

TOWN OF CANMORE
AGENDA
Regular Meeting of Council
Council Chamber at the Civic Centre, 902 – 7 Avenue
Tuesday, May 7, 2024 at 9:00 a.m.

Times are estimates only.

- 9:00 – 9:05 **A. CALL TO ORDER AND APPROVAL OF AGENDA**
- 1. **Land Acknowledgement**
 - 2. **Agenda for the May 7, 2024 Regular Meeting of Council**
- 9:05 – 9:35 **B. PUBLIC HEARINGS**
- 1. **Bylaw 2023-36 Palliser Lane Perpetual Affordable Housing DC District**
 - (1) Call to order
 - (2) Administration Summary
 - (3) Applicant Summary
 - (4) Public Verbal Submissions
 - (5) Public Written Submissions
 - (6) Council Questions of the Applicant
 - (7) Closing Comments from Administration
 - (8) Council Questions of Administration
 - (9) Adjournment of the Public Hearing
- 9:35 **C. DELEGATIONS – none**
- 9:35 **D. APPROVAL OF MINUTES**
- 1. **Minutes of the April 2, 2024 Regular Meeting of Council**
- 9:35 **E. BUSINESS ARISING FROM THE MINUTES – none**
- 9:35 **F. UNFINISHED BUSINESS – none**
- 9:35 – 9:50 **G. BYLAW APPROVAL**
- 1. **Bylaw 2023-36 Palliser Lane Perpetual Affordable Housing DC District**

Recommendations:

 - (1) That Council give second reading to Land Use Bylaw Amendment 2023-36 Palliser Lane Perpetual Affordable Housing DC District.
 - (2) That Council give third reading to Land Use Bylaw Amendment 2023-36 Palliser Lane Perpetual Affordable Housing DC District.
- 9:50 – 10:05 2. **Canmore Community Housing Stewart Creek Rise Construction Loan Guarantee Bylaw 2024-12**

Recommendation: That Council give first reading to Canmore Community Housing Stewart Creek Rise Construction Loan Guarantee Bylaw 2024-12.

- 10:05 – 10:15 **3. 2024 Property Tax Rates**
Recommendations:
(1) That Council give first reading to Property Tax Rate Bylaw 2024-13.
(2) That Council give second reading to Property Tax Rate Bylaw 2024-13.
(3) That Council give leave to go to third reading of Property Tax Rate Bylaw 2014-13.
(4) That Council give third reading to Property Tax Rate Bylaw 2014-13.
- 10:15 – 10:20 **4. Downtown Business Improvement Area (BIA) Tax Rate Bylaw Amendment 2024-14**
Recommendations:
(1) That Council give first reading to Downtown Business Improvement Area (BIA) Tax Rate Bylaw Amendment 2024-14.
(2) That Council give second reading to Downtown Business Improvement Area (BIA) Tax Rate Bylaw Amendment 2024-14.
(3) That Council give leave to go to third reading of Downtown Business Improvement Area (BIA) Tax Rate Bylaw Amendment 2024-14.
(4) That Council give third reading to Downtown Business Improvement Area (BIA) Tax Rate Bylaw Amendment 2024-14.
- 10:20 – 10:35 **Meeting Break**
- H. NEW BUSINESS**
- 10:35 – 10:50 **1. Roam Housing Unit Purchase – Canmore Share**
Recommendation: That Council approve funding for \$256,919, being Canmore’s portion of the housing unit purchased by Bow Valley Regional Transit Services Commission (BVRTSC), as follows:
 - \$100,000 from the Town of Canmore operating reserves held by BVRTSC.
 - A new 2024 capital project in the amount of \$156,919 for the remainder that Canmore will be invoiced, to be funded from the Integrated Transportation Management Reserve.
- 10:50 – 11:10 **2. Housing Action Plan**
Recommendations:
(1) That Council rename CAP 7327 to Housing Action Plan.
(2) That Council approve a budget increase to CAP 7327 Housing Action Plan from \$200,000 to \$750,000 with the additional \$550,000 to be funded from the General Capital Reserve.
- 11:10 – 11:25 **3. Bow Valley Trail and Teepee Town Street and Drainage Improvements Budget Amendment**
Recommendation: That Council approve a budget increase to CAP 7297 Bow Valley Trail and Teepee Town Street and Drainage Improvements from \$3,900,000 to \$4,150,000, with the additional \$250,000 to be funded by Investing Canada Infrastructure Program.

- 11:25 – 11:55 **4. Paid Parking Peak Season Weekday Rate Reduction**
 Recommendation: That Council direct administration to implement a \$4/hour parking rate on Fridays, Saturdays, Sundays, and long weekends and maintain a \$3/hour rate during all other times in the downtown during peak season.
- 11:55 – 1:00 **Meeting Break**
- 1:00 – 2:00 **5. Wildfire Preparedness Briefing**
 Purpose: To inform Council on the emergency management activities regarding wildfire.
- 2:00 – 2:15 **6. FRIAA Community Fireguard Program Application**
 Recommendation: That Council approve the submission of the application for the 2024 Forest Resource Improvement Association of Alberta (FRIAA) Community Fireguard program.
- 2:15 – 2:30 **7. A Friendship Agreement with Sedona, AZ, USA**
 Recommendation: That Council direct Mayor Krausert to execute A Friendship Agreement with Sedona, AZ, USA on behalf of the Town of Canmore.
- 2:30 – 2:40 **8. Municipal Response to Bill 18 and Bill 20 (Verbal Update)**
 Recommendation: That Council direct Mayor Krausert to provide feedback to the Province on Bill 18 and Bill 20.
- I. REPORTS FROM ADMINISTRATION – none**
- J. NOTICES OF MOTION – none**
- K. CLOSED SESSION**
- 2:40 – 3:10 **1. Confidential – Offsite Levy Bylaw Amendment 2024-01 (Verbal Update)**
 Recommendation: That Council close the meeting to the public to:
 (1) Prevent disclosure of information that could reasonably be expected to reveal advice, proposals, recommendations analyses or policy options developed for the Town in accordance with Section 24(1)(a), and
 (2) Prevent disclosure of information subject to solicitor-client privilege in accordance with Section 27(1)(a) of the *Freedom of Information and Protection of Privacy Act*.
- 3:10 – 3:25 **2. Confidential – TSMV PL Litigation (Verbal Update)**
 Recommendation: That Council close the meeting to the public to:
 (1) Prevent disclosure of information that could reasonably be expected to reveal advice, proposals, recommendations analyses or policy options developed for the Town in accordance with Section 24(1)(a), and
 (2) Prevent disclosure of information subject to solicitor-client privilege in accordance with Section 27(1)(a) of the *Freedom of Information and Protection of Privacy Act*.
- 3:25 **L. ADJOURNMENT**

**TOWN OF CANMORE
MINUTES**

Regular Meeting of Council
Council Chamber at the Civic Centre, 902 – 7 Avenue
Tuesday, April 2, 2024 at 9:00 a.m.

COUNCIL MEMBERS PRESENT

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

COUNCIL MEMBERS ABSENT

None

ADMINISTRATION PRESENT

Sally Caudill	Chief Administrative Officer
Therese Rogers	General Manager of Corporate Services
Whitney Smithers	General Manager of Municipal Infrastructure
Scott McKay	General Manager of Municipal Services
Cheryl Hyde	Manager of the Municipal Clerk's Office
Ben Stiver	Municipal Clerk (recorder)
Amanda Hunter	Peace Officer
Anika Drost	Development Planner
Riley Welden	Acting Manager of Planning and Development
Chelsey Gibbons	Manager of Finance
Eleanor Miclette	Manager of Economic Development
Megan Dalrymple	Property Tax Coordinator

Mayor Krausert called the April 2, 2024 regular meeting to order at 9:00 a.m.

A. CALL TO ORDER AND APPROVAL OF AGENDA

- 1. Land Acknowledgement**
- 2. Agenda for the April 2, 2024 Regular Meeting of Council**

60-2024

Moved by Mayor Krausert that Council approve the agenda for the April 2, 2024 regular meeting as circulated.

CARRIED UNANIMOUSLY

B. PUBLIC HEARINGS – none

C. DELEGATIONS

1. Poem Recitation

Carol Thornton, Albertan poet and short story writer, recited two weather-themed poems in honour of National Poetry Month.

D. APPROVAL OF MINUTES

1. Minutes of the March 5, 2024 Regular Meeting of Council

61-2024 Moved by Mayor Krausert that Council approve the minutes of the March 5, 2024 regular meeting as circulated.

CARRIED UNANIMOUSLY

E. BUSINESS ARISING FROM THE MINUTES – none

F. UNFINISHED BUSINESS – none

G. BYLAW APPROVAL

1. Bylaw 2023-36: Palliser Lane Perpetual Affordable Housing DC District

62-2024 Moved by Mayor Krausert that Council give first reading to Land Use Bylaw Amendment 2023-36 – Palliser Land Perpetual Affordable Housing Direct Control District and schedule a public hearing for May 7, 2024.

CARRIED UNANIMOUSLY

Meeting Break 9:33 a.m. – 9:45 p.m.

2. Downtown Business Improvement Area (BIA) Tax Rate Bylaw 2024-10

Gradey McMahon, Executive Director of the Downtown Canmore BIA presented an update on the Downtown BIA 2024 Budget and Tax Rate Bylaw.

63-2024 Moved by Mayor Krausert that Council approve the Downtown Business Improvement Area 2024 budget as presented.

CARRIED UNANIMOUSLY

64-2024 Moved by Mayor Krausert that Council give first reading to Downtown Business Improvement Area Tax Rate Bylaw 2024-10.

CARRIED UNANIMOUSLY

65-2024 Moved by Mayor Krausert that Council give second reading to Downtown Business Improvement Area Tax Rate Bylaw 2024-10.

CARRIED UNANIMOUSLY

66-2024 Moved by Mayor Krausert that Council give leave to go to third reading of Downtown Business Improvement Area Tax Rate Bylaw 2024-10.

CARRIED UNANIMOUSLY

67-2024 Moved by Mayor Krausert that Council give third reading to Downtown Business Improvement Area Tax Rate Bylaw 2024-10.

CARRIED UNANIMOUSLY

Minutes approved by: _____

H. NEW BUSINESS

68-2024 **1. National Indigenous Peoples Day Grant Funding**
Moved by Mayor Krausert that Council accept \$19,250 in grant funds from the Banff Canmore Foundation and allocate the funds to support enhancements to the National Indigenous Peoples Day program.
CARRIED UNANIMOUSLY

69-2024 **2. Property Tax Penalty Forgiveness Request: Tax Roll # 21512**
Moved that Mayor Krausert that Council forgive the property tax penalties for Roll # 21512 in the amount of \$1,406.57.
CARRIED UNANIMOUSLY

70-2024 **3. Appointment of Clerks to the Assessment Review Board (ARB)**
Moved by Mayor Krausert that Council repeal the appointment of JaNae Sheppard and appoint the following people as clerks of the Canmore Assessment Review Board for a term ending on December 31, 2024:

- Megan Dalrymple, Property Tax Coordinator
- Anne Kan, Tax and Utility Customer Service Representative
- Joey Leung, Tax and Utility Customer Service Representative
- Lisa Wong, Administrative Assistant

CARRIED UNANIMOUSLY

I. REPORTS FROM ADMINISTRATION – none

J. NOTICES OF MOTION – none

K. CLOSED SESSION– none

71-2024 **L. ADJOURNMENT**
Moved by Mayor Krausert that Council adjourn the April 2, 2024 regular meeting at 10:13 a.m.
CARRIED UNANIMOUSLY

Sean Krausert
Mayor

Ben Stiver
Municipal Clerk

Minutes approved by: _____



Request for Decision

DATE OF MEETING: May 7, 2024 **Agenda #: G 1**

TO: Council

SUBJECT: Bylaw 2023-36 Palliser Lane Perpetual Affordable Housing DC District

SUBMITTED BY: Anika Drost, Development Planner

RECOMMENDATION: That Council give second reading to Land Use Bylaw Amendment 2023-36 Palliser Lane Perpetual Affordable Housing DC District.

That Council give third reading to Land Use Bylaw Amendment 2023-36 Palliser Lane Perpetual Affordable Housing DC District.

EXECUTIVE SUMMARY

Land Use Bylaw Amendment 2023-36 Palliser Lane Perpetual Affordable Housing DC District received first reading on April 2, 2024 and is the subject of a public hearing on May 7, 2024 (today).

Administration’s analysis on this matter was presented at first reading of this bylaw. Please see Attachment 1 for the Request for Decision and related attachments presented at first reading.

Should Council wish to make an amendment regarding parking requirements, the following amending motion is recommended:

That Council amend section 14.43.8.1 of Schedule B by inserting “per unit. Perpetually Affordable Housing parking stalls and” between “parking stalls” and “Visitor parking stalls”. The section would then read:

“Perpetually Affordable Housing shall be exempt from providing a minimum number of automobile parking stalls **per unit. Perpetually Affordable Housing parking stalls and** Visitor parking stalls shall be provided at the discretion of the Development Authority.”

ATTACHMENTS

- 1) April 2, 2024 Regular Council Meeting Request For Decision and subsequent attachments.

AUTHORIZATION

Approved by: Sally Caudill
Chief Administrative Officer

Date April 30, 2024



Request for Decision

DATE OF MEETING: April 2, 2024 **Agenda #: G 1**

TO: Council

SUBJECT: Bylaw 2023-36: Palliser Lane Perpetual Affordable Housing DC District

SUBMITTED BY: Riley Welden, Acting Manager, Planning and Development

RECOMMENDATION: That Council give first reading to Bylaw 2023-36 and schedule a public hearing for May 7, 2024.

EXECUTIVE SUMMARY

The proposed amendment to the Land Use Bylaw will enable a Vital Homes/Perpetually Affordable Housing (PAH) development within the Palliser Trail Area Structure Plan through the creation of a new direct control district. The proposed amendment also amends Table 2.7.7 of the Land Use Bylaw to eliminate the minimum automobile parking requirements for Perpetually Affordable Housing, commonly referred to as Vital Homes.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Palliser Trail Area Structure Plan – passed by Council November 7, 2023

DISCUSSION

Canmore Community Housing, landowner of 100 Palliser Lane, has applied to redesignate their site to accommodate the development of perpetual affordable housing. The resulting Bylaw 2023-36 proposes two amendments to the Land Use Bylaw:

1. Redesignating 100 Palliser Lane from DC-03(Z)2008 – Palliser Perpetually Affordable Housing Apartment DC District to a new direct control district – Palliser Lane Perpetually Affordable Housing DC District. (refer to figure 1); and



Figure 1: Proposed Land Use Redesignation and Aerial View of Site

100 Palliser Lane Redesignation

100 and 200 Palliser Lane sites were redesignated to the existing DC-03(Z)2008 District in 2008. This redesignation followed the adoption of the Palliser Area Structure Plan in 2007, providing the land use and regulatory framework for the development of these sites in accordance with the ASP. 200 Palliser Lane was developed with 60 units across three buildings in 2008, however 100 Palliser Lane remained undeveloped.

In November 2023, Council adopted the Palliser Trail Area Structure Plan, replacing the previous Palliser ASP. Similar to the process in 2008, 100 Palliser Lane is now proposed to be redesignated to a new direct control district. The Palliser Lane Perpetually Affordable Housing DC District was drafted in accordance with the policy direction of the current ASP. Once applied, it will provide a new land use and regulatory framework to ensure future development of the property is consistent with the new ASP. This includes allowing apartment-style perpetually affordable housing up to six storeys, ensuring high energy efficient buildings (near net zero emissions), pedestrian-oriented design, reduced vehicle parking requirements, and electric vehicle charging.

Perpetually Affordable Housing Minimum Automobile Parking Stall Exemption

Section 5.1.11a) of the Palliser Trail Area Structure Plan directs the removal of minimum parking requirements as follows:

5.1.11 The town will develop and implement effective transportation and parking strategies that align with the Integrated Parking Management Plan, the recommendations of the Parking Opportunities Assessment and Transportation Impact Assessment, and the Town's affordability and climate action goals, including the:

- a) Removal of minimum parking requirements to prevent the oversupply of parking;

As a result, the proposed direct control district includes a regulation that exempts Perpetual Affordable Housing (Vital Housing) from requiring a minimum number of automobile parking stalls. This exemption will provide Canmore Community Housing with greater flexibility when determining the number of parking stalls to provide for their perpetually affordable housing developments. It will allow for no parking housing options for people who choose to live vehicle free. This also increases the affordability of housing by eliminating the cost of providing parking stalls that would otherwise be included when requiring a minimum number of stalls per unit.

The proposed new Palliser Lane Perpetually Affordable Housing DC District and Perpetually Affordable Housing minimum automobile parking exemption is consistent with the Palliser Trail Area Structure Plan. As a result, Administration has no objections to the proposed redesignation.

ANALYSIS OF ALTERNATIVES

Town Council could defeat Bylaw 2023-36; however, this is not recommended as the application aligns with the Palliser Trail ASP and is consistent with the existing land use for the area.

FINANCIAL IMPACTS

There are no associated financial implications.

STAKEHOLDER ENGAGEMENT

The applicant has not completed any public engagement.

Administration completed a circulation to landowners within 60m of the site and allowed a month for comment. Comments were received, and these were reviewed and provided to the applicant for their consideration for making changes. No changes were made by the applicant because of this feedback.

A summary of the feedback includes:

- The proposal of a 6-storey building next to the existing building does not “preserve sunlight and views”. More consideration should be given to the existing owners in the area, by placing a 4-storey building directly adjacent to the existing building and moving the 6-storey building along Palliser Trail.
 - Six storey residential building at this property is consistent with the direction of the Palliser Trail ASP. Building location on the site will be considered at development permit application.
- Without a highway underpass, without a bus stop on Palliser Lane, and without adequate parking, more people will be crossing the highway on foot. This creates additional safety concerns.
 - Automobile and bicycle parking will be considered at development permit application. Transit expansion into the Palliser area is expected as development continues.
- The proposal provides insufficient parking. The parking plan should be reconsidered due to the existing parking shortages in area.
 - Removing parking minimums and reducing reliance on private automobile transportation is consistent with the Palliser Trail ASP. Automobile and bicycle parking will be considered at development permit application.

ATTACHMENTS

- 1) Amending Bylaw 2023-36

AUTHORIZATION

Submitted by:	Riley Welden, RPP, MCIP A/Manager of Planning and Development	Date:	<u>March 13, 2024</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date	<u>March 15, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>March 27, 2024</u>



BYLAW 2023-36

A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO AMEND REVISED LAND USE BYLAW 2018-22

The Council of the Town of Canmore, in the Province of Alberta, duly assembled, enacts as follows:

TITLE

- 1 This bylaw shall be known as the “Land Use Bylaw Amendment 2023-36 Palliser Lane Perpetual Affordable Housing DC District”.

INTERPRETATION

- 2 Words defined in revised Land Use Bylaw 2018-22 shall have the same meaning when used in this bylaw.

PROVISIONS

- 3 Revised Land Use Bylaw 2018-22 is amended by this bylaw.
- 4 Section 15 is amended by redesignating (Lot 7 Block 5 Plan 0814538) 100 Palliser Lane from DC03(Z)2008 Palliser Perpetually Affordable Housing Residential Apartment Direct Control District to DC2023-36 Palliser Lane Perpetually Affordable Housing Direct Control District in accordance with Schedule A of this bylaw.
- 5 Section 14 is amended by adding subsection 14.43 Palliser Lane Perpetually Affordable Housing Direct Control District in accordance with Schedule B of this bylaw.

ENACTMENT/TRANSITION

- 6 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
- 7 Schedule A and Schedule B form part of this bylaw.
- 8 This bylaw comes into force on the date it is passed.

