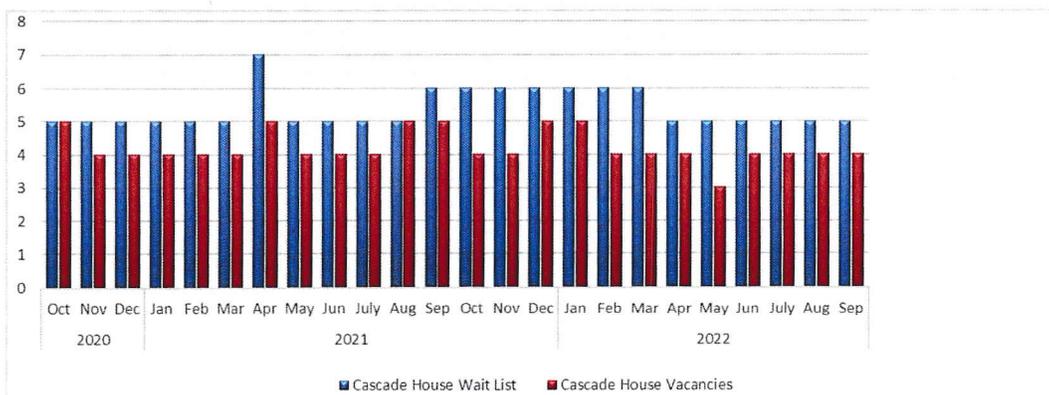
- The lodge has sixty-three residential suites.
- Of those suites, fifty-five are occupied or available for occupancy.
- The other suites are not available for occupancy. They are not captured in the chart below, but include:
 - Eight are being utilized as offices, storage, breakroom, and amenity spaces.
- 93% of the habitable suites are occupied or awarded pending move-in.
- Eighteen candidate households are waitlisted, and most of them are not yet ready to move in.



Cascade House (Seniors Lodge) in Banff

Occupancy and waitlist as of September 15, 2022:

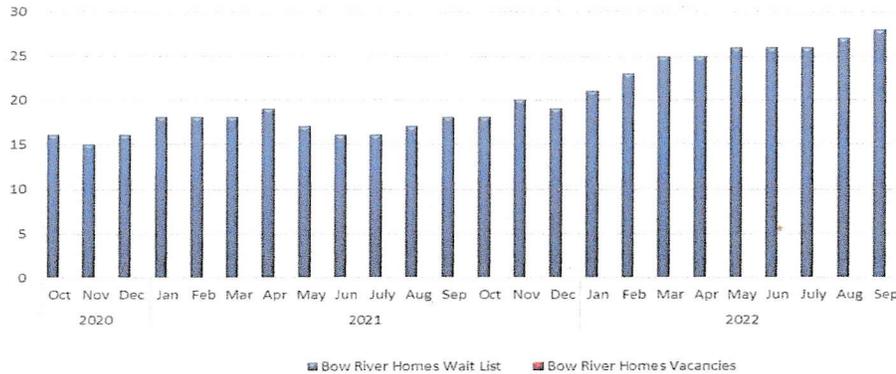
- The lodge has twenty-two residential suites.
- Of those suites, nineteen are occupied or available for occupancy.
- The other suite is not available for occupancy. They are not captured in the chart below, but include:
 - Three are being rehabilitated.
- 79% of the habitable suites are occupied or awarded pending move-in.
- Five candidate households are waitlisted, and all of them are not yet ready to move in.



Bow River Homes (Seniors Self-Contained) in Canmore

Occupancy and waitlist as of September 15, 2022:

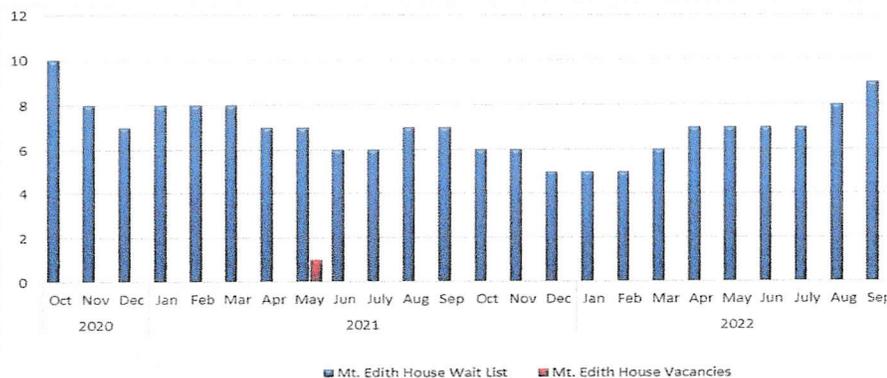
- The project has twenty-eight self-contained residential suites.
- 100% of the habitable suites are occupied or awarded pending move-in.
- Twenty-eight candidate households are waitlisted.