FIRST READING:

PUBLIC HEARING:

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Manager, Municipal Clerk's Office

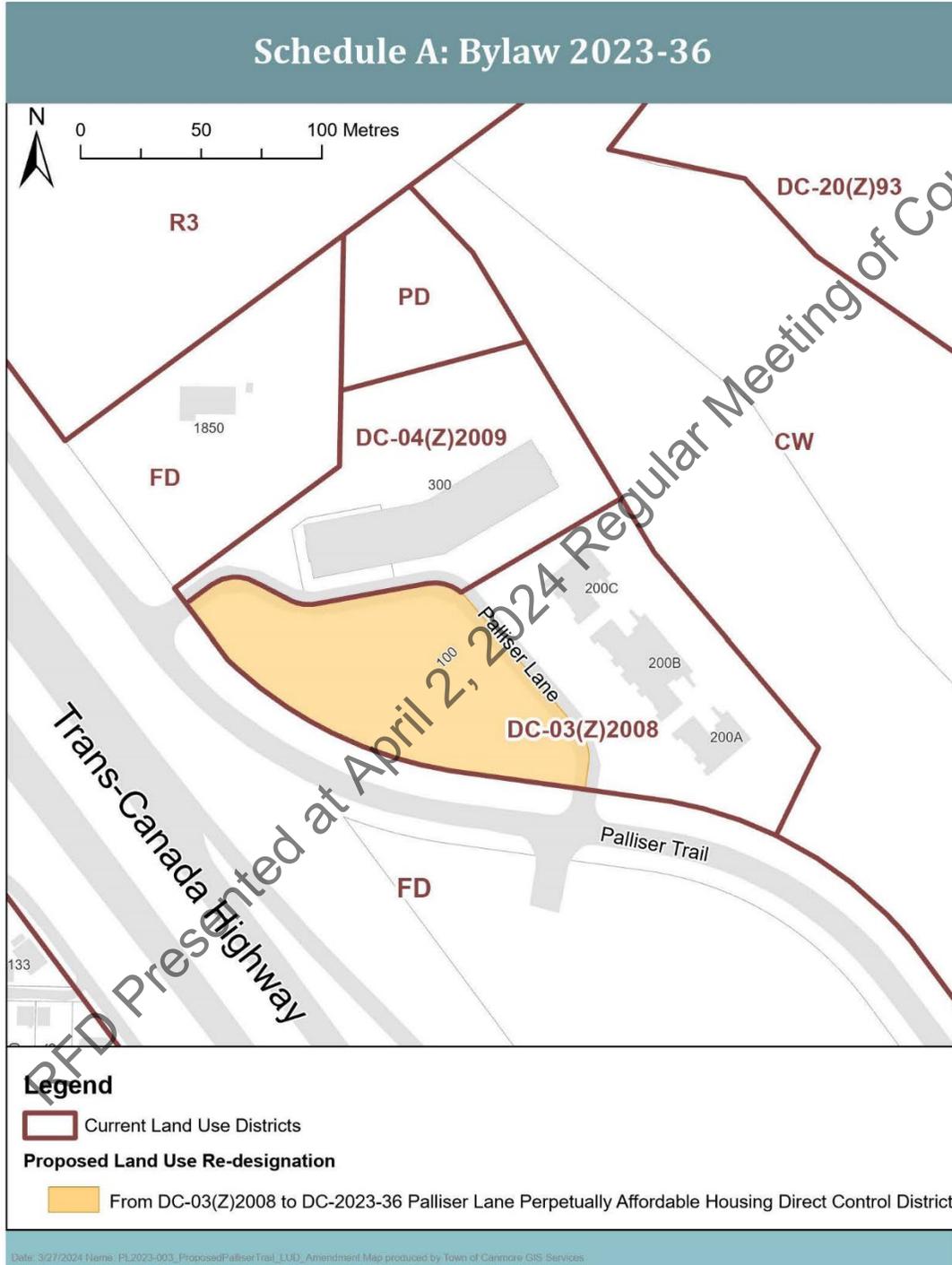
Date

RFD Presented at April 2, 2024 Regular Meeting of Council

Bylaw approved by: _____

SCHEDULE A: Redesignation to Palliser Lane Perpetually Affordable Housing Direct Control District

Legal Description: Plan 0814538; Block 5; Lot 7
Municipal Address: 100 Palliser Lane



Bylaw approved by: _____

Schedule B: Palliser Lane Perpetually Affordable Housing Direct Control District

14.43 PALLISER LANE PERPETUALLY AFFORDABLE HOUSING DIRECT CONTROL DISTRICT

14.43.1 Purpose

To develop affordable housing on Area 5 as described in the Palliser Trail Area Structure Plan in the form of multi-unit development up to six storeys.

14.43.2 Compliance with Bylaw 2018-22

14.43.2.1 Except as specifically modified by this Direct Control Bylaw, the provisions of the Land Use Bylaw 2018-22 including but not limited to Section 2, General Regulations, and Section 11, Community Architectural & Urban Design Standards, shall apply. Variances to these regulations may be granted where deemed appropriate by the Development Authority.

14.43.3 Development Authority

14.43.3.1 The Development Authority shall be the Development Officer.

14.43.4 Permitted Uses

- Accessory Building
- Apartment Building
- Employee Housing
- Home Occupation - Class 1
- Open Space
- Perpetually Affordable Housing (Vital Homes)
- Public Utility

14.43.5 Discretionary Uses

- Administrative/Sales Office
- Common Amenity Housing

14.43.6 Regulations

- 14.43.6.1 The minimum lot area shall be 8,407 m².
- 14.43.6.2 The maximum floor area ratio shall be 1.5.
- 14.43.6.3 The minimum landscaped area shall be 25%.
- 14.43.6.4 The minimum front yard setback shall be 3.0 m.
- 14.43.6.5 The minimum side yard setback shall be 3.0 m.
- 14.43.6.6 The minimum rear yard setback shall be 12.0 m on Palliser Trail.
- 14.43.6.7 The maximum building height shall be 26 m.

14.43.7 Variances

- 14.43.7.1 Where the Development Authority is satisfied that the architectural integrity of a building would be enhanced, variance may be granted to allow 10% of the building to exceed the maximum building height and maximum eaveline height by up to 10%.
- 14.43.7.2 100% of above and below grade parking stalls shall be roughed in for Level 2 EV charging which requires that wall and floor penetrations, or conduit, be completed as

required to accommodate future Level 2 EV charging.

14.43.8 Parking Requirements

14.43.8.1 Perpetually Affordable Housing shall be exempt from providing a minimum number of automobile parking stalls. Visitor parking stalls shall be provided at the discretion of the Development Authority.

14.43.8.2 Perpetually Affordable Housing bicycle parking stall requirements:

a) Minimum number of Short-Term Bicycle Parking Stalls: 0.25 stalls per dwelling unit.

b) Minimum number of Long-Term Bicycle Parking Stalls: 1.5 stalls per dwelling unit.

14.43.9 Design Requirements

14.43.9.1 A building energy modelling report that achieves the policy framework of Section 4.3 of the Palliser Trail Area Structure Plan shall be submitted to the Development Authority at the time of building permit application.

14.43.9.2 Signage: Signage shall not be oriented to or be legible from the Trans-Canada Highway.

14.43.9.3 Landscaping: in addition to the requirements of Section 11.4.3, a minimum 12.0m wide strip of land adjacent to the Trans-Canada Highway and off-ramp shall be landscaped.

14.43.9.4 Site Design: A pedestrian-oriented site design shall be established to allow for or encourage pedestrian traffic throughout the development. These pedestrian connections must link to the Town's existing and future trail networks surrounding the development.

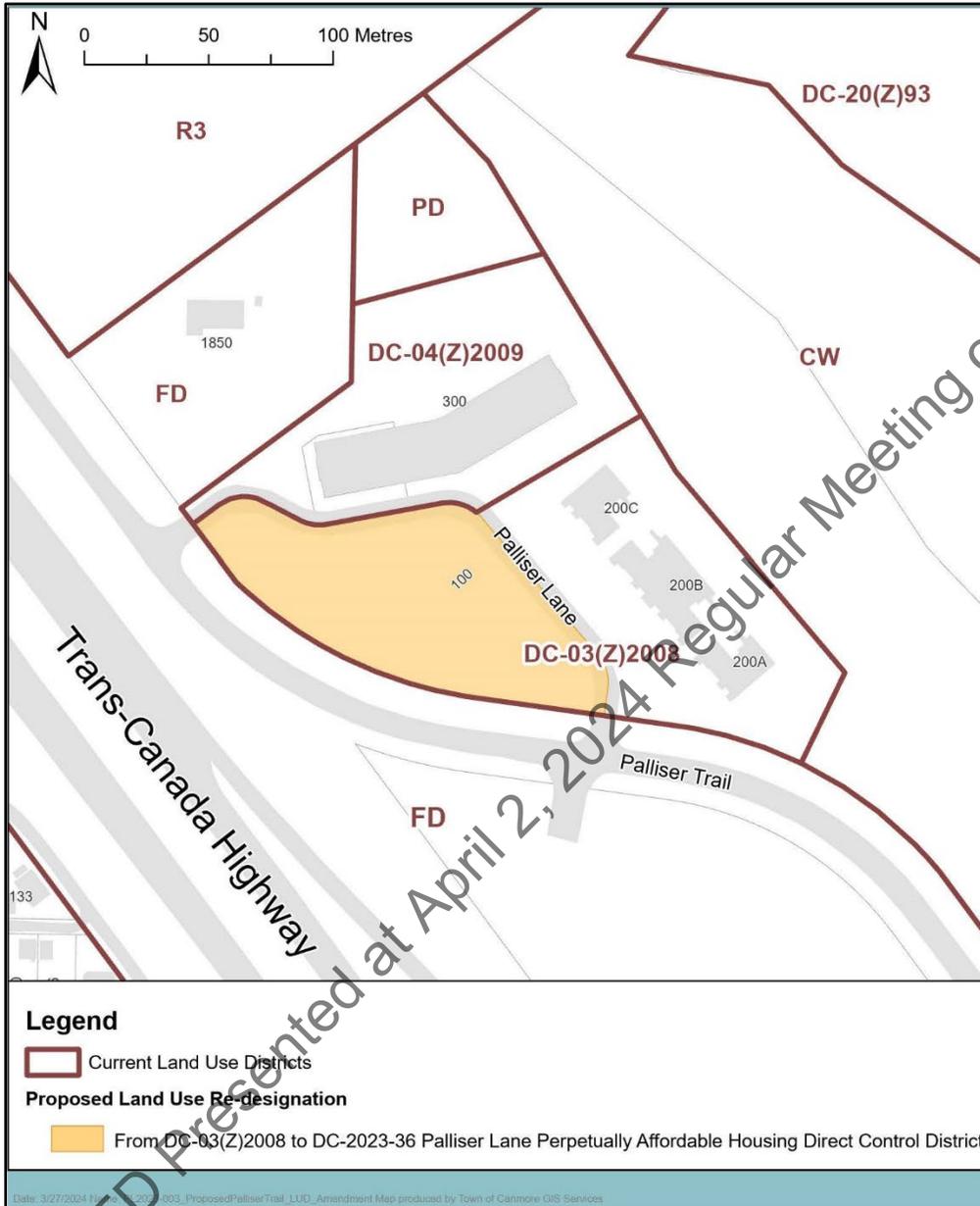
14.43.9 Schedules

14.43.9.1 Schedule "A" shows the location of this Direct Control District, and forms part of this Bylaw.

SCHEDULE A: Palliser Lane Perpetually Affordable Housing Direct Control District

Legal Description: Plan 0814538; Block 5; Lot 7

Municipal Address: 100 Palliser Lane



Bylaw approved by: _____



Request for Decision

DATE OF MEETING: May 7, 2024 **Agenda #: G 2**

TO: Council

SUBJECT: Canmore Community Housing Stewart Creek Rise Construction Loan Guarantee Bylaw 2024-12

SUBMITTED BY: Chelsey Gibbons, Manager of Finance

RECOMMENDATION: That Council give first reading to Canmore Community Housing Stewart Creek Rise Construction Loan Guarantee Bylaw 2024-12.

EXECUTIVE SUMMARY

Council is being asked to provide first reading to a bylaw to guarantee a maximum of 35% or not more than \$3,375,000 of the construction financing being taken by Canmore Community Housing (CCH) for the purposes of constructing a Vital Homes project at 205 Stewart Creek Rise. The guarantee would end once the indebtedness is repaid or by July 31, 2026, whichever is sooner.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Section 266 of the Alberta *Municipal Government Act* (MGA) permits a municipality to guarantee a loan between a third party and one of its controlled corporations, but the guarantee must be authorized by bylaw and this bylaw must be advertised.

The Town of Canmore has provided guarantees for CCH construction loans in the past. The last such guarantee provided was Bylaw 2020-21 for the construction loan taken for the development of Vital Homes units in the Peaks of Grassi neighbourhood.

DISCUSSION

Canmore Community Housing (CCH) is proceeding with a project to develop 18 Vital Homes units at 205 Stewart Creek Rise. To do so, CCH needs to fund construction and has sought proposals from various lending institutions. Prospective lenders require that the Town guarantee a portion of the funds loaned for the period through construction. It is anticipated that financing requirements will not exceed \$9,442,575 and the preferred lending institution requires a guarantee of up to 35% of the loaned funds from the Town until the funds are repaid to the lender upon sales of the homes, or July 31, 2026, whichever is earlier.

The process for enacting guaranteeing bylaws requires that they be advertised for two weeks, and the public be given 15 days to provide comment or to petition against the proposed borrowing guarantee. To ensure a valid guaranteeing bylaw, the following process is being followed.

- First Reading May 7, 2024
- Advertising Week 1 May 9, 2024
- Advertising Week 2 May 16, 2024



BYLAW 2024-12

A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE A LOAN GUARANTEE FOR THE CANMORE COMMUNITY HOUSING CORPORATION STEWART CREEK RISE CONSTRUCTION.

WHEREAS pursuant to the provisions of the *Municipal Government Act*, R.S.A. 2000, Chapter M- 26 and amendments thereto, a municipality may guarantee the repayment of a loan between a lender and one of its controlled corporations;

AND WHEREAS the Town of Canmore views the development of affordable housing in Canmore as beneficial to the community and wishes to support such development;

AND WHEREAS Canmore Community Housing Corporation (CCHC) is a not-for-profit body, controlled corporation duly incorporated under the laws of the Province of Alberta and established to provide housing solutions in Canmore;

AND WHEREAS CCHC is the owner of 205 Stewart Creek Rise;

AND WHEREAS CCHC intends to build an affordable housing project on these lands;

AND WHEREAS CCHC will be financing up to \$9,442,575 of the said construction;

AND WHEREAS CCHC has requested assistance in its housing development project from the Town of Canmore through the provision of a loan guarantee during construction;

AND WHEREAS the principal amount of the outstanding debt of the Town of Canmore at December 31, 2023 is \$37,042,129 and no part of the principal or interest is in arrears; and;

NOW THEREFORE, the Council of the Town of Canmore in the Province of Alberta, duly assembled, enacts:

TITLE

1. This bylaw shall be known as the “Canmore Community Housing Corporation Stewart Creek Rise Construction Loan Guarantee Bylaw.”

INTERPRETATION

2. In this bylaw, CCHC means the Canmore Community Housing Corporation, a corporation of that name created to provide housing solutions in the Town of Canmore and whose address is 203, 600A – 9th Street, Canmore, Alberta, T1W 3L9.

LOAN GUARANTEE

3. Subject to the provisions and limitations herein, Council authorizes the guaranteeing of 35% (\$3,375,000) of the total loan amount of \$9,442,575 to be borrowed by CCHC for construction of its affordable housing project (Housing Units) at 205 Stewart Creek Rise, in the Town of Canmore.
4. For further clarification of the provisions of Section 3 herein, the guarantee of CCH's indebtedness authorized in respect of the development shall not exceed THREE MILLION, THREE HUNDRED AND SEVENTY-FIVE THOUSAND dollars (\$3,375,000).
5. The guarantee of CCHC's indebtedness shall not continue beyond the earlier of the date on which the indebtedness is repaid or July 31, 2026. CCHC is required to provide Council with written confirmation from their lender when the guarantee is no longer required.
6. The interest rate under the loan will be Prime Rate ("Prime")(currently at 7.2%) plus 65 basis points (Prime + 0.65%), as such rate is agreed to between CCHC and its lender.
7. Loan repayment by CCHC shall be in the form of monthly interest only payments for 24 months during the period of construction, with principal repayment on demand, or in the absence of demand, not later than 24 months from the date of initial loan advance from the net sales proceeds.
8. If the Town of Canmore is required to repay any amount of CCH's loan indebtedness, interest at the loan rate of Prime plus up to 0.65%, shall be applicable.

FUNDING SOURCES

9. Funding to repay any principal and interest amounts potentially accruing from the loan guarantee shall be derived from two sources:
 - a) Sale proceeds to be derived from the sale of Housing Units available to the Town by virtue of the Town's ownership position as 100% shareholder of CCHC;
 - b) Sale proceeds to be derived from the sale of Housing Units available to the Town by virtue of a security interest in the Housing Units granted by CCHC to the Town in consideration for the guarantee; and
 - c) In the event such proceeds are insufficient to fully cover the guaranteed amount payable to the Lender, any remainder owing will be paid from the Town's approved operating budget.

LOAN GUARANTEE AGREEMENT

10. Council hereby authorizes the chief administrative officer to enter into a loan guarantee agreement with CCHC and its lender for the purposes of construction at 205 Stewart Creek Rise, in the Town of Canmore.

ENACTMENT/TRANSITION

11. If any provision herein is adjudged by a court of competent jurisdiction to be invalid for any reason, then that provision shall be severed from the remainder of this bylaw and all other provisions of this bylaw shall remain valid and enforceable.

12. If any provision herein is adjudged to be repugnant to any federal or provincial regulation or legislation, this Bylaw shall continue in full force and effect, but any such repugnant provision shall be of no force or effect until such time as the repugnancy is removed by repeal or amendment of the federal or provincial legislation or regulation.

13. This bylaw comes into force on the date it is passed.

FIRST READING:

SECOND READING:

THIRD READING:

DATE IN EFFECT:

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Manager, Municipal Clerk's Office

Date



Request for Decision

DATE OF MEETING: May 7, 2024 **Agenda #:** G 3

TO: Council

SUBJECT: 2024 Property Tax Rates

SUBMITTED BY: Chelsey Gibbons, Manager of Finance

RECOMMENDATION: That Council give first reading to Property Tax Rate Bylaw 2024-13.
That Council give second reading to Property Tax Rate Bylaw 2024-13.
That Council give leave to go to third reading of Property Tax Rate Bylaw 2024-13.
That Council give third reading to Property Tax Rate Bylaw 2024-13.

EXECUTIVE SUMMARY

Each year administration recommends municipal tax rates for the various residential sub-classes and non-residential class properties based upon assessed property values, the budgeted tax requirement, Council approved Property Tax Policy, and other direction provided by Council. The Property Tax Rate Bylaw must be passed before the tax notices can be mailed. This mailing is planned for May 17, 2024, which is consistent with prior years.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

The Municipal Government Act (MGA) section 353 requires a Council to pass a Property Tax Rate Bylaw annually. Sections 354, 355 and 356 speak to the tax rates set by the Property Tax Rate Bylaw, how the tax rates are calculated and the amount of taxes that can be imposed. Subsection 203(2) stipulates that a Council may not delegate its power or duty to pass bylaws.

At the December 15, 2015, meeting, Council approved the Property Tax Policy via Resolution 364-2015. At the November 1, 2022, meeting, Council approved an amendment to the Property Tax Policy to increase the tourist home class mill rate to equal the non-residential class mill rate via Resolution 263-2022.

On December 5, 2023, Council approved the 2024 Operating Budget (Tax-Supported and Utility-Supported) for \$77,000,537 and the 2025-2026 Operating Plan Amendments via Resolution 309-2023. The 2024 municipal tax requirement to satisfy this budget is a total of \$34,881,584 in municipal tax revenue which includes \$450,000 budgeted for Vital Homes and \$25,000 budgeted in supplementary property taxes.

An overview of the 2024 assessment data including market changes and growth was provided to Council at the special meeting of Council on February 13, 2024. On April 16, 2024, at the Committee of the Whole meeting, Council was provided with the preliminary 2024 property tax rates for discussion.

DISCUSSION

In accordance with the MGA, the Town is required to pass a tax rate bylaw annually. This bylaw enables a municipal Council to levy property taxes to raise funds for operating the municipality in accordance with the annual approved budget and to meet provincial obligations to collect and remit education tax. Taxes are also collected to support the Bow Valley Regional Housing (BVRH) Seniors' Requisition, and the Designated Industrial Property Requisition from the province. Property taxes paid by the property owners in the Town of Canmore are based upon the tax rates set by bylaw, multiplied by the assessed value of each property. To calculate taxes, a tax rate is established which reflects the amount of taxes to be paid for every \$1,000 of assessed property value (also known as the mill rate).

The Town of Canmore collects only enough property taxes to satisfy the annual approved budget requirements. This is done by first calculating how much of the total taxes are to be collected from residential property owners and how much from non-residential ones. This is referred to as the tax split, and is currently at 65% residential and 35% non-residential, which is in alignment with the competitor and neighbouring municipalities in Alberta and British Columbia and in compliance with the Council approved Property Tax Policy. These amounts are then divided by the total assessed value for each property classification to determine the rate of tax for each \$1,000 of assessed value. This tax rate or mill rate is applied to each property's assessment to determine the municipal taxes to be charged for that particular property.

Assessment

The Town's Assessor, Benchmark Assessment Consultants Inc., has provided the assessment values used to calculate the proposed tax rates for 2024. While the Town appoints the designated assessors, the work of the assessors is outside the control of the Town and proceeds in accordance with the assessment process and the related provincial legislation and regulations.

The assessment notices were mailed out on February 13 with a final complaint deadline of April 22. Property owners could question their assessments and file a formal assessment appeal until that date. The Canmore Assessment Review Board (ARB) has received a total of 52 appeals, 35 for residential properties and 17 for non-residential properties. This number is slightly lower than the number of appeals received last year by the deadline (in 2023, there were 63 appeals received of which 58 were resolved prior to hearings). The 52 outstanding appeals represent a total potential loss of up to \$216,000 municipal tax dollars if all complaints were to be awarded their requested assessed values. This equates to 0.63% of the 2024 municipal tax requirement. In the prior years, the assessors have been successful in defending most of the assessment values that been taken forward to the appeal board.

The total taxable assessment base in 2024 is \$11.85 billion, an increase of \$1.17 billion (10.9%) over the previous year: \$9.92 billion residential (83.7%) and \$1.93 billion non-residential (16.3%) broken down as follows:

Real Growth (assessed values of new properties that did not previously exist):
+\$223.64 million (+\$167.13 million residential, +\$56.51 million non-residential)

Market Inflation (net increase in the assessed values of existing properties):
+\$943.37 million (+\$730.72 million residential, +\$212.65 million non-residential)

This is net of \$696.31 million (2023: \$640.28 million) in exempt property assessed values. The table below outlines the total year over year assessment increase per property class. An increase in the overall assessment does not automatically mean more taxes are collected, since the total amount of taxes collected is determined based on the cost of services, as approved in the annual budget.

Classification	2024	2023	Change in Assessment	2024 Rolls
Residential	\$9,238,146,610	\$8,462,188,820	9.2%	9,195
Tourist Home*	\$483,755,790	\$428,620,740	12.9%	640
Tourist Home – Personal Use*	\$59,394,000	\$70,915,000	-16.2%	76
Vacant, Serviced	\$138,718,000	\$67,718,000	104.8%	129
Non-Residential	\$1,869,583,270	\$1,595,420,930	17.2%	2,370
Machinery and Equipment (incl. Linear)	\$57,080,700	\$54,806,650	4.1%	22
Total	\$11,846,678,370	\$10,679,670,140	10.9%	12,432

* The difference between the Tourist Home and Tourist Home – Personal Use assessment categories as shown above are determined by filing of the appropriate declaration form for the 2024 year.

Median Assessment Comparison

The changes in median assessed value from 2023 to 2024 for the residential property types are listed below. It is important to note that those properties with assessment changes above or below the median will see higher or lower taxation increases/decreases.

Classification	Median Assessment		Change in Median Assessment
	2024	2023	
Residential	\$1,043,000	\$969,000	7.6%
Tourist Home	\$686,000	\$670,000	2.4%
Tourist Home – Personal Use	\$687,500	\$686,000	0.2%
Vacant, Serviced	\$1,114,000	\$874,000	27.5%

The residential classifications can also be broken down by property type for more meaningful comparative purposes:

Classification	Median Assessment		Change in Median Assessment
	2024	2023	
Single Detached Units*	\$1,383,000	\$1,211,000	14.2%
Residential Condominiums	\$761,000	\$756,000	0.7%

*Includes non-condo duplex, triplex, and fourplexes

It is much more difficult to state the effect for the average or median non-residential property due to the large discrepancy between property types and values. Also, there are substantially less properties compared to residential. This can greatly affect the average or median value in each category when a large value property is added to the pool.

Tax Splits

Section 6 of the Property Tax policy requires that “indicators of tax rate ratios and residential taxes per capita in neighbouring 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.” Administration provides per dwelling figures rather than per capita, as with Canmore’s non-permanent population and the challenges of determining their numbers, the per capita calculation is difficult and does not result in a clear comparison. Please see Attachment 2 for a summary of this information for 2023.

It is important to note that these ratios and per dwelling amounts fluctuate annually and the Property Tax Task Force report recommended that annual taxes be set with a split in line with the averages and not at the exact averages. Given that the averages are in line with the 65/35 residential/non-residential split used in prior years, the same split was also used to calculate the 2024 rates. Canmore's 2023 taxes per dwelling unit is in line with both competitor and neighbouring communities.

Canmore has stayed constant over the last number of years, with residential properties comprising about 85% of the Town's total assessment value and generating 65% of the municipal tax levy while non-residential properties comprise 15% of the Town's total assessment value and generate 35% of the municipal tax levy. This is in-line with the comparisons of the Town's competitors and neighbours (see Attachment 2).

Municipal Tax

Council approved a 7.6% revenue increase with the 2024 budget amendments. As the overall assessment value has increased year over year, the municipal tax rate decreased to bring in that amount of revenue. The median single-family homeowner with a change in assessed value from \$1,211,000 to \$1,383,000 will see an increase in municipal taxes of approximately \$29.13 per month. If a property value has increased or decreased more or less than this, there will be a corresponding effect on taxes.

The 2024 municipal tax requirement is a total of \$34,881,584 in revenue which includes \$450,000 for Vital Homes and \$25,000 in supplementary property taxes. A total of \$22.6 million is proposed to be collected from residential properties and \$12.3 million from non-residential ones. In addition, the Town is required to collect education tax and the Designated Industrial Property Requisition on behalf of the province, as well as the seniors housing requisition on behalf of the Bow Valley Regional Housing Authority (BVRH).

Education Tax

Every year, the province calculates the amount each municipality must contribute towards the public education system based on its total assessment value. Municipalities then collect the education property tax and send it to the province for the Alberta School Foundation Fund (ASFF).

The Town of Canmore's share of the provincial education tax requisition is determined by applying the provincial uniform tax rates to the Town's 2024 equalized assessment value. For 2024-25 the province has maintained the 2023-24 mill rates, which province-wide will result in a 9.2% increase in the tax revenue amount due to provincial property assessment growth. Due to the higher assessment growth in Canmore than the rest of the province, Canmore will experience a 23% increase in the 2024 education requisition, up \$5.6M for a total of \$30,351,778. Per the 2024 Education Property Tax Requisition Comparison Report released by the Province, Canmore had one of the highest year-over-year percentage change increases in the requisition among municipalities. Additionally, there is an adjustment of \$26,740, under-collected from prior year (2023), bringing the total education requisition to be collected to \$30,378,518. Each year, the province sends a preliminary education property tax requisition for use when setting the annual tax rates. Later in the year, a final requisition is received that is often different from the preliminary one, resulting in under or over levies that are to be adjusted for in the subsequent year. The 2023 under collections are a result of assessment and school tax requisition adjustments after the 2023 tax rates were set.

Seniors’ Requisition (BVRH)

The Seniors’ Requisition for 2024 is determined by BVRH who provide affordable housing options to seniors and other residents within the Bow Valley. For the Town of Canmore, the 2024 net requisition (including over levy from prior year) is \$1,604,865 to help fund these services. This is an increase of \$64,471 from the 2023 net requisition, or approximately 4%. As with education taxes, over and under levies of the Seniors Requisition are due to assessment changes made after the tax rates are set and are corrected in the following year.

Designated Industrial Property Tax Requisition

As specified in the MGA, the province assesses Canmore’s linear and designated industrial property. As a result, the Town is expected to collect a provincial requisition for these assessment costs from industrial and linear properties. The 2024 provincial uniform tax rate for all designated industrial property assessment is set at \$0.0765 per \$1,000 of the designated industrial property assessment as per ministerial order. The total revenue collected and remitted to the government in 2024 will be \$4,597.

Combined Tax Rates

In compliance with the policy, the 2024 proposed property tax rates are calculated on the following basis:

- the residential/non-residential tax split will be 65/35 respectively; the split used last year and one that is still in line with competitor and neighbouring communities.
- 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 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.
 - 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 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.
- properties classified as “Vacant Land – Residential” will be taxed at a rate equal to the residential rate.

The 2024 mill rates are calculated in accordance with the policy and the chart below details the Municipal, Vital Homes requisition and Seniors’ requisition rates for residential and non-residential properties.

	Municipal Tax Rate	Municipal Tax Ratio (Class: Residential)	Vital Homes Requisition Rate	Senior Requisition Rate
Residential				
Residential	2.04832	1:1	0.01786	0.13562
Tourist Home	6.27556	3.06:1	0.11666	0.13562
Tourist Home – Personal Use	2.04832	1:1	0.01786	0.13562
Vacant, Serviced	2.04832	1:1	0.01786	0.13562

Non-Residential				
Non-Residential	6.27556	3.06:1	0.11666	0.13562
Machinery and Equipment (incl. Linear)	6.27556	3.06:1	0.11666	0.13562

Supplementary Tax Rates

Properties are assessed and subsequently taxed based on economic conditions on July 1 and their condition as of December 31, 2023. During the tax year some properties under construction are completed, thus increasing their value. To collect property taxes on the improved value of these properties, the Town issues supplementary assessment and tax notices to those properties completed before October 1. The 2024 budget includes \$25,000 in supplementary taxes. Supplementary Property Tax Rate Bylaw 2023-14 remains in effect and sets supplementary tax mill rates equal to the corresponding Property Tax Rate Bylaw rates.

FINANCIAL IMPACTS

A total of \$34,881,584 in municipal tax revenue needs to be collected for 2024. Overall, this represents a \$2.84 million or 8.9% increase over 2023 (including growth) and 7.6% increase over 2023 (not including growth).

If a property in Canmore is going up by the average assessment increase, and using these mill rates, the anticipated impact on municipal taxes only is:

Classification	Change in Average Assessment	Increase per \$100,000 Assessed Value*
Residential	8.3%	\$15.53
Tourist Home	6.3%	\$-4.44
Tourist Home – Personal Use	6.9%	\$13.00
Vacant, Serviced	23.9%	\$39.27
Non-Residential	15.4%	\$45.21
Machinery and Equipment (incl. Linear)	8.9%	\$10.33

* Individual tax increases/decreases are dependent on the individual property

Tourist Homes have been taxed at a rate equivalent to the non-residential rates for the last two years. While they have a decrease in municipal taxes per \$100,000 in assessed value compared to 2023 as shown in the chart above, they are paying a higher effective mill rate overall than the other residential subclasses at a rate equivalent to the non-residential rate. The decrease year-over-year is due to greater assessment increases in the other residential assessment classes, which has resulted in a greater portion of the residential municipal tax burden being shared by those properties, proportionally decreasing this category which saw lower assessment growth.

The impact of market growth and the addition of more taxable properties (real growth) will impact properties in different ways. Thus, it is important to note that the calculated impact is for illustration purposes only and may not reflect the actual impact on any one particular property.

STAKEHOLDER ENGAGEMENT

None.

ATTACHMENTS

- 1) 2024-13 Property Tax Rate Bylaw
- 2) 2023 Assessment and Tax Split Comparisons (Competitors and Neighbours)

AUTHORIZATION

Submitted by: Chelsey Gibbons
Manager of Finance Date: April 11, 2024

Approved by: Therese Rogers
General Manager of Corporate Services Date: April 16, 2024

Approved by: Sally Caudill
Chief Administrative Officer Date: April 30, 2024



BYLAW 2024-13

A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE TOWN OF CANMORE FOR THE 2024 TAXATION YEAR

WHEREAS the Town of Canmore has prepared the adopted detailed estimates of the municipal revenues and expenditures as required, at the Council meeting held on **December 5, 2023**; and

WHEREAS the estimated municipal expenditures and transfers set out in the annual budget for the Town of Canmore for 2024 total **\$77,000,537**; and

WHEREAS the estimated municipal revenues and transfers from all sources other than property taxation is estimated at \$42,118,953 and the balance of \$34,881,584, which includes \$34,406,584 for General Municipal, \$450,000 for Vital Homes and \$25,000 for Supplementary Property Taxes, is to be raised by general municipal taxation; and

WHEREAS the requisitions including adjustments for over/under levies are:

Alberta School Foundation Fund (ASFF)	\$29,474,141
Residential	\$23,096,945
Non-Residential	\$6,377,196
Christ the Redeemer Catholic School Division (CRCSD)	\$904,377
Residential	\$832,617
Non-Residential	\$71,760
Total School Requisitions	\$30,378,518
Senior Requisition (Bow Valley Regional Housing)	\$1,604,865
Designated Industrial Property Tax Requisition	\$4,561

WHEREAS the Council of the Town of Canmore is required each year to levy on the assessed value of all property tax rates sufficient to meet the estimated expenditures and requisitions; and

WHEREAS the Council is authorized to classify assessed property, and to establish different rates of taxation in respect of each class of property, subject to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000; and

WHEREAS the assessed value of all property in the Town of Canmore as shown on the assessment roll is:

Residential	\$9,238,146,610
Tourist Home – Personal Use	\$59,394,000
Tourist Home	\$483,755,790
Vacant, Serviced	\$138,718,000
Non-Residential	\$1,869,583,270
Machinery and Equipment	\$415,480
Linear (not incl. Electrical Generation)	\$44,424,630

Electrical Generation	\$12,240,590
Total	\$11,846,678,370

NOW THEREFORE, under the authority of the Municipal Government Act, the Council of the Town of Canmore, in the Province of Alberta, duly assembled, enacts as follows:

TITLE

1. This bylaw shall be known as the 2024 Property Tax Rate Bylaw.

AUTHORIZATION

2. Council is authorized to impose a tax in respect of the property in Canmore to raise revenue toward the payment of:
 - (a) the expenditures and transfers set out in the Town of Canmore budget, and
 - (b) the requisitions.
3. Council is hereby authorized and required to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll and supplementary assessment roll of the Town of Canmore:

	Tax Levy	Assessment	Tax Rate (in mills)
General Municipal	\$34,455,184	\$11,846,678,370	
Residential/Tourist Home – Personal Use	\$19,044,301	\$9,297,540,610	2.04832
Tourist Home	\$3,035,841	\$483,755,790	6.27556
Vacant, Serviced	\$284,138	\$138,718,000	2.04832
Non-Residential	\$12,011,480	\$1,914,007,900	6.27556
Machinery and Equipment (incl. Electrical Generation)	\$79,424	\$12,656,070	6.27556
Alberta School Foundation Fund (ASFF)	\$29,474,141	\$11,454,559,380	
Residential	\$23,096,945	\$9,574,852,700	2.41225
Non-Residential	\$6,377,196	\$1,879,706,680	3.39265
Christ the Redeemer Catholic School Division (CRCSD)	\$904,377	\$366,313,200	
Residential	\$832,617	\$345,161,700	2.41225
Non-Residential	\$71,760	\$21,151,500	3.39265
Vital Homes	\$450,000	\$11,848,772,870	
Residential	\$168,567	\$9,436,258,610	0.01786
Tourist Home	\$56,433	\$483,755,790	0.11666
Non-Residential	\$225,000	\$1,928,758,470	0.11666
Bow Valley Regional Housing	\$1,604,865	\$11,833,528,650	0.13562
Designated Industrial Properties	\$4,561	\$59,622,640	0.07650

ENACTMENT/TRANSITION

4. If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
5. Bylaw 2023-13 is repealed.
6. This bylaw comes into force on the date it is passed.

FIRST READING:

SECOND READING:

THIRD READING:

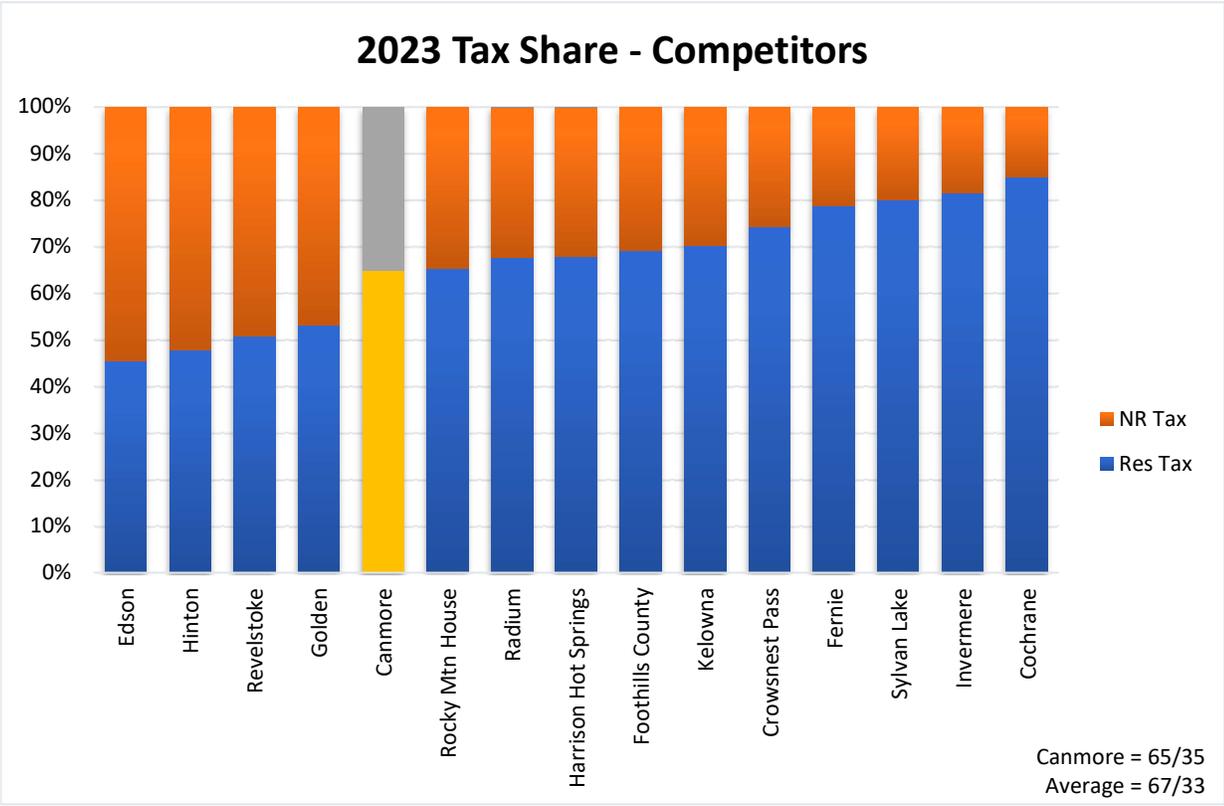
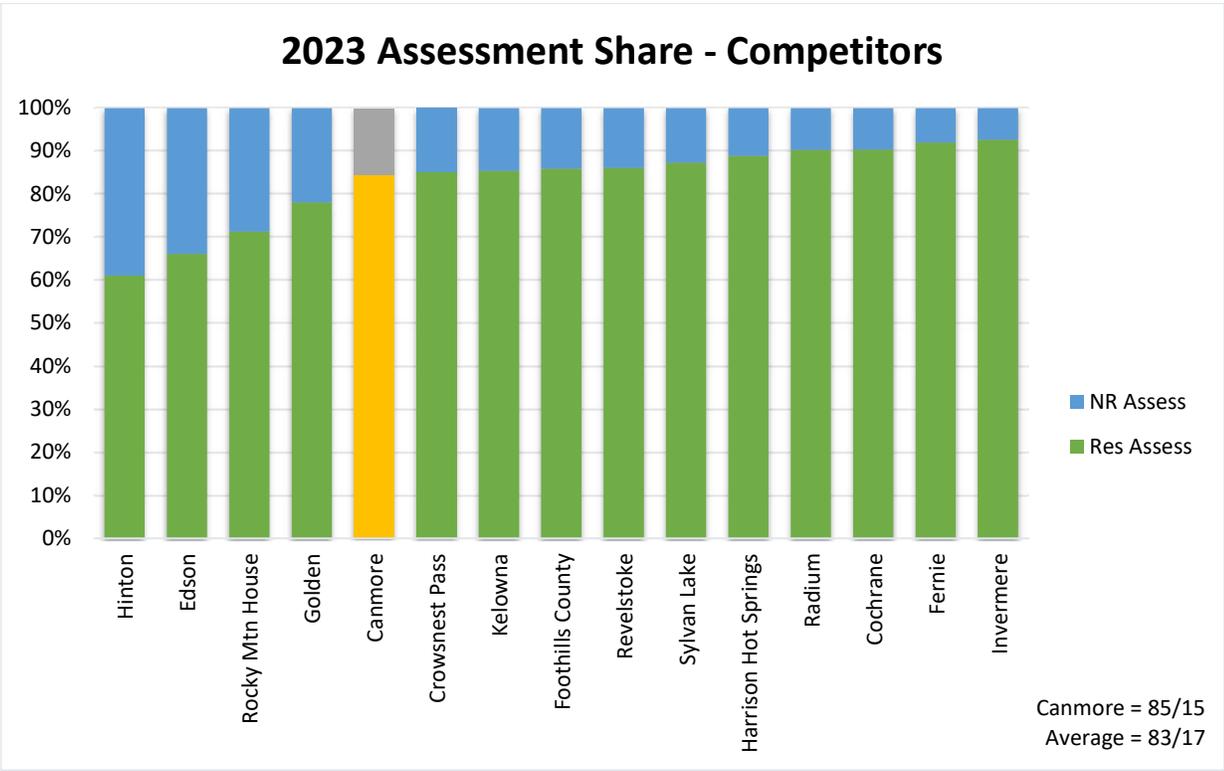
Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