Mount Edith House (Seniors Self-Contained) in Banff

Occupancy and waitlist as of September 15, 2022:

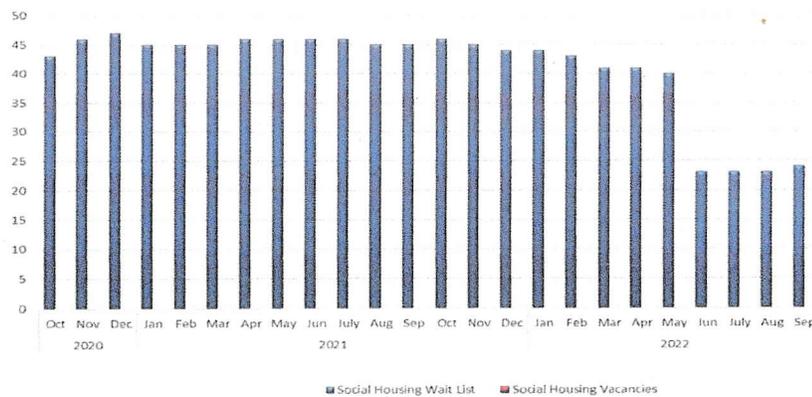
- The building has thirty-four self-contained residential suites.
- Of those thirty-four, thirty-three are occupied or available for occupancy.
- The other suites are not available for occupancy. They are not captured in the chart below, but include:
 - One that is being rehabilitated.
- 100% of the habitable suites are occupied.
- Nine candidate households are waitlisted.



Community Housing Projects in Canmore

Occupancy and waitlist as of September 15, 2022:

- The portfolio has fifty-eight individual residential units.
- Of those fifty-eight units, fifty-five are occupied or available for occupancy.
- The other suites are not available for occupancy. They are not captured in the chart below, but include:
 - Three are being rehabilitated.
- 100% of the habitable suites are occupied or awarded pending move-in.
- Twenty-four candidate households are waitlisted.



Rent Supplement (RS) Programs in the Bow Valley Region.

Occupancy and waitlist as of September 15, 2022:

- A monthly budget of \$22,750.00.
- Providing financial subsidies to forty-three active client households.
- There are seven candidate households on the waitlist.
- The monthly subsidy totaled \$24,607.00, averaging \$542.00 per client household.
- Of our active RS client households:
 - 36 live in Canmore
 - 6 live in Banff
 - 1 live in Deadman's Flat

DATE OF MEETING:

October 18, 2022

Agenda #: F-1

A. CAO's Office

1. CAO

- a) Council and CAO attended the Alberta Municipalities Convention in Calgary September 21-23. Canmore's resolution about Victim Services was approved as an emerging resolution and was supported by the convention. The Mayor and CAO attended the Mid-Sized Cities Caucus meeting the afternoon of September 20, our first as new members.

B. MUNICIPAL SERVICES

1. Community Social Development

- a) Family and Community Support Services (FCSS) hosted a community conversation in September on "Healing the Great Divide". The program is designed to support community with having difficult conversations with respect and empathy. The registration was full and the conversation included individuals from diverse backgrounds, including an individual who is currently experiencing homelessness.
- b) FCSS, in partnership with YWCA Banff, Right From the Start, and the Canmore Nordic Centre hosted a group discussion for Nordic Centre athletes and parents on creating a culture of acceptance and inclusion.
- c) In collaboration with Town of Banff and Banff Canmore Community Foundation, FCSS is working on ways to strengthen the Bow Valleys Civil Society through The Moving Mountain Project. The first phases of the project have been completed and three key outcomes for the future phase has been defined: creating a shared platform for the civil society, encouraging social enterprise initiatives, and supporting increased donor collaboration.
- d) The Family Connection Centre (FCC) is working with local sports groups by presenting workshops on positive body image, youth, and sport.
- e) FCC is partnering with the Canmore Food Recovery Barn and now have a free, recovered bread pick-up location at the center.

2. Recreation Services

- a) In an effort to increase the pool of potential aquatic staff members, the aquatics team continues to prioritize certification and lifesaving program delivery. During the annual pool closure a first aid instructor course ran with nine participants, a national lifeguard instructor course ran with 11 participants and a Standard First Aid course had 12 participants.

3. Fire-Rescue

- a) The installation of water misting appliances on Main Street during hot (30 C) days this summer appeared to be well received by residents and visitors. This initiative had minimal cost (~\$100) and was maintained by on duty staff as call volume allowed.

- b) CTV W5 was in Canmore to film a story focusing on the declining number of volunteer firefighters in Canada. Canmore Fire Rescue was featured in the story alongside response staff from Banff and the MD Bighorn. The story aired on Saturday on October 1, 2022 and spoke positively about Canmore Fire Rescue's composite staffing model, highlighting the benefits of maintaining a combination of full time, casual, and paid-response staff.

4. Protective Services

- a) Peace Officers focused their proactive efforts with the following activities during the month of September:
- On Saturday September 3, 2022, five community peace officers patrolled parks and trails with a focus on pathway safety. Fifty bike bells were handed out to cyclists that did not have one.
 - School patrols with a focus on crosswalk safety
 - Bicycle safety education in collaboration with the RCMP at the Canmore Daycare
 - Conducted joint patrols with Canadian Pacific Police Service members during rail safety week
 - Participation at the Quarry Lake Clean Up
 - Identification of fruit bearing vegetation on private property in Cougar Creek with a focus of providing information and seeking compliance of the wildlife attractant regulations in the Community Standards Bylaw
- b) The Canmore Emergency Management Agency held a quarterly meeting on September 21, 2022 where the recent learnings from the Georgetown Wildfire exercise and the Heavy Rainfall Event were discussed and applied to the Municipal Emergency Management Plan. The Deputy Director of Emergency Management for the Kananaskis Improvement District, the Director of Emergency Management from the MD of Bighorn, and a representative from Tourism Canmore Kananaskis joined the Agency as optional members to facilitate stronger relationships within the Bow Valley's emergency management community.
- c) Paid parking low season rates started on October 15 and run until May 14. The rates change from \$3/hr to \$2/hr in Town Centre and from \$10/two hrs to \$2.50/hr at Quarry Lake.

5. Economic Development

- a) Lamphouse Endowment Fund Emerging Artist Bursary: will launch in October with an online application. The bursary is given annually to a Canmore resident who identifies as an emerging artist and seeks to further their artistic practice. The deadline for applications is November 14, 2022.
- b) New Year's Eve – Change of venue: The Party on the Pond activities will be relocated to the Canmore Recreation Centre for 2022. By relocating to the CRC, we will no longer be weather dependent – in recent history we have experienced -30-degree temperatures and weather so warm that we didn't have ice on the pond until December 29. At the CRC both indoor and outdoor activities can be hosted, and there is ample parking and washroom availability. In the evening there will be a formal stage program with concert, a DJ dance party, ice skating, crafts, games, and food vendors. The event will run from 5:00 pm to 8:15 pm with the early fireworks display starting at 8:00 pm. Midnight fireworks will return to their traditional Millennium Park location.

- c) COVID Resiliency Programming: Economic Development will be hosting a number of programs in Q3 with a focus on capacity building and resiliency within our business community.
- October 26th: Human Resources Bootcamp for small business focused on improving recruitment processes. Participating businesses will be entered into a draw for a HR health check package.
 - November 8 & 9th: Donuts and Conversation is a partnership with Community Social Development and Frankie's Donut's. Businesses can register for a 1 hour facilitated conversation of up to 10 people for an intentional check in on the experiences of the past couple of years and things that have impacted productivity, resiliency, and wellbeing.
 - November 8th: Side Hustle 101 session building a foundation on how to create a successful business that can be operated outside of an individual's primary employment. Participants will be entered into a draw for a 5-week hybrid in-person/online course designed help to build the capacity, skills, and network that will support the development of their business ideas.

C. CORPORATE SERVICES

1. Human Resources

- a) Dates have been scheduled for informal mediation with IAFF Local 4705, to work towards settlement of a mutually agreeable Collective Bargaining Agreement. Alberta Labour and Immigration has appointed a mediator for two days, taking place on October 14 and 24.