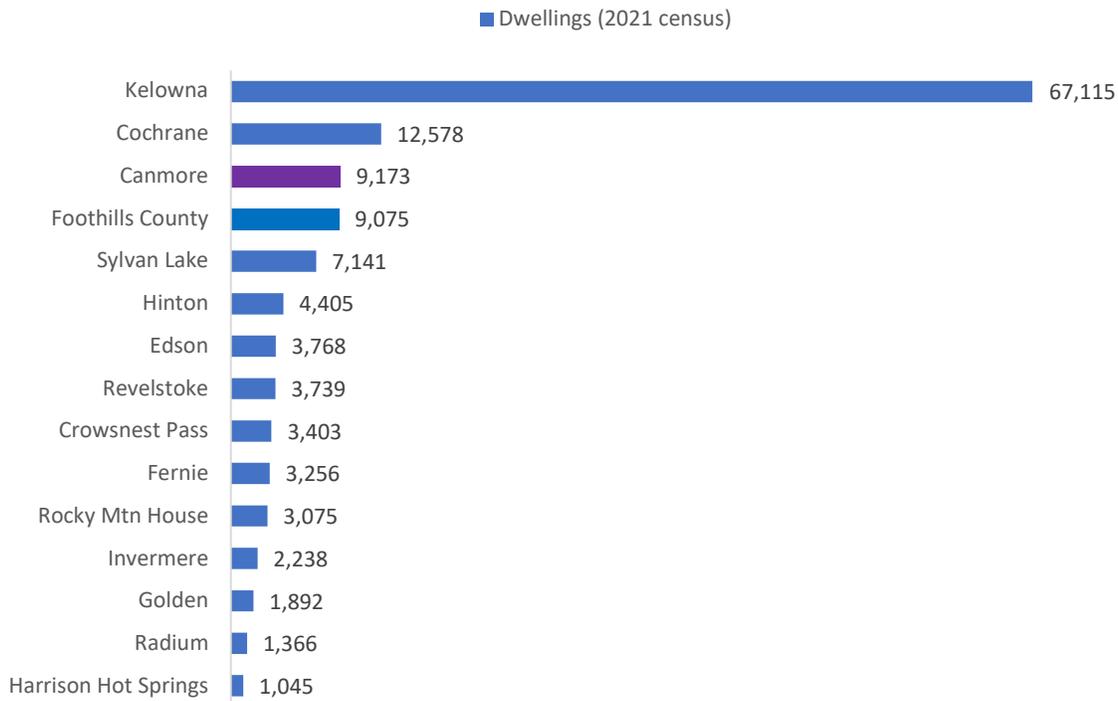
Date

Cheryl Hyde
Manager, Municipal Clerk's Office

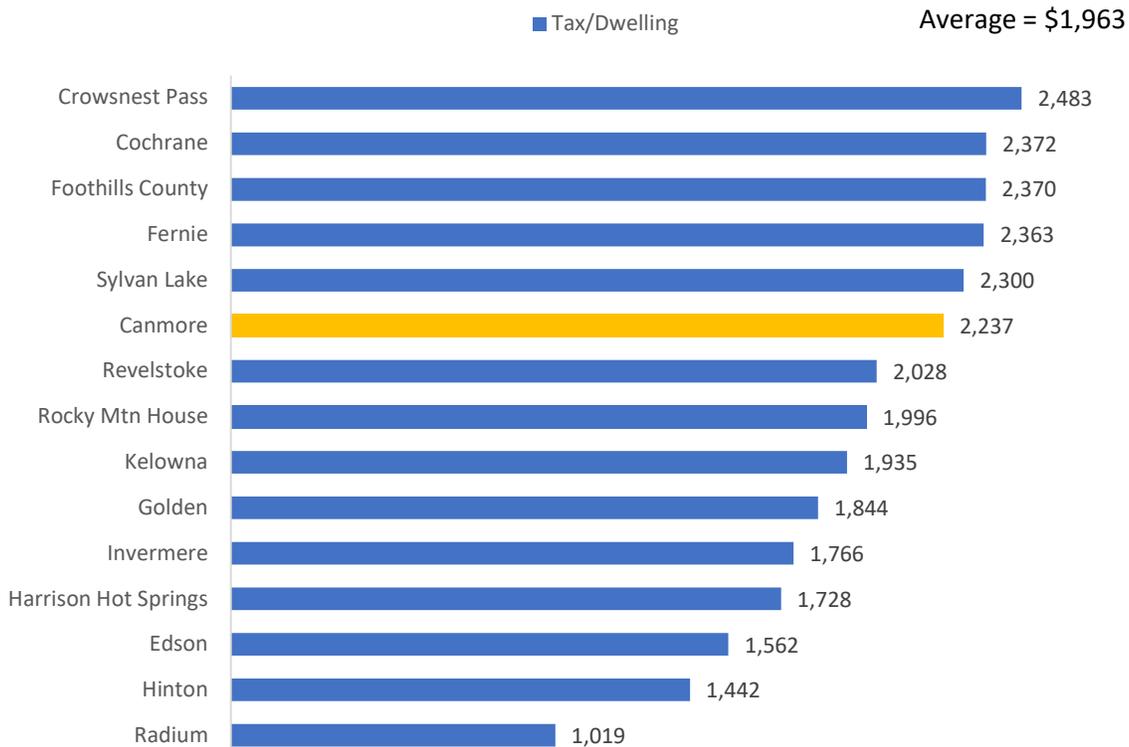
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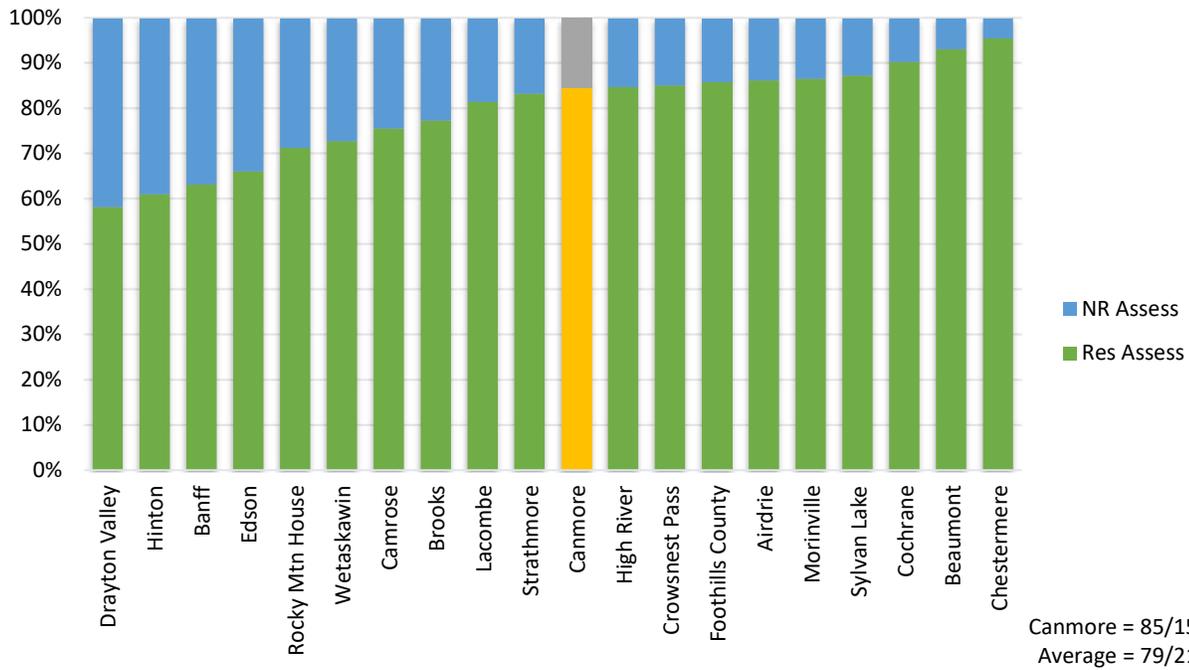
2023 # Residential Dwellings - Competitors



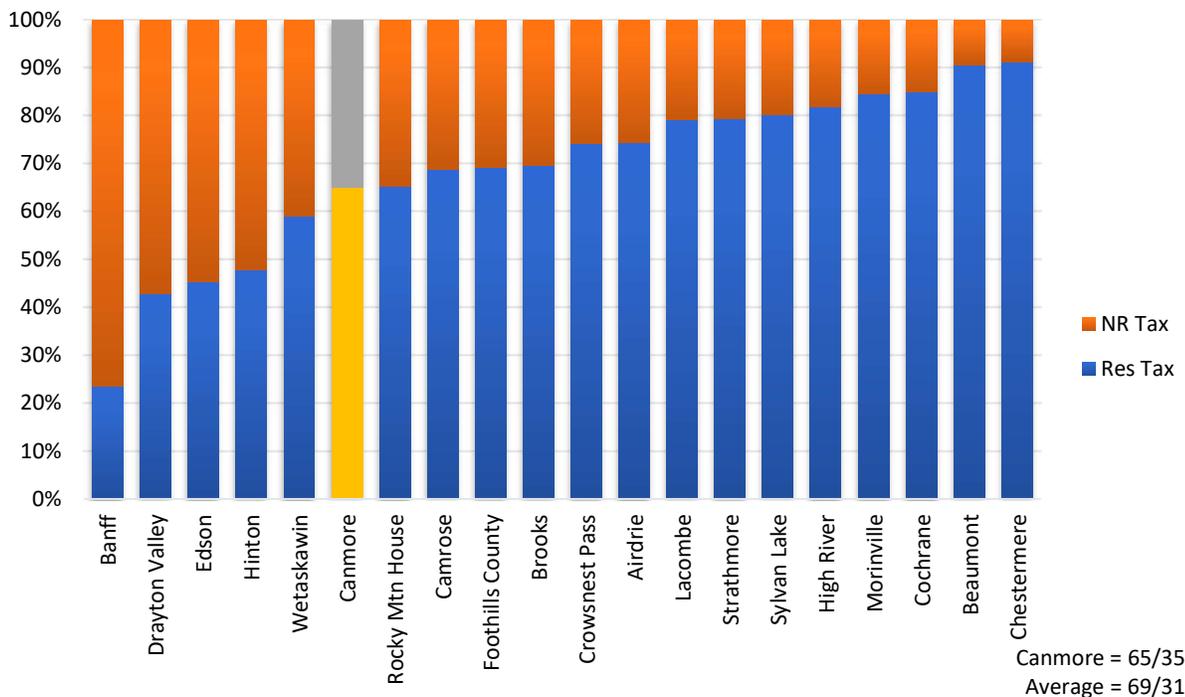
2023 Residential Tax/Dwelling - Competitors



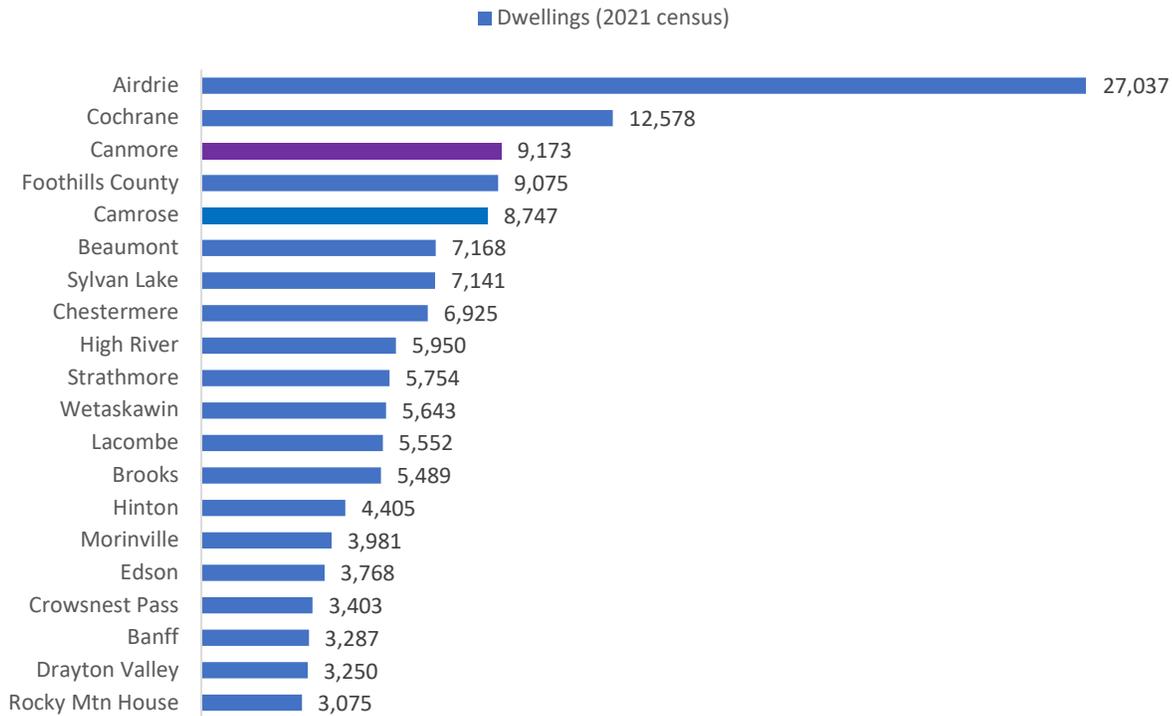
2023 Assessment Share - Neighbours



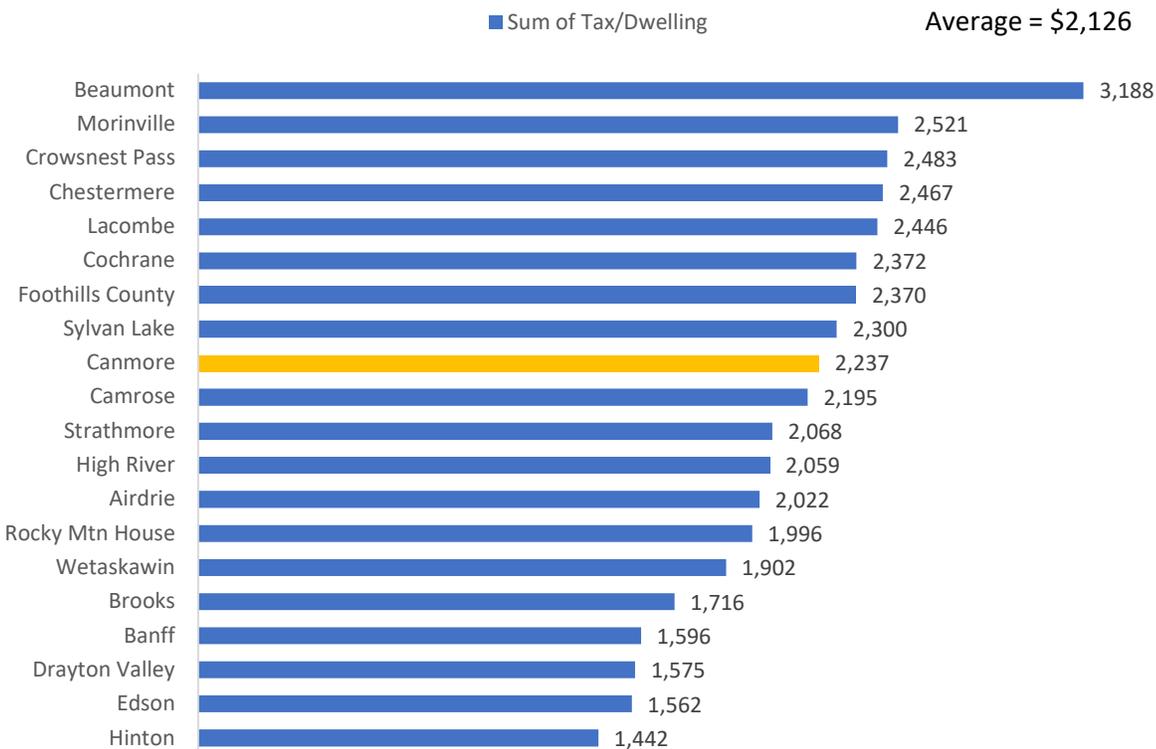
2023 Tax Share - Neighbours



2023 # Residential Dwellings - Neighbours



2023 Residential Tax/Dwelling - Neighbours





Request for Decision

DATE OF MEETING: May 7, 2024 **Agenda #: G 4**

TO: Council

SUBJECT: Downtown Business Improvement Area (BIA) Tax Rate Bylaw Amendment 2024-14

SUBMITTED BY: Chelsey Gibbons, Manager of Finance

RECOMMENDATION: That Council give first reading to Downtown Business Improvement Area (BIA) Tax Rate Bylaw Amendment 2024-14.

That Council give second reading to Downtown Business Improvement Area (BIA) Tax Rate Bylaw Amendment 2024-14.

That Council give leave to go to third reading to Downtown Business Improvement Area (BIA) Tax Rate Bylaw Amendment 2024-14.

That Council give third reading to Downtown Business Improvement Area (BIA) Tax Rate Bylaw Amendment 2024-14.

EXECUTIVE SUMMARY

The 2024 Downtown Business Improvement Area (BIA) Tax Rate Bylaw approved by Council is being brought back for a minor amendment to correct references within the Schedule A for updated account information.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Motion 64-2024, 65-2024, 66-2024 and 67-2024: Council gave three readings and approved the Downtown Business Improvement Area (BIA) Tax Rate Bylaw 2024-10 at their regular business meeting on April 2, 2024.

DISCUSSION

The Downtown Business Improvement Area (BIA) Tax Rate Bylaw approved in April enables the Town to collect the BIA taxes required to meet the revenues as set out in the approved BIA budget.

Shortly after the bylaw was approved, two discrepancies were noted between the property references contained within Schedule A to the bylaw and the current values within our financial system. One discrepancy related to a property that had undergone a change within the last year, resulting in a new property tax roll number and a new legal land description. Town administration has confirmed with the BIA that the amount of the levy remains correct and should be applied to the updated roll number. The other was where the lots referenced in the bylaw differed from those in our financial system, and now have been adjusted to be consistent.

ANALYSIS OF ALTERNATIVES

N/A.

FINANCIAL IMPACTS

If this amendment is approved, it will allow the town to collect the full amount of the BIA levy as intended.

STAKEHOLDER ENGAGEMENT

None.

ATTACHMENTS

- 1) Downtown Business Improvement Area (BIA) Tax Rate Bylaw 2024-10 REDLINE
- 2) Downtown Business Improvement Area (BIA) Tax Rate Bylaw Amendment 2024-14

AUTHORIZATION

Submitted by:	Chelsey Gibbons Manager of Finance	Date: <u>April 29, 2024</u>
Approved by:	Therese Rogers GM of Corporate Services	Date: <u>April 30, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>April 30, 2024</u>



BYLAW 2024-10

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA,
TO ESTABLISH A TAX RATE FOR THE
DOWNTOWN BUSINESS IMPROVEMENT AREA IN THE YEAR 2024**

The Council of the Town of Canmore, in the Province of Alberta, duly assembled, enacts as follows:

TITLE

- 1 This bylaw shall be known as the Downtown Business Improvement Area 2024 Tax Rate Bylaw.

TAX RATE

- 2 Council establishes the 2024 tax rate for the Downtown Business Improvement Area in accordance with Schedule A.

ENACTMENT/TRANSITION

- 3 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
- 4 Schedule A forms part of this bylaw.
- 5 This bylaw comes into force on the date it is passed.