2. Finance

- a) The Town is currently working on upgrading our Moneris Hosted Pay Page, which supports customers online payments through Virtual Town Hall and online Recreation program registration. This mandatory upgrade was initiated by Moneris with little notice. Virtual Town Hall will be upgraded by the end of October and Recreation online services will be completed by the end of November. There is expected to be minimal impact to business operations or customer experience during this upgrade.

3. Communication

- a) Work on the website platform is delayed until the new temporary employee starts mid-October, putting the work approximately two months behind the originally proposed schedule. In November and December, work will commence to gather input to determine additional website requirements, identify current website content to be removed, transferred, modified, or created, and start preliminary work on new website structure and format.

4. I.T.

- a) IT is working with Recreation and Communication on a Digital Signage project to update the current approach to electronic message boards to provide a better visual experience for patrons of our recreation facilities (EP and CRC). The new approach will also help to reduce our IT network security risk, provide better maintainability over the long term, and will increase our ability to communicate vital information to users of these facilities. The project is expected to be complete before the end of this year.

D. MUNICIPAL INFRASTRUCTURE

1. Planning & Development

a) Palliser Area Structure Plan

Project scoping work is underway including the formulation of options for the delivery of a plan that will support increased development of the Palliser Lands in the short-term. Preliminary discussions are also underway on the communications strategy that will support the advancement of this work.

b) Staffing Update

The new Senior Policy Planner position is filled and the successful candidate began August 2, 2022. An additional Planning Technician started with the department on July 25, 2022 on a two-year term, to support the review of low-density residential permits and stamps of compliance requests. The department is continuing its recruitment efforts for the following positions:

- Senior Development Planner – vacant since July 2022
- Development Planner – new position

In the interim, the department has redistributed work assignments in order to rebalance workloads and support the ongoing movement of applications through the system. While the vacant positions are having some impact on application delays, applicants can avoid experiencing such delays by ensuring to provide all necessary application requirements as noted on the applicable checklists found on the Town’s website and making timely payment of their application fee.

2. Facilities

a) Operations:

- The Elevation Place Aquatic Centre shut down accomplished significant work, including removal, re-waterproofing, and re-tiling stairs to the water slide.

b) Capital Projects:

- New Fire Station Construction (7229): The foundation work is now complete, and above groundwork has begun with initiation of tower and exterior wall construction.
- CRC Rooftop Solar Expansion (7232): The contractor has been selected and implementation will occur in 2023. This is phase 2 of the solar voltaic installation plan for the facility. Below is a summary of both phases:

Item	Phase 1	Phase 2	Total
# of Solar Panels	890	436	1,326
Single Panel Max Output (W)	450	545	N/A
DC Total Capacity (KW)	401	238	639
% Power Offset of CRC*	~35%	~20%	~55%

*CRC has two electricity meters (one each for the building and refrigeration plant), so the offset calculations relate to the building only

This brings the total number of solar panels on Town of Canmore facilities to 2,927 with a combined total capacity of 1,250 kW DC. Additional solar capacity will be added onto the new Fire Station in 2023, and another installation is proposed on the salt shed at the Elk Run Road Maintenance Facility. Once these projects have been implemented, the majority of municipal rooftop solar potential will be maximized with only smaller/lower priority municipal roofs remaining.

3. Public Works

a) Parks

- Mountain Pine Beetle (MPB): The Town had requested earlier approval of our annual Mountain Pine Beetle grant from the Province. Our 2022/2023 MPB grant was received on October 6, a full 4 months earlier than last year. This is a welcome change, as it will enable Parks operations to perform the fell and burn work when snow is on the ground, reducing risks related to wildfire.
- Winter Outdoor Maintenance: Ice rink planning is underway, and the full-time team is preparing the transition to a 7-day work schedule to cover snow removal from ice rinks and ice resurfacing. Service levels for outdoor ice surfaces includes maintenance of 4-5 days per week, for the boarded rinks and the pond, and every 1-2 days at Peaks and Rundle rinks. As a reminder, rinks are not maintained every day.
- Staffing: Most of the seasonal staff terms have ended, leaving a smaller group to finish up the summer seasonal work. This work will be prioritized and include consideration for safety and asset management.