FIRST READING:

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Manager, Municipal Clerk's Office

Date

SCHEDULE 'A' LEVY

2024

Roll	Lot/Unit	Block	Plan	Unit #	Building #	Street	Tax rate Levy
10193	7	46	1095F		826	10TH	\$ 1,471
10195	10	46	1095F		838	10TH	\$ 2,176
10205	1	48	1095F		802	MAIN	\$ 2,823
10206	2	48	1095F		806	MAIN	\$ 1,000
10207	3	48	1095F		810	MAIN	\$ 706
10208	4, 5	48	1095F		820	MAIN	\$ 4,176
10209	6	48	1095F		822	MAIN	\$ 1,470
10210	7	48	1095F		826	MAIN	\$ 3,117
10211	8, 9	48	1095F		830	MAIN	\$ 3,823
10212	9, 10	48	1095F		836 & 838	MAIN	\$ 1,059
10221	11, 12	49	1095F		837	MAIN	\$ 3,234
10222	13	49	1095F		829	MAIN	\$ 823
10224	15	49	1095F		821	MAIN	\$ 941
10225	16	49	1095F		817	MAIN	\$ 3,587
10226	17-20	49	1095F		801	MAIN	\$ 5,175
10395	12	62	1095F		733	MAIN	\$ 1,706
10396	13	62	1095F		729	MAIN	\$ 2,176
10397	14, 15	62	1095F		721	MAIN	\$ 3,998
10398	16	62	1095F		717	MAIN	\$ 1,646
10399	17	62	1095F		713	MAIN	\$ 2,822
10401	19, 20	62	1095F		701 & 705	MAIN	\$ 4,234
10402	1	63	1095F		702	MAIN	\$ 2,938
10403	2, 3, 4	63	1095F		710	MAIN	\$ 5,468
10405	5	63	1095F		718	MAIN	\$ 1,000
10406	6	63	1095F		722	MAIN	\$ 2,822
10407	7, 8	63	1095F		726	MAIN	\$ 1,000
10408	8 PRT	63	1095F		730	MAIN	\$ 1,000
10409	9, 10	63	1095F		738	MAIN	\$ 1,647
10413	3	64	1095F		709	10TH	\$ 1,470
10415	5	64	1095F		717	10TH	\$ 1,822
10416	6	64	1095F		721	9TH	\$ 1,000
10417	7	64	1095F		725	9TH	\$ 1,470
10419	9W,10	64	1095F		737	10TH	\$ 1,118
10420	1	65	1095F		702	10TH	\$ 706
10426	7	65	1095F		726	10TH	\$ 764
10427	8	65	1095F		730	10TH	\$ 294
10451	8	69	1095F		629	10TH	\$ 647
10452	9	69	1095F		633	10TH	\$ 773
10453	10	69	1095F		1000	6TH	\$ 1,940
10454	3, 4, 5	70	1095F		610	MAIN	\$ 1,235
10456	6	70	1095F		622	MAIN	\$ 1,000
10457	7	70	1095F		626	MAIN	\$ 2,528
10458	8	70	1095F		630	MAIN	\$ 1,470
10460	9, 10	70	1095F		638	MAIN	\$ 1,000
10469	11	71	1095F		637	MAIN	\$ 1,940
10470	12	71	1095F		633	MAIN	\$ 1,763
10471	13	71	1095F		629	MAIN	\$ 706
10472	14, 15	71	1095F		621	MAIN	\$ 1,000
11069	11, 12	2	3608GP		901	MAIN	\$ 1,588
23125	47	2	2311669		901	MAIN	\$ 1,588
11088	3	3	3608GP		902	MAIN	\$ 1,235
11836	11	62	1095F		737	MAIN	\$ 4,115
13814	1		9311903	1	718	10TH	\$ 823
13815	2		9311903	2	718	10TH	\$ 823
14781	1		9512682	1	714	10TH	\$ 647
14782	2		9512682	2	714	10TH	\$ 470
14783	2		9512682	3	714	10TH	\$ 470
16356	1		9811639	100A	729	10TH	\$ 4,529

**SCHEDULE 'A' LEVY
2024**

17727	1		212378	101	1000	7TH	\$	823
17728	2		212378	105	1000	7TH	\$	470
17729	3		212378	109	1000	7TH	\$	529
17730	4		212378	113	1000	7TH	\$	529
17731	5		212378	117	1000	7TH	\$	529
17732	6		212378	121	1000	7TH	\$	470
17775	1		213573	100	709	MAIN	\$	588
17776	2		213573	104	709	MAIN	\$	647
17777	3		213573	108	709	MAIN	\$	706
17778	4		213573	208	709	MAIN	\$	706
17779	5		213573	300	709	MAIN	\$	706
17780	6		213573	308	709	MAIN	\$	706
19217	1		514329	105	1001	6TH	\$	941
19218	2		514329	109	705	10TH	\$	764
19219	3		514329	113	705	10TH	\$	470
19220	4		514329	117	1001	6TH	\$	882
19221	5		514329	101	1001	6TH	\$	529
19222	6		514329	217	1001	6TH	\$	470
19223	7		514329	221	1001	6TH	\$	412
19224	8		514329	225	1001	6TH	\$	353
19225	9		514329	201	1001	6TH	\$	764
19226	10		514329	205	1001	6TH	\$	353
19227	11		514329	206	1001	6TH	\$	706
19228	12		514329	213	1001	6TH	\$	588
19609	1		0710982	104	621	10TH	\$	353
19610	2		0710982	101	621	10TH	\$	412
20406	31		813748	107	829	10TH	\$	588
20407	32		813748	109	829	10TH	\$	647
20408	33		813748	111	829	10TH	\$	588
20409	34		813748	113	829	10TH	\$	647
20410	35		813748	101	1002	8TH	\$	823
20411	36		813748	103	1002	8TH	\$	823
20726	4		911653	109	710	10TH	\$	588
20727	5		911653	101	710	10TH	\$	824
20728	6		911653	209	710	10TH	\$	647
20729	7		911653		710	10TH	\$	-
21243	6		1012362	101	901	8TH	\$	1,764
Total							\$	130,729



BYLAW 2024-14

A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO AMEND DOWNTOWN BUSINESS IMPROVEMENT AREA (BIA) TAX RATE BYLAW 2024-14

The Council of the Town of Canmore, in the Province of Alberta, duly assembled, enacts as follows:

TITLE

- 1 This bylaw shall be known as the Downtown Business Improvement Area (BIA) Tax Rate Bylaw Amendment 2024-14.

PROVISIONS

- 2 Bylaw 2024-10 is amended by this bylaw.
- 3 In Schedule A, Roll 11069 is amended by striking out “11069” and substituting “23125”, the corresponding Lot/Unit is amended by striking out “11,12” and substituting “47”, and the corresponding Plan is amended by striking out “3608GP” and substituting “2311669”.
- 4 In Schedule A, Roll 10454 is amended by inserting “3, ” at the start of the Lot reference.

ENACTMENT/TRANSITION

- 5 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
- 6 This bylaw comes into force on the date it is passed.

FIRST READING:

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Manager, Municipal Clerk’s Office

Date



Request for Decision

DATE OF MEETING: May 7, 2024 **Agenda #:** H 1

TO: Council

SUBJECT: Roam Housing Unit Purchase – Canmore Share

SUBMITTED BY: Chelsey Gibbons, Manager of Finance

RECOMMENDATION: That Council approve funding for \$256,919, being Canmore’s portion of the housing unit purchased by Bow Valley Regional Transit Services Commission (BVRTSC), as follows:

- \$100,000 from the Town of Canmore operating reserves held by BVRTSC.
- A new 2024 capital project in the amount of \$156,919 for the remainder that Canmore will be invoiced, to be funded from the Integrated Transportation Management Reserve.

EXECUTIVE SUMMARY

The BVRTSC Board approved the purchase of a Bald Eagle Chalets staff accommodation unit. No external financing was taken for the purchase. The purchase is to be split equally between Banff, ID9, the general commission, and Canmore. Canmore’s 25% share totals \$256,919. While the other parties have sufficient operating reserves, held by BVRTSC, to fund their portion, Canmore’s proportionate share will be funded from a combination of the operating reserve with BVRTSC to the extent it has available, with the remainder coming in a capital requisition to be funded from the town’s Integrated Transportation Management Reserve.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Previous purchases requiring funding from both the Canmore dedicated reserves held by BVRTSC and requiring additional funding from Town of Canmore have come to Council for approval, such as the purchase of a bus for the Canmore local service in February of 2023.

On December 5, 2023, by resolution 312-2023, Council approved the Paid Parking Revenue Allocation Model (PPRAM). This model included increased revenues from the Paid Parking Program being transferred to the Integrated Transportation Management Reserve for future operating and capital needs.

DISCUSSION

The BVRTSC Board approved the purchase of a Bald Eagle Chalets staff accommodation unit. This agreement has been signed and first deposit has been paid, with the anticipated possession date in late April of 2024.

No external financing was taken for the purchase. The purchase is to be split between Banff, ID9, the general commission, and Canmore. Canmore’s 25% share of the purchase totals \$256,919. While the other parties

have sufficient balances in their operating reserves to fully cover their shares internally, Canmore does not and so will require a top-up of funding from another source.

The recommendation is to use \$100,000 from the Town of Canmore operating reserves held by the BVRTSC. This is the amount currently available above the recommended minimum reserve balance. The remainder will come to the town in the form of a capital requisition from BVRTSC and is recommended to be funded from the Integrated Transportation Management Reserve.

ANALYSIS OF ALTERNATIVES

Council could select to fund this purchase from a different reserve, or to fund it entirely from Town of Canmore reserves, with no portion from the BVRTSC Canmore reserve. The intent is to use the reserves BVRTSC holds to the extent they are available, as this mirrors the approach taken by the other parties, and then the Integrated Transportation Management Reserve is believed to be the most reasonable, given the nature of the purchase to support local and regional transit.

FINANCIAL IMPACTS

The current projected 2024 ending balance in the Integrated Transportation Management Reserve following this purchase would be approximately \$2.0 million.

STAKEHOLDER ENGAGEMENT

The BVRTSC Board has discussed the staff accommodation financing options, and the recommendation above is in alignment with what was approved by the BVRTSC Board at their February meeting.

ATTACHMENTS

- 1) Capital Detail Sheet

AUTHORIZATION

Submitted by:	Chelsey Gibbons Manager of Finance	Date:	April 12, 2024
Approved by:	Therese Rogers GM of Corporate Services	Date:	April 16, 2024
Approved by:	Sally Caudill Chief Administrative Officer	Date:	April 30, 2024



Roam Housing Unit Purchase

H1 Attachment 1

Project Summary

Project Number

7382

Budget Year:	2024	Budget:	\$156,919
Department:	Chief Administrative Officer	Project Type:	Other
Questica Reference:	ADM-24-10	Priority:	B

Project Description:

The BVRTSC Board approved the purchase of a Bald Eagle Chalets staff accommodation unit. This agreement has been signed and first deposit has been paid, with the anticipated possession date in late April of 2024. No external financing was taken for the purchase. The purchase is to be split between Banff, ID9, the general commission, and Canmore. Canmore's 25% share of the purchase totals \$256,919.

End.

Budget Funding:

	2024	2025	2026	2027	2028	2029	Total
ITM Reserve	\$156,919	0	0	0	0	0	\$156,919
Total	\$156,919	0	0	0	0	0	\$156,919

Operating Budget Impact:

No direct impacts identified. The unit will be managed and operating by BVRTSC, and any portion operating costs attributed to Canmore would come through their annual budget asks.

End.

Project Rationale:

BVRTSC as an organization has continued to grow, in service hours operated, fleet and drivers employed. One of the main challenges in recruiting drivers to come and work in the Bow Valley had been the lack of available housing. In order to address this issue, several options were explored, including the purchase of a unit to rent to employees. BVRTSC moved forward with the process of purchasing a unit in Bald Eagle Peak Chalets.

This project is split equally between Banff, ID9, the general commission, and Canmore. While the other parties have sufficient balances in their operating reserves to fully cover their shares internally, Canmore does not and so will require a top-up of funding from another source.

The recommendation is to use \$100,000 from the Town of Canmore operating reserves held by the BVRTSC. This is the amount currently available above the recommended minimum reserve balance. The remainder will come to the town in the form of a capital requisition from BVRTSC and is recommended to be funded from the Integrated Transportation Management Reserve.

End.

Options Considered:

Council could select to fund this purchase from a different reserve, or to fund it entirely from Town of Canmore reserves, with no portion from the BVRTSC Canmore reserve. The intent is to use the reserves BVRTSC holds to the extent they are available, as this mirrors the approach taken by the other parties, and then the Integrated Transportation Management Reserve is believed to be the most reasonable, given the nature of the purchase to support local and regional transit.

End.



Request for Decision

DATE OF MEETING: May 7, 2024 **Agenda #:** H 2

TO: Council

SUBJECT: Housing Action Plan

SUBMITTED BY: Therese Rogers, GM Corporate Services
Whitney Smithers, GM Municipal Infrastructure

RECOMMENDATION:

- (1) That Council rename CAP 7327 to Housing Action Plan.
- (2) That Council approve a budget increase to CAP 7327 Housing Action Plan from \$200,000 to \$750,000 with the additional \$550,000 to be funded from the General Capital Reserve.

EXECUTIVE SUMMARY

In June 2023 Council approved the Town’s Housing Action Plan which formed the basis of our Housing Accelerator Fund (HAF) application. The Town has been advised that we were unsuccessful in receiving HAF grant funding. However, Council was clear these priorities were to be advanced whether or not grant funding was received. Administration is working to advance the action plan items and this request for additional funding represents the resources required to accomplish this work in 2024 in advance of the 2025 property tax cycle.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

- June 6, 2023 Motion 116-2023: Council approved the Housing Accelerator Fund Action Plan.
- Motion 123-2023: On June 6 Council approved a new 2023 capital project for \$200,000 for consulting and legal fees to support bylaw and policy initiatives to positively impact housing affordability and supply, to be funded \$50,000 from the General Capital Reserve and \$150,000 from the Development Application Reserve.
- Sept. 5, 2023 Motions 216/217-2023: The Livability Task Force was approved by Council.
- Jan. 9, 2024 Motion 16-2024: Council accepted the Livability Task Force’s recommendations for information and directed administration to develop an implementation plan.

DISCUSSION

Appropriate, quality housing directly impacts overall health and well-being as well as people’s sense of belonging and security. Ensuring a community has the appropriate range and type of housing is an equity, justice, and inclusion issue and both Council and Administration are committed to addressing these issues in our community. Council has identified Livability as one of the three goals for their current term with a specific focus on increasing affordability. Council has also held several workshops with Administration to understand what options the Town has at our disposal to address the current housing crisis that is impacting Canmore.

To help address provision of housing in the community, Council struck the Livability Task Force in September 2023 and charged them with developing recommendations in three key areas:

1. Developing a plan to phase out the Tourist Home Designation,
2. Incentives for full time/ long term occupancy including a permanent resident rebate program, and
3. Investigate a tax structure to incentivize purpose build rental accommodation.

To advance this substantial amount of new work, additional resources are required. Administration is requesting an increase to the original capital project to fund a combination of consultant support, staff time, and external legal resources to implement the recommendations of the Livability Task Force in three phases. Phase 1 of the work is being funded from the originally approved capital budget. Phase 2 of the work will need additional funding to advance and forms the basis of this funding request to Council. Phase 3 of this work will be ongoing in nature with funding likely to be recommended from the incremental taxes collected in the program to incentivize full time occupancy. An overview of the work that will be completed in each phase is identified below.

Each piece of work requires the support and involvement of multiple Town departments. Departments are not resourced to take on this volume of new and significant work and administration is therefore recommending that we hire some additional term staff and consulting resources to ensure this work can be completed in 2024. This is necessary so we can apply the new property tax approaches for the 2025 property tax cycle. Not resourcing this work as recommended will mean the Town will not be able to apply changes to 2025 property taxes, delaying implementation of these recommendations until at least the 2026 property tax cycle. Additionally, much of this work will influence the 2025-2026 budget and will need to be ready for consideration as part of the budget process in the Fall of 2024. Timelines are aggressive; however, we are confident this work can be achieved with this additional resourcing.

Departments advancing this work include finance, communication, information technology, planning and development, municipal enforcement, economic development, engineering, municipal clerk, legal, and executive office. Hiring term positions will allow us to free up existing employees where their expertise is required to support this work. Some of the term resources will be completing the balance of the project-specific work. Consultants continue to play a big role in advancing these initiatives largely by providing expertise that we do not have in house.

Phase 1 – June 2023 – April 2024

Livability Task Force - COMPLETE

- Task force meetings and recommendation development
- Council approval

Tourist Homes – work ongoing – Town staff leading

- Updates to the business license process
- Research required for Land use Bylaw (LUB) amendments including effective date for no new tourist homes
- Research and required updates to the property tax policy

Program to Incentivize Full Time Occupancy – work ongoing – Consultant lead with Town staff support

- Program research from other municipalities with similar programs

- Program design including - definition of permanent resident, exemptions, failure to declare & late declarations

Development of nonmarket and affordable housing – work ongoing - combination of Town staff, consultants, and external legal

- Housing Workshop with Council for Moustache Lands planning (led by groundcubed)
- Moustache Lands development and funding plan (groundcubed)

Phase 2 – May 2024 through February 2025

Tourist Homes: Town staff leading – additional resources required to free up existing staff

- Business registry process and Business Registry Bylaw updates
- Policy updates to Council for approval
- Develop program measurement and reporting including impact to property taxes
- Communication with tourist homeowners
- Processing of change of use as applicable
- Bylaw updates and public hearing for LUB amendments
- Enforcement
- Program roll out

**Discussions about tourist homes in the Three Sisters Village area will be a separate endeavour.

Program to Incentivize Full Time Occupancy: combination of Town staff, consultants and external legal

- Develop methodology to estimate program revenues and expenses
- Develop process to administer rebate program including online declaration option
- Development of “Housing Action Reserve” including budget estimates and process and use recommendations for Councils’ consideration
- Bylaw and policy updates
- Communication with property owners
- Develop program measurement options and approach to reporting including impact to property taxes
- Bylaw updates and enforcement plan
- Development of a program audit process and a complaint and appeal process
- Legal review
- Program roll out

Programs to Incentivize Purpose Built Rentals:

- Develop policy and agreement template
- Develop agreement for 900 Railway
- Exploration of land title covenants and other tools to restrict subdivision
- Scoping and developing land supply strategy
- Explore potential land use options including setbacks, parking requirements, height restrictions, density
- Develop program measurement and reporting including impact of incentives
- Program roll out

Phase 3 – March 2025 onwards

Tourist Homes:

- Communication
- Program measurement and reporting
- Enforcement

Program to Incentivize Full Time Occupancy:

- Program implementation - statutory declaration collection, tax rebate calculations, annual reporting, exemptions, appeals
- Program measurement and reporting
- Enforcement

Programs to Incentivize Purpose Built Rentals:

- Bylaw amendments as applicable
- Creation of non-regulatory tools as applicable
- Program measurement and reporting

ANALYSIS OF ALTERNATIVES

The proposed budget increase is outlined below. To reduce the budget, Council could reduce the scope of work or decrease the amount estimated for legal support and address any challenges as they come up. Administration would recommend retaining \$50,000 in this budget as elements of program design for these programs will need legal review.

FINANCIAL IMPACTS

Advancing these bold initiatives will require resources. The original capital project has provided the resources to make a great start on this work. These new initiatives can only be accomplished with additional resources to support expertise not available in house and capacity to manage the additional workload. Current staff do not have the capacity to complete this work in the time needed to begin collecting these new taxes in 2025.

Advancing this work quickly is critical to begin collecting revenues to fund future non-market affordable housing initiatives. It is recommended that the project increase be funded by the General Capital Reserve. The Finance Committee recently approved a \$550,000 contribution to the General Capital Reserve from the 2023 surplus, in anticipation of this request. The projected ending balance in the General Capital Reserve for 2024 is \$6.95M.

Consulting services <ul style="list-style-type: none"> • Tax policy expertise • Research with other municipalities • Communication with stakeholders • Program and budget design • Housing development • IT online declaration program development 	\$300,000
External legal <ul style="list-style-type: none"> • Legal vetting of program design across streams • Bylaw, enforcement, appeals process development 	\$125,000
Finance staff backfilling <ul style="list-style-type: none"> • To free up capacity of existing staff who have the expertise with our assessment and taxation systems and processes to advance these priorities 	\$200,000
Less remaining funds in the current budget	(\$75,000)
	\$550,000

STAKEHOLDER ENGAGEMENT

Some of the changes being explored will require public hearings for bylaw updates allowing for the public to provide feedback. Additionally, administration will communicate with directly impacted developers and property owners.

ATTACHMENTS

- 1) Livability Task Force Recommendations
- 2) Original Capital Detail Sheet
- 3) Revised Capital Detail Sheet

AUTHORIZATION

Submitted by:	Therese Rogers GM, Corporate Services	Date:	<u>April 2, 2024</u>
Submitted by:	Whitney Smithers GM, Municipal Infrastructure	Date:	<u>April 2, 2024</u>
Approved by:	Chelsey Gibbons Manager of Finance	Date:	<u>April 17, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>April 30, 2024</u>

Canmore Livability Task Force: Final Recommendations

Prepared by Ben Brunnen, Principal and Founder, Verum Consulting

December 12, 2023

www.verumconsulting.ca

Verum Consulting 

Livability Task Force: Mandate

On June 6, 2023, Canmore Council approved its Housing Action Plan, which seeks to encourage long-term occupancy of existing housing stock, encourage an increase in rental supply, and create a sustainable source of funding to support affordable housing.

On September 5, 2023 Council approved the creation of the **Livability Task Force**.

The intent is to engage stakeholders in advancing the following objectives of the Housing Action Plan, as approved by Council, in three phases:

1. Develop a plan to phase out the Tourist Home Designation
2. Investigate tax options to incentivize full-time/long-term occupancy of residential units
3. Investigate tax options to incentivize purpose-built rental accommodation

Objective 1:

Develop a Plan to
Phase out the Tourist
Home Designation

Task Force Recommendations

Tourist Home Recommendations

- Maintain existing tourist homes as a use.
 - Tax all tourist homes at the commercial tax rate.
 - Eliminate the personal use statutory declaration option for tourist home owners.
 - Enable tourist home owners to request to have their tourist home reclassified as residential on a permanent basis.
- Establish a date in the Land Use Bylaw (LUB) after which new tourist homes will not be approved.
 - Ensure there is a reasonable period of transition time prior to the effective date for property owners to plan and adjust.
 - As per the guidance in the MGA, honor all development permits issued prior to changes in the LUB coming into force.
 - Follow due process for the amendment of the relevant statutory plans to enable these changes (such as the LUB, MDP or ASPs) as set out in the MGA, including:
 - Notifying any members of the public who may be affected and provide a means for suggestions and representations to be made (MGA 636) and
 - Holding a public meeting before giving second reading to a proposed bylaw to adopt a statutory plan or amendment
 - The Area Structure Plans in Three Sisters will be separate from all other areas of Town and subject to discussions with the developer.
- Require all tourist home owners that rent their properties short term to display a business license.
 - The license number must be posted in any online advertising of the unit, and there must be a license number posted for each unit.
 - Currently tourist homes are required to have a business license, but not required to display it.

Visitor Accommodation and Tourist Homes Discussion

- The Task Force explored whether whether the 30 day residency limitation should be removed from visitor accommodation, which would lead to two very similar property types.
 - This may increase residential housing stock, but may also create challenges resulting from mixing of short term and long term accommodation uses in the same building, including inconsistency in the quality of the visitor experience in these buildings and the quality of life of residents.
 - In the event the Town wishes to proceed with this approach, it will create two very similar property types, which likely need to be assessed and taxed similarly (i.e. both commercially or residentially assessed, and taxed at the same rate) for equity and legal resiliency purposes.
- The Task Force is not supportive of introducing changes to visitor accommodation.
- Recommend the Town reach out to hotel owners to raise awareness of their existing ability to use visitor accommodation for employee housing.

Objective 2:

Incentives for full
time/ long term
occupancy

Task Force Recommendations

Incentives for full time/ long term occupancy Recommendations

- Implement a “primary residence rebate” program.
- Administered as a new “primary residence” property tax subclass.
 - Property owners would need to elect to be classed in the “primary residence rebate” sub-class annually, which would exempt them from the higher tax associated with the default residential class.
- Properties would be classified in the “primary residence” subclass if:
 - It is the primary residence of the owner and/or at least one occupant or
 - A legal accessory building or dwelling unit or secondary suite on the property is occupied as a primary residence.
 - A primary residence could be defined as “the residence in which an individual resides for a longer period of time in a calendar year than any other place.” (BC STR Accommodations Act)
 - Does not apply to tourist homes.
- Explore streamlining this designation with other resident focused benefits (e.g. parking permits) to create a user friendly process.
- Explore creating an education program for owners seeking to rent out their properties as a primary residence.

Incentives for full time/ long term occupancy Recommendations

- Higher taxes for those who do not qualify for the primary residence sub-class should be meaningful.
 - Intent is to generate additional revenues for the Town to “improve affordability” in the community in a manner consistent with other jurisdictions.
 - Informed by a strategy with a specific budget, goals, targets and expenditure areas.
 - While there is uncertainty regarding the specific revenue that could be generated, if the Town desired to increase revenues by ~2.5 million annually, based on 26% of properties being non-primary residences, this would lead to a residential property tax rate increase of approx. 50%. (i.e. \$850 per multi-unit or \$1,500 per single detached).
- Potential revenue uses could include but are not limited to:
 - Purchase of property for non-market housing.
 - Funding affordability programs in the community.
 - Incentivize development of accessory buildings or dwelling units.
 - Incentivize purpose built rental development.
 - Increasing non-market housing supply.
- Budgeting considerations:
 - Need to develop a program budget.
 - Need to budget for incremental administrative costs.
 - Need to account for this change in the Town’s tax share policy so as to not inadvertently impact residential and non-residential tax share calculations.

Objective 3:

Tax Incentives to
incentivize purpose-
built rental
accommodation

Task Force Recommendations

Incentives for Purpose Built Rental Accommodation: Council Policy

- Develop an overarching policy to incent rental housing, which would include a breadth of tools – including tax incentives, development and land supply policies.
- Similar to incentives for full time occupancy, establish clear policy goals and targets to grow purpose built rental supply.

Tax Incentives Supporting Purpose Built Rental Housing: Recommendations

Through the tax relief or grant authority, adopt a policy that exempts new purpose built rental properties from 75% of the municipal portion of residential property taxes for up to 10 years.

Program can be designed similar to Council's recent decision in support of 900 Railway Avenue, which included the following conditions:

- The property remains a long-term residential rental property with a minimum 12-month lease and at least 95% of the units rented to residents of Canmore;
 - Council will be provided an annual report on residency of tenants; and
 - If the property is ever converted from a long-term residential rental property then the exempted taxes will become immediately due.
- The policy would apply to new buildings that are not subdivided, and include a minimum number of rentable units that is yet to be determined, but intended to be associated with apartment-style built form as well as smaller densification projects in established neighbourhoods.

Zoning, Land Use and Approval Policy Guidance

- The Task Force explored zoning and land use policies in its discussions and offers the following for consideration as part of administration's approach:
 - Limiting subdivision of properties and/or use of restrictive covenants on land titles to prevent condominimization of purpose built rental properties.
 - A grant or incentive to convert homes to multi-unit rentals.
 - Minimize land use requirements that reduce unit counts, including parking requirements, setbacks, sight coverage and height restrictions.
 - Fast track approvals for rental properties, including the prospect of additional resources.
 - Development of pre-approved standard rental variance packages, pre-approved standard housing designs and/or pre-approved additional dwelling unit designs.

Land Supply Recommendations

- The Town strategically assess the potential rental land supply in the community, and create an inventory of underutilized municipal land that could be used for rental development (e.g. surface parking, vacant land etc.).
- The Town develop a land supply strategy to guide development:
 - Develop criteria for inventorying and ranking parcels for rental development (e.g. size, location, complexity, probability of proceeding, ownership, etc.).
 - Balance rental supply with other uses, including commercial, industrial, and other residential, and set criteria for each.
- Consider the following tools to support purpose built rental development:
 - Purchasing private land using funds from the non-primary residence additional taxation.
 - Negotiating prospective land parcels with the province/ other governments.
 - Outreach to landowners to explore their willingness to develop rental supply – especially in light of the other incentives.

Further Considerations

- The Task Force explored a wide range of issues, and noted that there may be merit for a future Task Force to review and explore changes to the Town of Canmore's requirements for businesses to provide or contribute to employee housing.



Housing Accelerator Fund Action Plan Support - Current

Project Summary

Project Number

7327

Budget Year:	2023
Department:	Chief Administrative Officer
Questica Reference:	ADM-23-10

Budget:	\$200,000
Project Type:	Consulting
Priority:	A

Project Description:

Council has committed to some bold actions to address their livability, environment, and relationship goals. This includes an interest in furthering new initiatives. The new initiatives will require resources, including legal and tax expertise, and potentially some land use planning resources that Administration does not have. This capital project is being brought forward to support the work needed to advance these recommendations and will fund consulting and legal fees to support bylaw and policy initiatives to positively impact housing affordability and supply.

project added per 119-2023 June 6

Budget Funding:

	2023	2024	2025	2026	2027	2028	Total
Development App Reserve	\$150,000	0	0	0	0	0	\$150,000
General Capital Reserve	\$50,000	0	0	0	0	0	\$50,000
Total	\$200,000	0	0	0	0	0	\$200,000

Operating Budget Impact:



Housing Accelerator Fund Action Plan Support - Current

Project Summary

Project Number

7327

Project Rationale:

Options Considered:



Housing Action Plan - Revised

H2 Attachment 3

Project Summary

Project Number

7327

Budget Year:	2023	Budget:	\$750,000
Department:	Chief Administrative Officer	Project Type:	Consulting
Questica Reference:	ADM-23-10	Priority:	A

Project Description:

Each piece of this work requires the support and involvement of multiple Town departments. Departments are not resourced to take on this volume of new and significant work and administration is therefore recommending that we hire some additional term staff and consulting resources to ensure this housing action work can be completed in 2024. This is necessary so we can apply the new property tax approaches for the 2025 property tax cycle. Not resourcing this work as recommended will mean the Town will not be able to apply changes to 2025 property taxes, delaying implementation of these recommendations until at least the 2026 property tax cycle. Additionally, much of this work will influence the 2025-2026 budget and will need to be ready for consideration as part of the budget process in the Fall of 2024. Timelines are aggressive; however, we are confident this work can be achieved with this additional resourcing.

Departments advancing this work include finance, communication, information technology, planning and development, municipal enforcement, economic development, engineering, municipal clerk, legal, and executive office. Hiring term positions will allow us to free up existing employees where their expertise is required to support this work. Some of the term resources will be completing the balance of the project-specific work. Consultants continue to play a big role in advancing these initiatives largely by providing expertise that we do not have in house.

project added per 119-2023 June 6

END

Budget Funding:

	2023	2024	2025	2026	2027	2028	Total
Development App Reserve	\$150,000	0	0	0	0	0	\$150,000
General Capital Reserve	\$50,000	\$550,000	0	0	0	0	\$600,000
Total	\$200,000	\$550,000	0	0	0	0	\$750,000

Operating Budget Impact:

Project Rationale:

Appropriate, quality housing directly impacts overall health and well being as well as people's sense of belonging and security. Ensuring a community has the appropriate range and type of housing is an equity, justice, and inclusion issue and both Council and Administration are committed to addressing these issues in our community. Council has identified Livability as one of the three goals for their current term with a specific focus on increasing affordability. Council has also held several workshops with Administration to understand what options the Town has at our disposal to address the current housing crisis that is impacting Canmore.

To help address provision of housing in the community, Council struck the Livability Task Force in September 2023 and charged them with developing recommendations in three key areas:

1. Developing a plan to phase out the Tourist Home Designation,
2. Incentives for full time/ long term occupancy including a permanent resident rebate program, and
3. Investigate a tax structure to incentivize purpose build rental accommodation.

To advance this substantial amount of new work, additional resources are required. Administration is requesting an increase to the original capital project to fund a combination of consultant support, staff time, and external legal resources to implement the recommendations of the Livability Task Force in three phases. Phase 1 of the work is being funded from the originally approved capital budget. Phase 2 of the work will need additional funding to advance and forms the basis of this funding request to Council. Phase 3 of this work will be ongoing in nature with funding likely to be recommended from the incremental taxes collected in the program to incentivize full time occupancy.

END

Options Considered:

Advancing this work with existing staff would mean we not be able to implement these important strategies for several years. This will significantly delay Council's ability to support housing action.

END



Request for Decision

DATE OF MEETING: May 7, 2024 **Agenda #: H 3**

TO: Council

SUBJECT: Bow Valley Trail and Teepee Town Street and Drainage Improvements Budget Amendment

SUBMITTED BY: Andy Esarte, Manager of Engineering

RECOMMENDATION: That Council approve a budget increase to CAP 7297 Bow Valley Trail and Teepee Town Street and Drainage Improvements from \$3,900,000 to \$4,150,000, with the additional \$250,000 to be funded by Investing Canada Infrastructure Program.

EXECUTIVE SUMMARY

To support delivery of outcomes consistent with the Investing in Canada Infrastructure Program (ICIP) grant program, the province has approved allocation to several projects in Canmore. This budget amendment aligns capital project funding with the ICIP approvals and increases the budget available for CAP 7297 by \$250,000. The project is currently on budget; however, some scope items may otherwise be scaled back depending on contingency needs over the coming months. This approval provides the project with a grant funding source for eligible scope items, while relieving pressure on the project budget.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

On December 20, 2023, Council approved the 2023 Capital Budget for \$37,233,000, 2024 Capital Budget for \$24,169,000 and adopted the 2025-2028 Capital Plans.

On May 16, 2023, Council approved an increase to the budget for CAP 7297 Bow Valley Trail and Teepee Town Street and Drainage Improvements from \$2,700,000 to \$3,900,000 funded by \$290,000 Offsite Levy Reserve, \$575,000 MSI provincial grant, and \$335,000 CCBF federal grant.

On December 5, 2023, Council approved 2024-2028 Capital Budget and Plan Amendments.

DISCUSSION

In 2018, the Bow Valley Regional Transit Services Commission (BVRTSC) was allocated \$6,865,504 in federal funding under the Public Transit stream to build new urban transit networks in member communities through 2028. The funding was allocated by the commission by prorating the amount for the planned 2019 service hours, with Canmore allotted 27% of the total, or approximately \$2,000,000. The funding could be used for infrastructure or buses and would fund up to 40% of all eligible costs.

The grant funding requires recipients to seek approvals for projects from respective councils, then apply for approval of individual projects. Administration through the BVRTSC applied for a project called 'Bow Valley Trail Transit Connectivity'. This project included two separate Council approved projects:

- Bow Valley Trail and Teepee Town Street and Drainage Improvements ('BVT North' - CAP 7297)
- Bow Valley Trail Pathway Improvements South ('BVT South' - CAP 7299)

The Bow Valley Trail (BVT) South project advanced to a preliminary design stage in 2023, along with associated cost estimates. Based on scope and market conditions, estimates indicated that a significant budget increase would be required. Through the 2024 budget amendment process, a reduction of scope of CAP 7299 was approved by Council to address budget pressures, with the ICIP eligible portion of the scope removed.

Administration previously approved a reallocation of Capital Funds to CAP7297 removing \$771,000 in CCBF funding and replacing it with an equivalent amount of available ICIP funding, no net change in approved project budget (Change-23-19).

The Province has approved a revision of scope to the Bow Valley Trail Transit Connectivity project to include additional eligible work on CAP 7297, and to remove the eligible scope of CAP 7299. The net increase of ICIP funds available to the BVT North project is \$250,000.

With the additional project funding, the project team can complete the full ICIP eligible scope of work including:

- two new bus stops
- 13 improved crossings
- Associated sidewalks and bicycle paths

ANALYSIS OF ALTERNATIVES

Administration is recommending allocation of ICIP funding to best meet our transportation priorities while respecting grant eligibility criteria. Administration is recommending allocating ICIP funds to BVT North as a top priority, with any remaining ICIP to be allocated as part of the 2025-2026 budget process.

Not allocating the funds to the BVT North project may require removal of a section of multi-use pathway along hospital place and reduction in bus stop scope, depending on contingency usage for the remainder of the project.

FINANCIAL IMPACTS

No net impact to municipal finances. The project scope is as tendered in 2023, and the grant funding ensures that the full scope can be completed in the current capital project. If unallocated to a Canmore project, the funding will otherwise be allocated to another Alberta municipality.

STAKEHOLDER ENGAGEMENT

The Town has worked closely with the BVRTSC, and Provincial and Federal grant administrators to obtain approvals for projects that align with capital planning and Council priorities.

The BVT North capital project involves separate deep utility projects and many stakeholders. Significant engagement and communication have taken place throughout the project. Construction communications are ongoing.

The Province is a key stakeholder. Engagement on a pathway right-of-way on hospital lands is ongoing, and an agreement will need to be in place prior to construction of the multi-use pathway.

ATTACHMENTS

- 1) Project Summary CAP7299 original (approved in 2023 budget)
- 2) Project Summary CAP7299 revised 2023 (per Resolution 309-2023)
- 3) Project Summary CAP7297 original (approved in 2023 budget)
- 4) Project Summary CAP7297 revised 2023 (per Resolution 101-2023)
- 5) Project Summary CAP7297 current (per Change-23-19)
- 6) Project Summary CAP7297 revised 2024 (per this RFD)

AUTHORIZATION

Submitted by:	Andy Esarte Manager of Engineering	Date: <u>April 16, 2024</u>
Approved by:	Chelsey Gibbons Manager of Financial Services	Date: <u>April 17, 2024</u>
Approved by:	Stephen Hanus Acting GM of Municipal Infrastructure	Date: <u>April 17, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>April 30, 2024</u>



Bow Valley Trail Pathway Improvements South - Original

Project Summary

Project Number

7299

Budget Year:	2023
Department:	Engineering
Questica Reference:	ENG-19-11

Budget:	\$900,000
Project Type:	Asset Replacement
Priority:	B

Project Description:

Scope of work includes completion of separate sidewalk and pathway connecting the west side of Bow Valley Trail between Old Canmore Road, the roundabout at Spring Creek Gate, and connecting through to the existing complete street facilities in Spring Creek Mountain Village.

The work will likely be executed in two separate scopes:

- 1) Portion of work from 500 Bow Valley Trail to Policeman Creek will be completed in collaboration with the developer of 500 Bow Valley Trail. Contributions from the developer for the portion of work fronting the new development at 500 BVT (215m of each of sidewalk, and bicycle path).
- 2) Portion of work from 500 Bow Valley Trail to Old Canmore Road will be completed by the Town (250m of each of sidewalk, and bicycle path).

Scope of work includes associated stormwater management, lighting improvements, and landscaping.

Work will be completed over 2023 and 2024. Phasing, timing and procurement for scopes above is to be determined and will depend in part on the timing of the developer.

END.

Budget Funding:

	2023	2024	2025	2026	2027	2028	Total
Federal Grants	\$360,000	0	0	0	0	0	\$360,000
MSI Capital	\$540,000	0	0	0	0	0	\$540,000
Total	\$900,000	0	0	0	0	0	\$900,000

Operating Budget Impact:

465m meters of new facility for snow clearing is accounted for in Public Works operating budget. Landscape maintenance operational requirements will be similar to current boulevard maintenance requirements. Operational impact will be confirmed during the design phase.

END.



Bow Valley Trail Pathway Improvements South

Project Summary

Project Number

7299

Project Rationale:

Work is in support of 2030 mode-shift goals and associated social, environmental and economic goals of the community.

Significant development is continuing on Bow Valley Trail and within Spring Creek Mountain Village. By coordinating with developers to leverage their contributions, more infrastructure can be built today, in order to address current transportation needs, and needs of future tenants and owners.

END.

Options Considered:

Multi-use pathway was considered in prior iterations of the project, however expected volumes of pathway users in 2030 warrants separation. Further, facilities to be connected to the north and west are already separated, and keeping consistent design along this stretch eliminates the need for transitions.

END.



Bow Valley Trail Pathway Improvements South - Revised

Project Summary

Project Number

7299

Budget Year:	2023
Department:	Engineering
Questica Reference:	ENG-19-11

Budget:	\$540,000
Project Type:	Asset Replacement
Priority:	B

Project Description:

Scope of work includes completion of separate sidewalk and pathway connecting 500 BVT frontage to the existing complete street facilities in Spring Creek Mountain Village, and the preliminary design of separate sidewalk and pathway connecting 500 BVT frontage to Old Canmore Road.

The work includes the two following scopes:

- 1) 500 Bow Valley Trail (new common amenity housing) to Policeman Creek on the north side of Spring Creek Gate will be completed in collaboration with the developer of 500 Bow Valley Trail. Developer is responsible for the portion of work fronting the new development at 500 BVT (215m of each of sidewalk, and bicycle path), and the developer will undertake improvements connecting the frontage to existing facilities in Spring Creek Mountain Village with design and construction costs funded by the Town. While the Town will enter into a direct agreement with SCMV, procurement of subcontractors and consultants for this scope of work will meet trade agreement requirements, and the Town's purchasing policy.
- 2) Preliminary design and cost estimating for the section of separate sidewalk and pathway between 500 Bow Valley Trail to Old Canmore Road will be completed by the Town (250m of each of sidewalk, and bicycle path).