b) Streets and Roads

- Electric Vehicles: We are expecting delivery of two electric vehicles in October. Public Works staff will trial the equipment before implementing the cars into the regular fleet. Electric vehicle charging stations for Town vehicles have been installed behind the Arts & Events building. All fleet vehicles in the administration pool will be moved to the same location in October.
- Roadway Maintenance Programs Update: Crack seal, spray patch, pavement patch, sidewalk repairs, and long line painting programs are wrapping up for the season.
- Snow and Ice Control (SNIC) Season Preparations: Staff work schedules will change in October to include weekends to ensure 7 day coverage during the winter months. Operational mapping is getting updated and equipment preparations are underway to ensure we have a successful start to the season.

c) Solid Waste Services

- Commercial Food Waste- after two thorough recruitment drives, 36% of food waste producing businesses have signed up for the service. At this time food waste diversion is voluntary and the limit of this voluntary sign up has been reached. There are still a significant number of businesses not diverting food waste. To increase the uptake of the program, administration will be proposing a recommendation related to mandatory food waste diversion at the November Council meeting.

- A new recycling and waste location will be installed at the corner of Mountain Avenue and 17th St. Construction has begun and the three containers will be installed in October.
- Residential Food Waste Program: 9 additional food waste containers will be installed in October and the locations are:
 - 3000 Stewart Creek Drive
 - 1125 Lawrence Grassi Ridge
 - Rundle Crescent
 - 4th Street and 6th Ave
 - Fairholme Drive and 14th St
 - Mountain Ave and 14th St (Teepee Town)
 - Little Ravine Rd
 - Silvertip Rd
 - Canyon Rd

d) Utilities

- Regulatory: No contraventions to report.
- Service Disruptions: On September 13, the wastewater treatment plant (WWTP) lost power for 32 minutes and the backup generator did not kick in as designed. Lift stations continued to send wastewater, so the public did not experience a service disruption. The issue was a faulty breaker, and the pumps began operating once it was repaired so there was no surcharge or release at the plant. The WWTP's influent well receives wastewater from the lift stations, and still had capacity when the pumps became operational. EPCOR is investigating the incident and implementing corrective measures to mitigate this risk should it occur in the future.

e) Sustainability

- The Town recently signed agreements to have three studies completed with the remaining Renewable Energy Feasibility Study funding received from FCM. The three projects that recently began explore how to develop an effective low-income energy retrofit program, how to increase community solar photovoltaic uptake in Canmore and how to most cost effectively optimize solar PV for remaining civic facilities, including assessing the potential of solar canopies in parking areas. This investigation is anticipated to be completed in spring 2023.
- Interest in the Fruit Tree Removal incentive program has increased after a focused effort from Municipal Enforcement to educate residents in the Cougar Creek area about removing fruit from their trees or having their fruit trees removed entirely. It is also expected that the recent media attention around the new Community Standards Bylaw and the challenge of fruit trees as a wildlife attractant has supported the increase in uptake of the incentive program.

- The Biosphere Institute brought the Plug 'n' Drive Mobile Electric Vehicle Education Trailer (MEET) to Canmore. It was located at the Miner's Hall parking lot from September 8-18, 2022. The MEET is a fully transportable and staffed community-hub for electric vehicle (EV) education and awareness and comes with electric vehicles that can be booked by residents for test drives. It was very well received by Canmore residents and the test drive opportunities were fully booked.
- Finance and Sustainability staff continue to work closely with Alberta Municipalities and the Federation of Canadian Municipalities to launch Canmore's local Clean Energy Improvement Program (CEIP) at the beginning of November. Alberta Municipalities staff have been reaching out to local contractors about the requirements to go through a brief qualification process to enable them to work on CEIP projects.

Council Resolution Action List

G1

Motion #	Agenda Item	Resolution	Council Mtg Date	Service Area	Action Status	Last Update	Date Complete
99-2021	MOU with Stoney Nakoda	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 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-Oct-22	
216-2021	Advancing Truth and Reconciliation with the Stoney Nakoda Nation	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-Oct-22	
219-2021	Lower Silvertip Wildlife Corridor	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	Administration met with all stakeholders on June 15, 2022 to review the MSES report, gauge interest in working together as a group and to discuss next steps. Generally there was interest in working collaboratively and there are facilitated sessions scheduled in the fall to work through next steps including a series of workshops and interviews with landowners. The intent would be to develop a final management approach (plan) to be completed by early 2023.	2-Sep-22	
251-2021	Land Use Bylaw Amendment Omnibus	Direct administration to return to Council by December 31st, 2022, with a report on options for regulating or managing election signage on municipal property.	7-Dec-21	Planning			
271-2021	2022 Budget	Direct administration to create a \$100,000 capital project to undertake a study in 2022 assessing the best location for a passenger rail station in Canmore as well as the impact of the proposed Calgary to Banff passenger rail project on the municipality's transportation systems, which would be funded from General Municipal Capital Reserve, and to return to Council with the full scope of the study for approval prior to implementation.	14-Dec-21	CST	Due to the announcement from the Province that the financial ask for its contribution to the plan would be too risky for Alberta taxpayers, no work has advanced on this project as this time.	2-Sep-22	
79-2022	Procedural Bylaw Amendment 2022-04 Omnibus	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, nothing to report yet.	18-Oct-22	
86-2022	Food Truck Pilot Project	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	Project is underway with low uptake. Administration will report back after season ends (October 15).	5-Apr-22	
94-2022	Downtown Canmore Business Improvement Area (BIA)	Postpone the request from the Downtown Canmore Business Improvement Area (BIA) to grant 25% of net monies from paid parking in the Town Centre to the BIA on an annual basis until the November 2022 regular meeting of Council, at which time administration will provide the statistics of the current net revenue derived from paid parking in the Town Centre from its inception until the end of September 2022.	3-May-22	Protective Services			
111-2022	Property Tax Bylaw 2022-12	Direct administration to bring back the Property Tax Policy FIN-005 with amendments to reflect a change with respect to tourist homes non-personal use so they are calculated in parity with the non-residential class mill rates.	3-May-22	Finance	The update to this policy will come to Council for discussion at October COW and approval November 1	2-Sep-22	
115-2022	Paid Parking Monthly Passes	Direct administration to bring a report with recommendations to the June 2022 regular meeting of Council with respect to paid parking monthly passes for non-resident employees of the Town Centre.	3-May-22	Protective Services	An update was provided to Council at the June 2022 Regular Business Meeting and motion 130-2022 was unanimously approved, delaying the report back on this item until November 1, 2022.	2-Sep-22	

125-2022	Bylaws 2022-09 and 2022-10 800 3rd Avenue Municipal Development Plan and Land Use Bylaw Amendments	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. <ul style="list-style-type: none"> • 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. 	24-May-22	Planning	See item 152 below.	2-Sep-22	
152-2022	Palliative Care Bylaws	Return no later than November 1, 2022 with a response to Council Motion 125-2022.	5-Jul-22	Planning			
136-2022	Council Strategic Plan 2023-2026	That Council direct administration to return to Council in the Fall of 2022 at the time of 2023 budget preparation and deliberation with ideas for bold initiatives that address livability and environment in Canmore, including, but not limited to, increasing income appropriate housing and affordability.	7-Jun-22	CST	Budget and business planning is well underway. Departments are finalizing their budgets and CST is beginning the preliminary review. Finance committee meetings to review the budget with Council will begin on October 25.	1-Oct-22	
149-2022	Bow Valley Clean Air Society	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.	September 28 2022	Public Works	Administration will provide an update at Committee of the Whole in November 2022		
169-2022	Budget Development Direction	Report back with a recommendation on Fortis and ATCO Gas franchise fee rates in advance of the necessary notification periods.	5-Jul-22	Finance	Recommendations coming to the Finance Committee meeting October 25		
170-2022	Budget Development Direction	Track and report back to Council at budget time the total costs for delivering emergency medical services by Canmore Fire-Rescue based on a cost recovery model.	5-Jul-22	Finance	Administration will provide this information during budget proceedings	1-Oct-22	
171-2022	Budget Development Direction	Identify potential areas of provincial downloading of costs and report back to Council at budget time the estimated total cost of said downloading.	5-Jul-22	Finance	Administration will provide this information during budget proceedings	1-Oct-22	
200-2022	Court of Queen's Bench of Alberta decision re. "Staircase Lands" (Three Sisters Mountain Village Properties Ltd. V Canmore, 2022 ABQB 511)	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 implementing this decision.	16-Aug-22	Legal	Legal counsel has begun the process of negotiating with the land owner's legal representation. The timeframe for completion is unknown at this time.	1-Oct-22	
205-2022	Homelessness Society of the Bow Valley	Consider providing a municipal space to support shelter operations from December 1, 2022 to March 15, 2023 from 8:00 p.m. until 8:00 a.m. daily)	6-Sep-22	CSD	A report will come to Council at the November Regular Business Meeting	1-Oct-22	
222-2022	Labour Market Recruitment and Retention Strategy	Apply for the Alberta Labour and Immigration Grant and, if successful, apply the grant funding to the Labour Market Recruitment and Retention Strategy capital project.	6-Sep-22	Ec Dev			
232-2022	Canadian Rockies Public School Board Land Transfer	Report back to provide information on the Canmore Community Housing residency program prior to the transfer of the land parcel legally described as 1095F;OT to the Canadian Rockies Public Schools Board being executed.	13-Sep-22	Planning			