Scope of work includes pedestrian and cycle facilities, and associated stormwater management, lighting improvements, and landscaping.

Work will be completed over 2023 and 2024. Phasing, timing and procurement for scopes above is to be determined and will depend in part on the timing of the developer.

END.

Budget Funding:

	2023	2024	2025	2026	2027	2028	Total
Asset Rehab - Replacement	\$540,000	0	0	0	0	0	\$540,000
Federal Grants	0	0	0	0	0	0	0
MSI Capital	0	0	0	0	0	0	0
Total	\$540,000	0	0	0	0	0	\$540,000

Operating Budget Impact:

New infrastructure requiring snow clearing is accounted for in Public Works operating budget. Landscape maintenance operational requirements will be similar to current boulevard maintenance requirements.

END.



Bow Valley Trail Pathway Improvements South

Project Summary

Project Number

7299

Project Rationale:

Work is in support of 2030 mode-shift goals and associated social, environmental and economic goals of the community.

Significant development is continuing on Bow Valley Trail and within Spring Creek Mountain Village. By coordinating with developers to leverage their contributions, more infrastructure can be built today, in order to address current transportation needs, and needs of future tenants and owners. Disruption to new developments from future street and drainage improvements is minimized.

END.

Options Considered:

Multi-use pathway was considered in prior iterations of the project, however expected volumes of pathway users in 2030 warrants separation. Further, facilities to be connected to the north and west are already separated, and keeping consistent design along this stretch eliminates the need for transitions.

END.



BVT and Teepee Town Street and Drainage Improvements - Original

Project Summary

Project Number

7297

Budget Year:	2023
Department:	Engineering
Questica Reference:	ENG-23-04

Budget:	\$2,700,000
Project Type:	Growth
Priority:	B

Project Description:

This project coincides with deep utility projects along Bow Valley Trail and into Teepee Town. Scope of work includes:

- Stormwater management infrastructure from William Street to Hospital Place, including the area at 2nd Avenue and Hospital Place which has historically experienced significant stormwater management difficulties. At that intersection, grades will be raised and the area will see construction of infiltration facilities in accordance with the Teepee Town Stormwater Management Plan, ISL, 2022.
- Construction of separate walking and bicycle pathways between William Street and the CPR pedestrian crossing just north of Hospital Place. Work includes partial sidewalk connection into Teepee Town along Hospital Place and 2nd Avenue. (See map attached). The bicycle path will be continued north of the CPR crossing if budget permits and extend as far as 17th Street.
- Reconstruction of the intersections of Hospital Place and 2nd Avenue, partial reconstruction of the intersection of Hospital Place and Bow Valley Trail, and partial reconstruction the intersection at Hospital place and 1st Ave.
- Streetlighting and landscaping.

END.

Budget Funding:

	2023	2024	2025	2026	2027	2028	Total
Asset Rehab - Replacement	\$460,000	0	0	0	0	0	\$460,000
CCBF	\$500,000	0	0	0	0	0	\$500,000
Federal Grants	\$530,000	0	0	0	0	0	\$530,000
MSI Capital	\$1,000,000	0	0	0	0	0	\$1,000,000
Offsite Levy Reserve	\$210,000	0	0	0	0	0	\$210,000
Total	\$2,700,000	0	0	0	0	0	\$2,700,000

Operating Budget Impact:

The project introduces new stormwater management facilities, and additional bicycle path and sidewalk. Additional sidewalk and pathway clearing is accounted for in the operating budget. If changes to parks operating costs are material, they will be incorporated into the 2026 budget to coincide with final acceptance of the infrastructure.

END.



BVT and Teepee Town Street and Drainage Improvements - Original

Project Summary

Project Number

7297

Project Rationale:

Combining this work with deep utility work allows for efficiencies in construction in that the surface will already be disturbed to dig utility trenches.

Stormwater management is an important upgrade needed for this section of Bow Valley Trail and low point of Teepee Town. Improvements will help limit (but not eliminate) future ponding. Raising the roadway at Hospital Place and 2nd Avenue will enable access to the hospital to remain dry in the vast majority of storm events.

Sidewalks and bicycle pathways are absent on this side of Bow Valley Trail and in Teepee Town. These areas are in close proximity to the Town Centre and other major trip generators. The planned sidewalk and bicycle paths are identified as recommended improvements in the Integrated Transportation Plan, and are considered priority investments in support of the 2030 mode shift goals.

END.

Options Considered:

Options for bicycle paths and sidewalk configurations were considered in the Bow Valley Trail Concept Design: Active Transport Facilities, Crossing, and Intersection Concept Report, Mobycon, 2022, and the Teepee Town Low Traffic Neighbourhood Network Study, Mobycon, 2021.

Options for intersection improvements, bicycle paths and sidewalk configurations are informed by active network connectivity, accessibility, and safety considerations.

Options for stormwater management facilities were considered as part of the Teepee Town Stormwater Management Plan, ISL, 2022.

END



BVT and Teepee Town Street and Drainage Improvements - Revised 2023

Project Summary

Project Number

7297

Budget Year:	2023
Department:	Engineering
Questica Reference:	ENG-23-04

Budget:	\$3,900,000
Project Type:	Growth
Priority:	B

Project Description:

This project coincides with deep utility projects along Bow Valley Trail and into Teepee Town. Scope of work includes:

- Stormwater management infrastructure from William Street to Hospital Place, including the area at 2nd Avenue and Hospital Place which has historically experienced significant stormwater management difficulties. At that intersection, grades will be raised and the area will see construction of infiltration facilities in accordance with the Teepee Town Stormwater Management Plan, ISL, 2022.
- Construction of separate walking and bicycle pathways between William Street and the CPR pedestrian crossing just north of Hospital Place. Work includes partial sidewalk connection into Teepee Town along Hospital Place and 2nd Avenue. (See map attached). The bicycle path will be continued north of the CPR crossing if budget permits and extend as far as 17th Street.
- Reconstruction of the intersections of Hospital Place and 2nd Avenue, partial reconstruction of the intersection of Hospital Place and Bow Valley Trail, and partial reconstruction the intersection at Hospital place and 1st Ave.
- Streetlighting and landscaping.

END.

Budget Funding:

	2023	2024	2025	2026	2027	2028	Total
Asset Rehab - Replacement	\$460,000	0	0	0	0	0	\$460,000
CCBF	\$835,000	0	0	0	0	0	\$835,000
Federal Grants	\$530,000	0	0	0	0	0	\$530,000
MSI Capital	\$1,575,000	0	0	0	0	0	\$1,575,000
Offsite Levy Reserve	\$500,000	0	0	0	0	0	\$500,000
Total	\$3,900,000	0	0	0	0	0	\$3,900,000

Operating Budget Impact:

The project introduces new stormwater management facilities, and additional bicycle path and sidewalk. Additional sidewalk and pathway clearing is accounted for in the operating budget. If changes to parks operating costs are material, they will be incorporated into the 2026 budget to coincide with final acceptance of the infrastructure.

END.



BVT and Teepee Town Street and Drainage Improvements - Revised 2023

Project Summary

Project Number

7297

Project Rationale:

Combining this work with deep utility work allows for efficiencies in construction in that the surface will already be disturbed to dig utility trenches.

Stormwater management is an important upgrade needed for this section of Bow Valley Trail and low point of Teepee Town. Improvements will help limit (but not eliminate) future ponding. Raising the roadway at Hospital Place and 2nd Avenue will enable access to the hospital to remain dry in the vast majority of storm events.

Sidewalks and bicycle pathways are absent on this side of Bow Valley Trail and in Teepee Town. These areas are in close proximity to the Town Centre and other major trip generators. The planned sidewalk and bicycle paths are identified as recommended improvements in the Integrated Transportation Plan, and are considered priority investments in support of the 2030 mode shift goals.

END.

Options Considered:

Options for bicycle paths and sidewalk configurations were considered in the Bow Valley Trail Concept Design: Active Transport Facilities, Crossing, and Intersection Concept Report, Mobycon, 2022, and the Teepee Town Low Traffic Neighbourhood Network Study, Mobycon, 2021.

Options for intersection improvements, bicycle paths and sidewalk configurations are informed by active network connectivity, accessibility, and safety considerations.

Options for stormwater management facilities were considered as part of the Teepee Town Stormwater Management Plan, ISL, 2022.

END



BVT and Teepee Town Street and Drainage Improvements - Current

Project Summary

Project Number

7297

Budget Year:	2023
Department:	Engineering
Questica Reference:	ENG-23-04

Budget:	\$3,900,000
Project Type:	Growth
Priority:	B

Project Description:

This project coincides with deep utility projects along Bow Valley Trail and into Teepee Town. Scope of work includes:

- Stormwater management infrastructure from William Street to Hospital Place, including the area at 2nd Avenue and Hospital Place which has historically experienced significant stormwater management difficulties. At that intersection, grades will be raised and the area will see construction of infiltration facilities in accordance with the Teepee Town Stormwater Management Plan, ISL, 2022.
- Construction of separate walking and bicycle pathways between William Street and the CPR pedestrian crossing just north of Hospital Place. Work includes partial sidewalk connection into Teepee Town along Hospital Place and 2nd Avenue. (See map attached). The bicycle path will be continued north of the CPR crossing if budget permits and extend as far as 17th Street.
- Reconstruction of the intersections of Hospital Place and 2nd Avenue, partial reconstruction of the intersection of Hospital Place and Bow Valley Trail, and partial reconstruction the intersection at Hospital place and 1st Ave.
- Streetlighting and landscaping.

END.

Budget Funding:

	2023	2024	2025	2026	2027	2028	Total
Asset Rehab - Replacement	\$460,000	0	0	0	0	0	\$460,000
CCBF	\$835,000	(\$771,000)	0	0	0	0	\$64,000
Federal Grants	\$530,000	\$771,000	0	0	0	0	\$1,301,000
MSI Capital	\$1,575,000	0	0	0	0	0	\$1,575,000
Offsite Levy Reserve	\$500,000	0	0	0	0	0	\$500,000
Total	\$3,900,000	0	0	0	0	0	\$3,900,000

Operating Budget Impact:

The project introduces new stormwater management facilities, and additional bicycle path and sidewalk. Additional sidewalk and pathway clearing is accounted for in the operating budget. If changes to parks operating costs are material, they will be incorporated into the 2026 budget to coincide with final acceptance of the infrastructure.

END.



BVT and Teepee Town Street and Drainage Improvements - Current

Project Summary

Project Number

7297

Project Rationale:

Combining this work with deep utility work allows for efficiencies in construction in that the surface will already be disturbed to dig utility trenches.

Stormwater management is an important upgrade needed for this section of Bow Valley Trail and low point of Teepee Town. Improvements will help limit (but not eliminate) future ponding. Raising the roadway at Hospital Place and 2nd Avenue will enable access to the hospital to remain dry in the vast majority of storm events.

Sidewalks and bicycle pathways are absent on this side of Bow Valley Trail and in Teepee Town. These areas are in close proximity to the Town Centre and other major trip generators. The planned sidewalk and bicycle paths are identified as recommended improvements in the Integrated Transportation Plan, and are considered priority investments in support of the 2030 mode shift goals.

END.

Options Considered:

Options for bicycle paths and sidewalk configurations were considered in the Bow Valley Trail Concept Design: Active Transport Facilities, Crossing, and Intersection Concept Report, Mobycon, 2022, and the Teepee Town Low Traffic Neighbourhood Network Study, Mobycon, 2021.

Options for intersection improvements, bicycle paths and sidewalk configurations are informed by active network connectivity, accessibility, and safety considerations.

Options for stormwater management facilities were considered as part of the Teepee Town Stormwater Management Plan, ISL, 2022.

END



BVT and Teepee Town Street and Drainage Improvements - Revised 2024

Project Summary

Project Number

7297

Budget Year:	2023
Department:	Engineering
Questica Reference:	ENG-23-04

Budget:	\$4,150,000
Project Type:	Growth
Priority:	B

Project Description:

This project coincides with deep utility projects along Bow Valley Trail and into Teepee Town. Scope of work includes:

- Stormwater management infrastructure from William Street to Hospital Place, including the area at 2nd Avenue and Hospital Place which has historically experienced significant stormwater management difficulties. At that intersection, grades will be raised and the area will see construction of infiltration facilities in accordance with the Teepee Town Stormwater Management Plan, ISL, 2022.
- Construction of separate walking and bicycle pathways between William Street and the CPR pedestrian crossing just north of Hospital Place. Work includes partial sidewalk connection into Teepee Town along Hospital Place and 2nd Avenue as well as multi-use-pathway connection along Hospital Place to Mountain Ave and a future connection to the Palliser highway crossing. (See map attached). Walking and bicycle crossings will be continuous and raised at all side streets. A total of 13 crossings will see improvements.
- Construction of 2 new bus stops servicing the seasonal Grassi Lakes route.
- Reconstruction of the intersections of Hospital Place and 2nd Avenue, partial reconstruction of the intersection of Hospital Place and Bow Valley Trail, and full reconstruction the intersection at Hospital place and 1st Ave.
- Streetlighting and landscaping.

END.

Budget Funding:

	2023	2024	2025	2026	2027	2028	Total
Asset Rehab - Replacement	\$460,000	0	0	0	0	0	\$460,000
CCBF	\$835,000	(\$771,000)	0	0	0	0	\$64,000
Federal Grants	\$530,000	\$1,021,000	0	0	0	0	\$1,551,000
MSI Capital	\$1,575,000	0	0	0	0	0	\$1,575,000
Offsite Levy Reserve	\$500,000	0	0	0	0	0	\$500,000
Total	\$3,900,000	\$250,000	0	0	0	0	\$4,150,000

Operating Budget Impact:

The project introduces new stormwater management facilities, and additional bicycle path and sidewalk. Additional sidewalk and pathway clearing is accounted for in the operating budget. If changes to parks operating costs are material, they will be incorporated into the 2026 budget to coincide with final acceptance of the infrastructure.

END.



BVT and Teepee Town Street and Drainage Improvements - Revised 2024

Project Summary

Project Number

7297

Project Rationale:

Combining this work with deep utility work allows for efficiencies in construction in that the surface will already be disturbed to dig utility trenches.

Stormwater management is an important upgrade needed for this section of Bow Valley Trail and low point of Teepee Town. Improvements will help limit (but not eliminate) future ponding. Raising the roadway at Hospital Place and 2nd Avenue will enable access to the hospital to remain dry in the vast majority of storm events.

Sidewalks and bicycle pathways are absent on this side of Bow Valley Trail and in Teepee Town. These areas are in close proximity to the Town Centre and other major trip generators. The planned sidewalk and bicycle paths are identified as recommended improvements in the Integrated Transportation Plan, and are considered priority investments in support of the 2030 mode shift goals.

END.

Options Considered:

Options for bicycle paths and sidewalk configurations were considered in the Bow Valley Trail Concept Design: Active Transport Facilities, Crossing, and Intersection Concept Report, Mobycon, 2022, and the Teepee Town Low Traffic Neighbourhood Network Study, Mobycon, 2021.

Options for intersection improvements, bicycle paths and sidewalk configurations are informed by active network connectivity, accessibility, and safety considerations.

Options for stormwater management facilities were considered as part of the Teepee Town Stormwater Management Plan, ISL, 2022.

END



Request for Decision

DATE OF MEETING: May 7, 2024 **Agenda #: H 4**

TO: Council

SUBJECT: Paid Parking Peak Season Weekday Rate Reduction

SUBMITTED BY: Wade Graham

RECOMMENDATION: That Council direct administration to implement a \$4/hour parking rate on Fridays, Saturdays, Sundays, and long weekends and maintain a \$3/hour rate during all other times in the downtown during peak season.

EXECUTIVE SUMMARY

During the fall 2023 Finance Committee deliberations, Council directed administration to increase rates to \$4/hour during peak season. As per the Town’s Procedural Bylaw, six months has passed for reconsideration of this policy.

Currently, parking rates are set at \$4/hour for peak season (May 15 to October 15) as well as weekends and holidays mid-October through mid-May. If approved, this motion would limit the \$4/hour rate to weekends and holidays all year round and reduce the hourly parking rate to \$3/hour on weekdays during peak season.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

October 2023 Paid Parking Revenue Allocation Model (PPRAM) Proposal – Attachment 1

Procedural Bylaw section 54: Any motion substantially the same as a motion voted on in the previous six months, with the exception of a motion to reconsider, is out of order.

DISCUSSION

Administration provided a report to Council that wanted to see utilization of downtown parking not to exceed 80-85% for peak season. This 85% utilization rate is a signal that pricing for parking can be increased due to increased demand. Weekdays from May 2023 to August 2023 and September 2022 saw a utilization range from 59% to 75% and an average of 68% during those months with existing data as presented to council.

Looking more closely at the data, weekend utilization rates ranged from 79 to 90% and averaged 82% during peak season.

While the weekend utilization rate does break the threshold on a monthly basis to trigger a price increase, the weekday utilization does not. Therefore, the proposed rate increase on weekdays during peak season is premature and not justified at this moment.

ANALYSIS OF ALTERNATIVES

N/A

FINANCIAL IMPACTS

The Paid Parking Budget Amendments Report (attachment 1 p. 2) outlines that with this fee increase, revenues will increase by approximately 24% or \$400,000 for 2024. Approving a fee reduction, depending on when it can be implemented, could decrease forecasted transfers to reserves if revenues should fall. However, maintaining the \$4/hr weekday peak season rate could still result in a decline in revenues due to further reducing parking utilization. It is also possible that shifting to a \$3/hr weekday rate will see revenues rise given that there is still room to hit the 85% parking utilization threshold.

\$1,000 has been spent to implement the change in rates to \$4/hour in peak season. If approved, this change will also cost approximately \$1,000 and will take time to implement, so the original approval of \$4/hour for the entire peak season will still take effect on May 15.

STAKEHOLDER ENGAGEMENT

Over the past few months, I have consulted with the Economic Development department, the General Managers of Corporate and Municipal Services, and the Business Improvement Area executive director.

ATTACHMENTS

- 1) October 2023 PPRAM

AUTHORIZATION

Submitted by: Wade Graham
Councillor

Date: April 15, 2024



Request for Decision

DATE OF MEETING: November 9, 2023 **Agenda #** D-1

TO: Finance Committee

SUBJECT: 2024 Proposed Paid Parking Budget Amendments

SUBMITTED BY: Caitlin Miller, Manager of Protective Services
Andy Esarte, Manager of Engineering
Palki Biswas, Manager of Finance

RECOMMENDATION: That the Finance Committee recommend to Council the following parking management changes and associated total revenue increase of **\$625,000** to the 2024 Paid Parking Operating Budget due to the following:

- Increase of parking fees in the Town Centre by \$1.00 per hour during periods of peak season (high utilization), beginning May 15, 2024, thereby increasing revenues by approximately \$400,000 for the year;
- Increase of parking fees at Quarry Lake by \$5.00 per hour for peak season only, beginning May 15, 2024, thereby increasing revenues by approximately \$155,000 for the year; and
- Expansion of Town Centre zone (including increase of parking fees) to include Riverside Park, and the Boat Launch opposite to the Bow River Bridge, beginning January 1, 2024, bringing in additional revenues of approximately \$70,000 for the year.

EXECUTIVE SUMMARY

Paid parking and regulation are working to address parking challenges and congestion in the Town Centre while generating revenue to offset operational costs and fund priority programs, services, and infrastructure. Administration is recommending changes in 2024 to address operational efficiencies, manage parking utilization, and new areas that will benefit from parking management.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

At the October 3, 2023, regular meeting of Council, administration presented several recommended changes along with a Decision-Making Framework for how changes to the paid parking program would be made (report included as an attachment).

DISCUSSION

Fee Increases in Town Centre Zone

For the Town Centre Zone, a **\$1/hour** fee increase is recommended for peak season starting from May 15 to October 15, 2024, as well as weekends and holidays mid-October through mid-May. These timeframes reflected high utilization in 2023, approaching or above 80%, with strong year-over-year growth. Based on this recommendation, the parking fees proposed for the Town Centre Zone will be as follows:

- Jan 1 to May 14, 2024: \$2/hour
- May 15 to Oct 15, 2024: \$4/hour (*fee increase of \$1/hour*)
- Oct 16 to Dec 31, 2024 (weekdays): \$2/hour
- Oct 16 to Dec 31, 2024 (weekends and holidays): \$3/hour (*fee increase of \$1/hour*)

Raising parking fees as utilization reaches targets supports mode-shift by reducing subsidies for driving, while transit, walking and cycling is incentivized through new infrastructure, and expanded service. Congestion due to hunting for parking is avoided. Achieving mode-shift targets is essential to ensuring parking availability, and vehicular network capacity, as well as supporting social, economic, and environmental goals of the community. With approximately 95% of revenue from visitors, proposed price changes target peak-time travel and helps manage and mitigate impacts of visitation on the community.