Correspondence

DATE OF MEETING:

October 18, 2022

Agenda #: H

1. Letter from Minister Panda

Town of Canmore
 902 7th Avenue
 Canmore, Alberta T1W 3K1
 Phone: 403.678.1500 | Fax: 403.678.1534
 www.canmore.ca



September 15, 2022

Via Email:

Prasad.Panda@assembly.ab.ca
transportation.minister@gov.ab.ca

The Honourable Prasad Panda
 Minister of Transportation
 Government of Alberta

Dear Minister Panda,

RE: Bow Valley Highway Mitigations along the Trans Canada Highway

I would like to draw your attention to a serious safety risk to wildlife, and therefore human life, on the Trans-Canada Highway in the vicinity of the Town of Canmore.

There is a portion of the Trans- Canada highway running through the Town of Canmore from the east Banff National Park Gate through to the Bow River Bridge that has seen a very high level of motor vehicle collisions with wildlife over the years. Simply looking at the last 3.5 years (January 2019 through July 2022) there have been 39 collisions involving wildlife on this stretch of highway. (*Attachment #1*)

Beyond collisions, I have personally witnessed dozens of traffic jams on the highway at the Town of Canmore due to herds of elk crossing. These traffic jams often start with near misses where drivers must swerve or brake quickly to avoid a wildlife collision. As tourism traffic volumes increase, the potential for collisions increases. With wildlife fencing and overpasses in Banff National Park, and the new fencing and overpass going in near Lac Des Arcs, the lack of mitigation in the Canmore area is a growing concern.

On September 7, 2022, Town of Canmore unanimously passed the following motion:

That Council direct Mayor Krausert to write a letter to the Province requesting action be taken to reduce accidents involving wildlife on the Trans-Canada Highway between the Bow River Bridge and the East Park Gates.

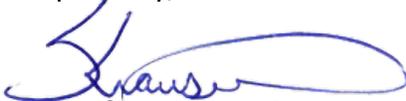
I am hopeful that this issue can be addressed as soon as possible as it is my understanding that both the Ministry of Transportation and the Ministry of Alberta Environment and Parks are already aware of the dangers associated with this section of highway. Highway Wildlife Mitigation Opportunities for the Trans-Canada Highway in the Bow River Valley (Lee T,

Clevenger, AP and RJ Ament. 2012. Report to the Alberta Ecotrust Foundation, Calgary, Alberta) identifies problem areas and suggested mitigations adjacent to this section of the highway. Further, wildlife collision data from the Alberta Wildlife Watch Program suggests that the area near Canmore should be a top priority for mitigation.

Given the above, I respectfully request that mitigation efforts be applied to the section of Trans-Canada running from the east Banff National Park Gate through to the Bow River Bridge, which might include fencing, wildlife and human over/under passes, and removal of wildlife attractants. While the wildlife overpass and fencing currently being constructed at the entrance to the Bow Valley is certainly appreciated, ensuring that there are no gaps within the Bow Corridor is essential to having a functioning system of protection for wildlife and people. To this end, I would very much like to meet with you to discuss these matters.

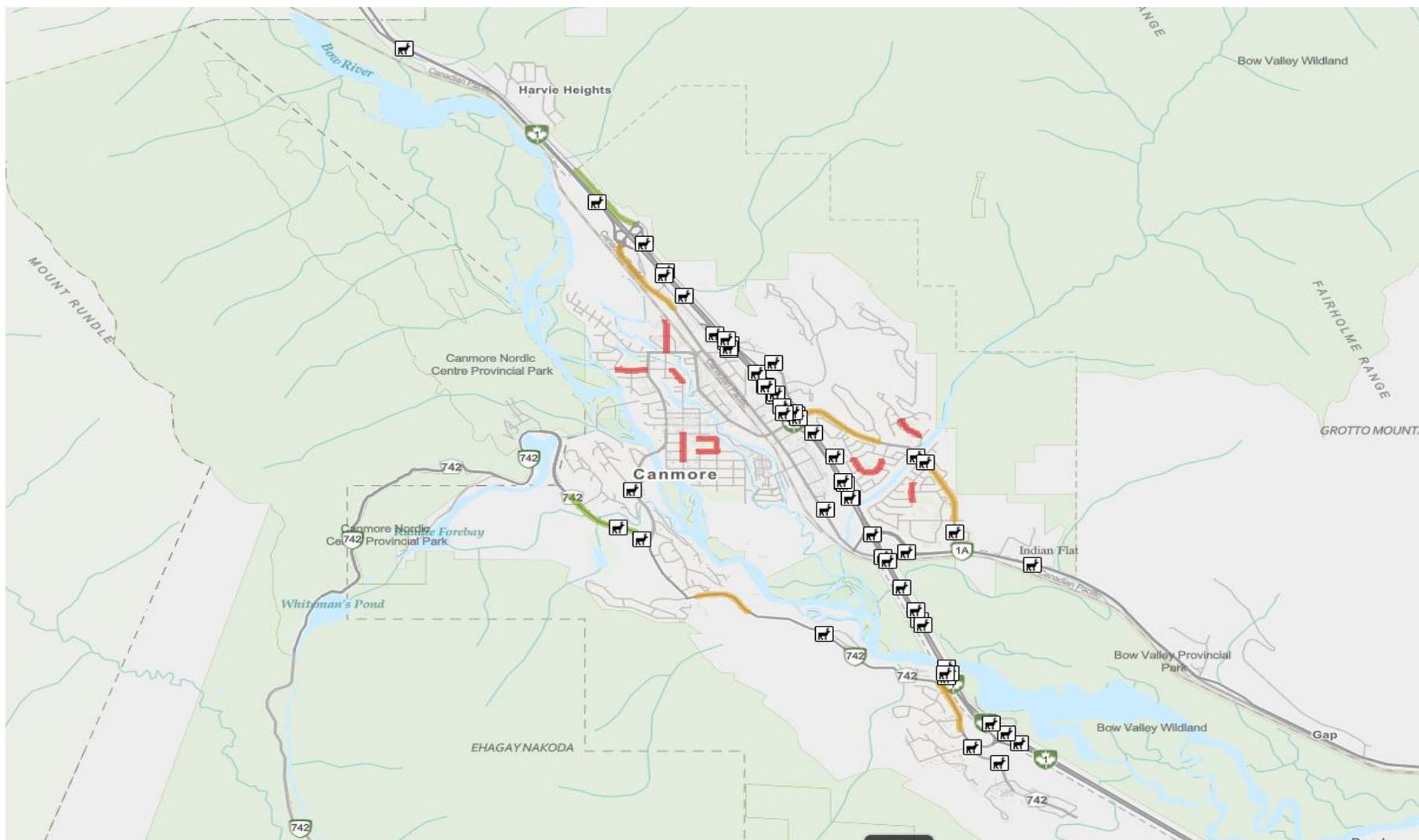
Thank-you for your consideration of this request.

Respectfully,



Mayor Sean Krausert

cc. The Honourable Jason Kenney, Premier of Alberta
The Honourable Whitney Issik, Minister of Environment and Parks
MLA Rachel Notley, Leader of the Opposition
MLA Lorne Dach, Transportation Critic
MLA Marlin Schmidt, Environment Critic
MLA Miranda Rosin, Banff-Kananaskis
Reeve Lisa Rosvold, MD of Bighorn
Ron Hallman, CEO of Parks Canada
Sal Rasheed, Superintendent of Banff National Park
Dr. Jodi Hilty, Yellowstone to Yukon President/Chief Scientist
Gareth Thomson, Executive Director of the Biosphere Institute of the Bow Valley



Traffic Collision Data Mapping Application – Town of Canmore

Collisions Involving Wildlife – January 2019 to July 2022 - Total: 39 on Trans Canada Highway