It is estimated that with this fee increase, revenues will increase by approximately 24% or **\$400,000** for 2024. This is based on projected 2023 Town Centre paid parking revenues and assumes similar usage.

Fee Increases in Quarry Lake Zone

At the Quarry Lake location, it is recommended to raise fees from \$5/hour to \$10/hour, with a 2-hour minimum or \$20 minimum per visit, during peak season only starting from May 15 to October 15, 2024. The off-peak season fees are to remain the same. Canmore residents who register for a Resident Parking Permit can still use their three hours of free parking per day at either Quarry Lake or in other paid parking zones. This change is in support of the startup of the new seasonal ROAM Transit route and is intended to address peak season utilization which exceeded 100% regularly in 2023. Based on this recommendation, the parking fees proposed for the Quarry Lake Zone will be as follows:

- Jan 1 to May 14, 2024: \$2.50/hour
- May 15 to Oct 15, 2024: \$10/hour with a 2-hour minimum (*\$5 per hour fee increase*)
- Oct 16 to Dec 31, 2024 (weekdays): \$2.50/hour

It is estimated that with this increase, revenues will increase by approximately 60% or **\$155,000** for 2024. With the addition of a transit route that will serve Quarry Lake and Grassi Lakes and based on 2023 projected paid Quarry Lake parking revenues, administration is assuming a drop of 15% in utilization, should the fee increase be implemented at the Quarry Lake location.

2024 Operating Expenses

Administration is proposing that the 2024 paid parking expenses be increased from \$387,280 to \$451,090 in the 2024 operating budget, which is included in the proposed budget amendments to Finance Committee. After a full year of operation, administration better understands the actual costs to run the paid parking program. The increase in paid parking operating expenses includes:

- \$43,000 for additional contracted services costs to allow for flexibility to make minor program and software changes during the year as outlined in the Decision-Making Framework portion of the attached Council Briefing and small operational changes to things like permit renewals, parking session length options, and small changes to zones.
- \$30,000 to accurately address bank service fees and program materials to reflect actual costs incurred with increased transactions over baseline assumptions.

2024 Capital Expenses

A new capital project in the amount of \$140,000 funded from the Integrated Transportation Management Reserve (Paid Parking) is proposed as part of the 2024 budget amendment process in support of the above implementation. This project was considered and approved by Finance Committee during the November 2 meeting.

New Operational Areas

Parking management is an effective tool for management of parking issues in any area experiencing parking problems or congestion. In Canmore, these areas typically include commercial and mixed-use commercial areas, industrial areas where interfacing with residential streets, trailhead areas and surrounding neighbourhoods, and major destinations like Quarry Lake.

To date, parking management strategies have included regulation and paid parking has been used at Quarry Lake, and surrounding neighbourhoods, and the Town Centre and surrounding neighbourhoods. Residential parking zones, where parking is restricted to residents and businesses of the community that have resident parking passes, as well as visitors of residents in those zones, are used exclusively to manage spillover from paid parking zones. Residential parking zones have been limited to areas identified as having regular operational issues due to paid parking. The reason for the limitation is the cost of administering resident parking zones, as well as considering benefits for residents versus the impact on residents and their visitors of living in a residential parking zone.

For 2024, it is recommended that paid parking is extended to Riverside Park, and the boat launch and adjacent roadway opposite the Bow River Bridge. These areas were anticipated at the outset of the program to be incorporated as extensions of the Town Centre zone. Parking demand in Riverside Park has historically been relatively high, and with visitation to the Engine Bridge increasing, demand has grown. The boat launch area has limited parking and spillover onto the Bow Bridge Corridor and into adjacent residential areas is occurring.

Fees for this area are recommended to be applied at Town Centre rates, and adjusted as Town Centre rates are adjusted with no impact to the operating expenses. Based on the 2023 projected Town Centre paid parking revenues, consistent usage, and the number of parking stalls, an analysis was conducted to forecast the 2024 revenues that will be received, should an expansion of Town Centre zone (including increase of parking fees) to include Riverside Park, and the Boat Launch opposite to the Bow River Bridge, beginning January 1, 2024, be approved. Based on this recommendation, the parking fees proposed for the new areas will be the same as Town Centre Zone as shown below:

- Jan 1 to May 14, 2024: \$2/hour
- May 15 to Oct 15, 2024: \$4/hour (*fee increase of \$1/hour*)

- Oct 16 to Dec 31, 2024 (weekdays): \$2/hour
- Oct 16 to Dec 31, 2024 (weekends and holidays): \$3/hour *(fee increase of \$1/hour)*

It is estimated that with this new fee, additional revenues of **\$70,000** have been assumed for 2024, based on a projected range of revenue between \$60,000 to \$100,000 of revenue can be expected.

Consideration will be given to expand to additional destinations, mixed use, and industrial areas, and associated residential zones, as the program continues to mature, with parking management consistently applied throughout the community as a medium-term goal.

ANALYSIS OF ALTERNATIVES

A \$2/hour rate increase in the Town Centre was also considered (revenue increase of approximately 45% or \$780,000). At this time, based on utilization rates, growth, and affordability this is not recommended. Should utilization remain high, or continue to grow, a larger increase in the Town Centre zone may be considered in a future year.

Council could approve one or two of the proposed changes (instead of all three) and decrease the revenue increase by the amount of the items not included.

FINANCIAL IMPACTS

As outlined in the report above.

STAKEHOLDER ENGAGEMENT

None.

ATTACHMENTS

- 1) Briefing Integrated Parking Management Plan Update – October 3, 2023, Council Meeting.

AUTHORIZATION

Submitted by:	Caitlin Miller Manager of Protective Services	Date: <u>October 30, 2023</u>
Submitted by:	Palki Biswas Manager of Finance	Date: <u>November 3, 2023</u>
Submitted by:	Andy Esarte Manager of Engineering	Date: <u>November 3, 2023</u>
Approved by:	Scott McKay General Manager of Municipal Services	Date: <u>November 3, 2023</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>November 6, 2023</u>



Briefing

DATE OF MEETING: October 3, 2023 **Agenda #:** I-1

To: Council

SUBJECT: Integrated Parking Management Plan Update

SUBMITTED BY: Caitlin Miller, Manager of Protective Services
Andy Esarte, Manager of Engineering
Palki Biswas, Manager of Finance

PURPOSE: To provide Council with a comprehensive review of the first year of the paid parking program in the Town Centre and provide clarity on how program changes will be considered and made.

EXECUTIVE SUMMARY

The Integrated Parking Management Plan makes several recommendations for strategies to ease parking congestion and demand during peak times in the Town Centre. A Paid Parking program is one of the tools recommended by the Integrated Parking Management Plan and has now been in place in the Town Centre for over one year and at Quarry Lake for two years. This report provides a comprehensive review of the first year of operation in the Town Centre and provides clarity on how program changes are considered and made.

BACKGROUND/HISTORY

The 2018 Integrated Parking Management Plan (IPMP) was approved by Council for planning purposes at the June 19, 2018 regular meeting of Council. The IPMP outlined strategies for meeting Council's goals of managing traffic congestion and parking in the Town Centre and broader community. These strategies informed a Council priority to evaluate paid parking as a tool to manage traffic congestion and fund fare-free transit.

At the May 2, 2023 Council meeting, the Downtown Canmore BIA delegation made recommendations for changes to the paid parking program for Council to consider. At the June 6, 2023 meeting, Council referred these requests to administration to consider and bring forward any recommendations from these requests in the comprehensive review of one year of operation of paid parking in Town Centre. Administration has analyzed these requests alongside data and feedback collected over the first full year of the paid parking program. As paid parking is one tool outlined in the Integrated Parking Management Plan, it is helpful to keep the goals of the plan top of mind when considering feedback, data, and recommendations for improvement.

DISCUSSION

The IPMP outlines how regulating and pricing parking can improve the management of parking stock, improve customer experience, and reduce congestion in the Town Centre:

- ensures prime parking is used for the highest value uses;
- ensures parking is available most times on each block face and in each parking lot;
- allows visitors and residents to experience the Town Centre;
- reduces up to 30% of vehicle congestion by significantly reducing time spent hunting for spots;
- funds transportation initiatives like fare-free transit;
- funds Town Centre enhancements;
- can be implemented with better information signage for drivers; and
- can be implemented with technologies to improve the efficiency of enforcement, ticket payment, and data collection.

The goals and measures for the implementation of paid parking and regulation include:

- increased parking availability and reduced congestion - achieve utilization of 85% or less of parking spaces in all areas of the Town Centre during typical peak times;
- system ease of use – easy payment with a range of options, online payment of fines, license plate-based enforcement; and
- effective communications and engagement – communications plan with appropriate stakeholder communications.

Occupancy of parking spaces was measured in 2016 and again in 2019. This data was used to inform where and when pricing and time regulations would help to meet the goals of the IPMP. Occupancies were generally under 85% in the Town Centre as a whole, however, varied significantly from area to area and exceeded 85% during peak times. This suggested pricing and time regulation in Canmore's highest-demand areas would be a very effective tool to move demand to lower occupancy areas, encourage turnover, and reduce demand in core parking areas during peak times.

Paid Parking – One Year Review

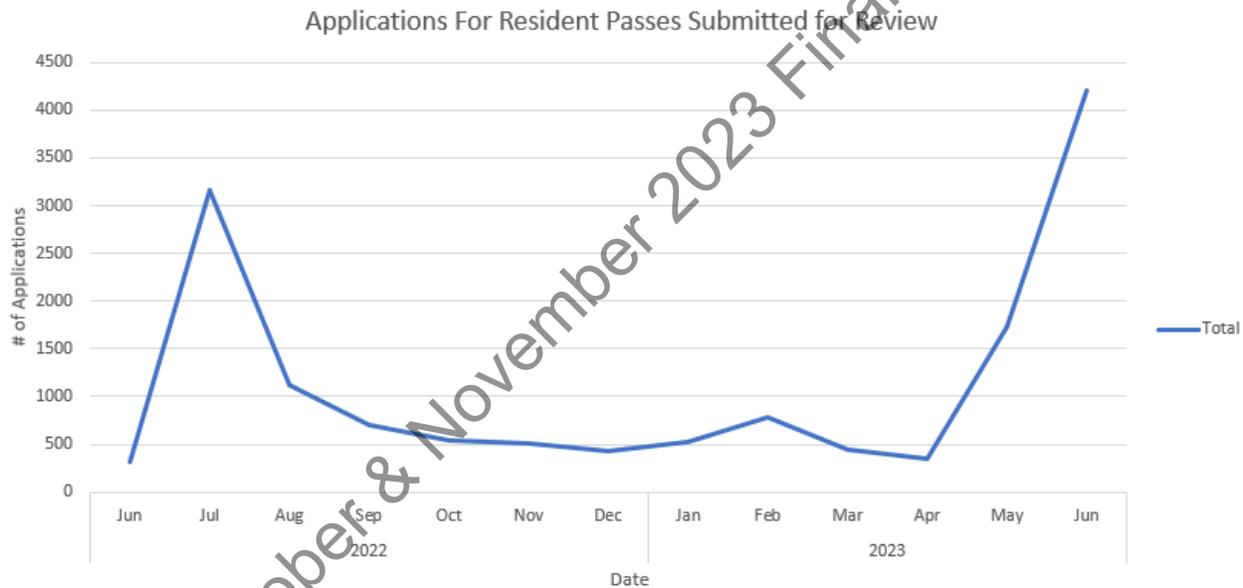
Resident Parking Permits

Starting in June 2022, residents and businesses were able to apply for a resident parking permit that would allow them to park for three free hours in any paid parking zone (Town Centre or Quarry Lake) and in residential parking zones. It was decided that resident parking zones would be open to anyone in Canmore with a resident parking permit so that residents living in those zones could have businesses and visitors attend and park in front of their homes with convenience. Homeowners are able to register out of town visitors and businesses with visitor passes in RPP zones. While there was concern that there would be a lot of spillover from residents parking in the resident zones around the Town Centre or Quarry Lake to avoid paying for parking, these concerns have not come to fruition other than a few occurrences. These occurrences were limited to notable vehicles being parked in resident parking zones in lieu of the designated no-payment areas or, in the case of Peaks of Grassi, are limited to hot days where parking at Quarry Lake is over capacity.

There are 8,105 residents who have approved parking permits on their vehicles and 13,775 vehicles registered. 57% of permit holders have one vehicle associated with their account, 28% have two vehicles, 8% have three vehicles, 5% have four vehicles, and 3% have five vehicles. There are 267 businesses that have approved parking permits and 1,059 vehicles registered. 78% of business users have one to four vehicles associated with their account, 13% have between five and nine vehicles, 5% have between 10-14 vehicles, and 4% have over 15 vehicles associated with their accounts.

Resident Permits						
Number of Users	Number of License Plates	1 Vehicle	2 Vehicles	3 Vehicles	4 Vehicles	5 Vehicles
8,105	13,775	4,616	2,246	673	367	203
Business Permits						
Number of Users	Number of License Plates	1-4 Vehicles	5-9 Vehicles	10-14 Vehicles	15+ Vehicles	
267	1,059	207	36	13	11	

Most initial permits were approved in June and July of 2022 but permit applications intake remained steady until increasing again in May and June of 2023, when emails to remind users to renew their permits were sent out.



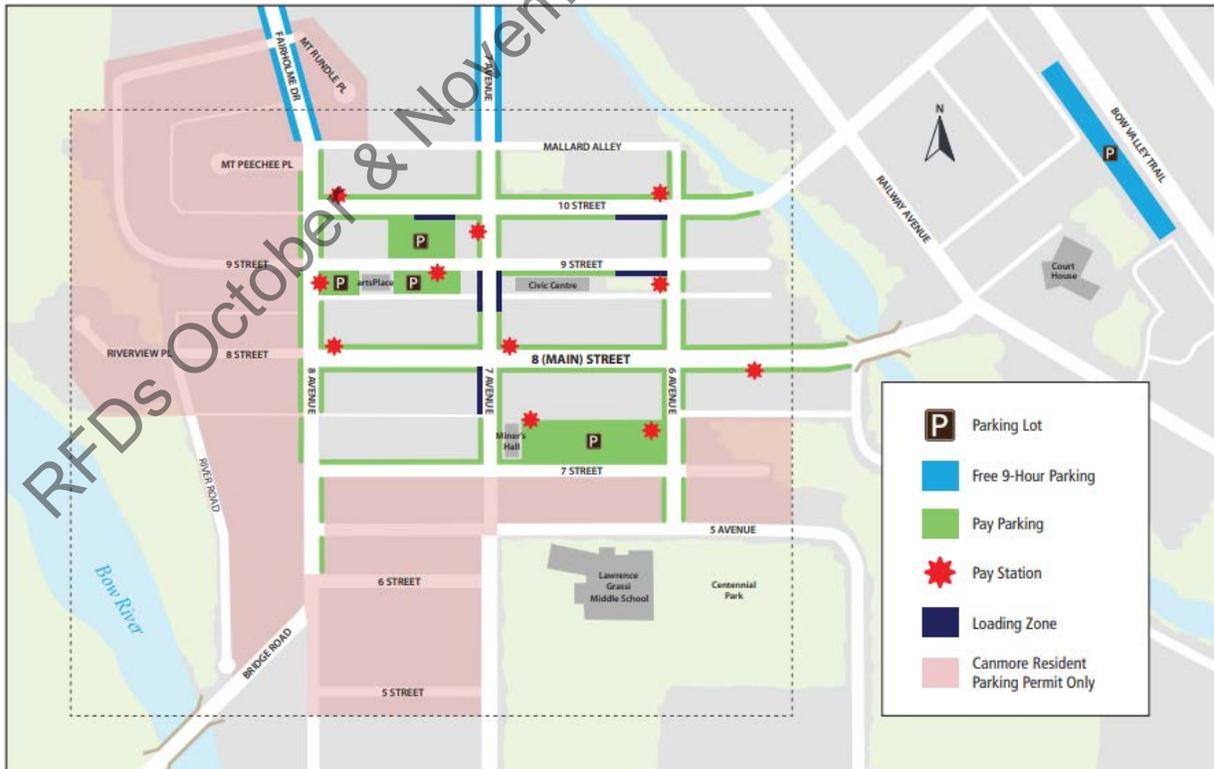
Monthly Permits

Monthly permits for Canmore residents launched on November 1, 2022 and there have been 181 permits purchased. These permits are valid as an add-on option to those who already have a Canmore Resident Parking Permit. The monthly parking pass allows for all-day parking in the four municipal parking lots in Town Centre without activating a parking session. Monthly pass holders parking outside of the lots or at Quarry Lake would still need to activate a parking session to use their three free hours. These permits are available year-round and are priced at \$83/month during the peak season (May 1 to October 31) and \$41.50 during the off-peak season (November 1 to April 30).

On November 1, 2022, Council approved the implementation of a Town Centre Non-resident Employee Monthly Parking Permit. This permit is only available to employees working in the Town Centre during the

off-peak season. This permit will be available starting November 1, 2023 for \$96/month and is available until April 30.

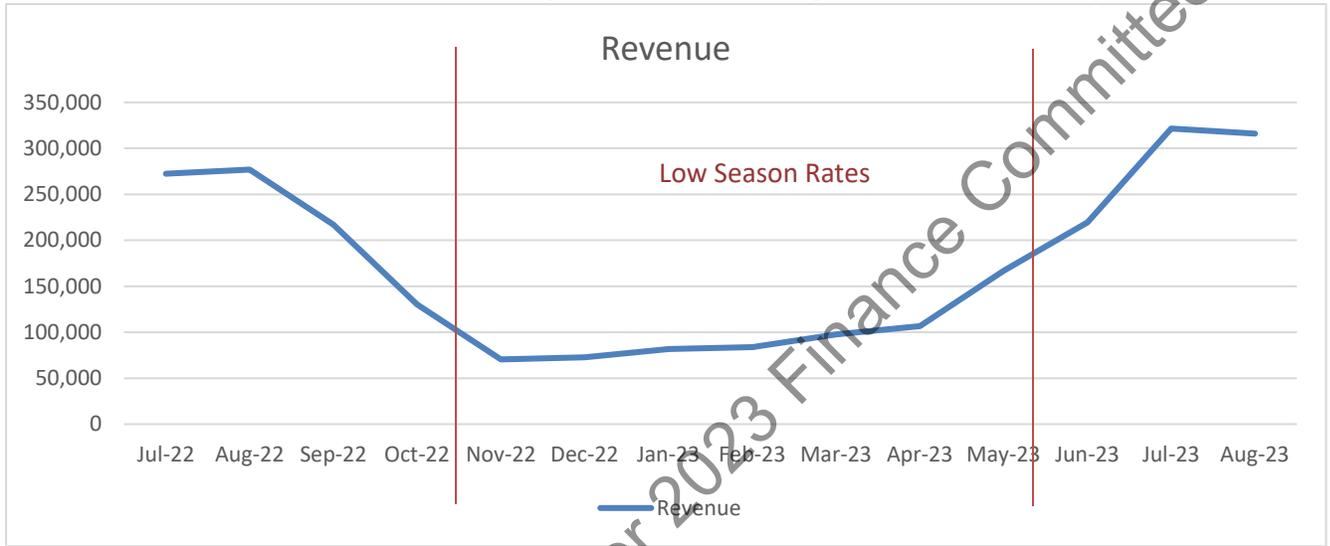
The graph below shows the trend of Monthly Resident Passes sold throughout the first year of operation (November 2022 – June 2023).



Parking Revenue

In Town Centre, paid parking fees were set at \$3 during the peak season (May 15 – October 14) and \$2 during the low season (October 15 – May 14). At Quarry Lake, the fees are set at \$10 for two hours (May 15 – October 14) and \$2.50/hr during the low season (October 15 – May 14). Paid parking revenues exceeded forecasted expectations in 2022 and totaled \$1.14 million. In 2023, the paid parking revenue was forecasted for \$1.14 million and by August had already reached \$1.39 million.

The revenue chart below shows the trend throughout the first year of operation (July 2022 – August 2023).



Of note, while there is a big dip in revenue during the off-season, this is not attributed only to a lower trend in parking utilization but also the decrease in parking fees during those months.

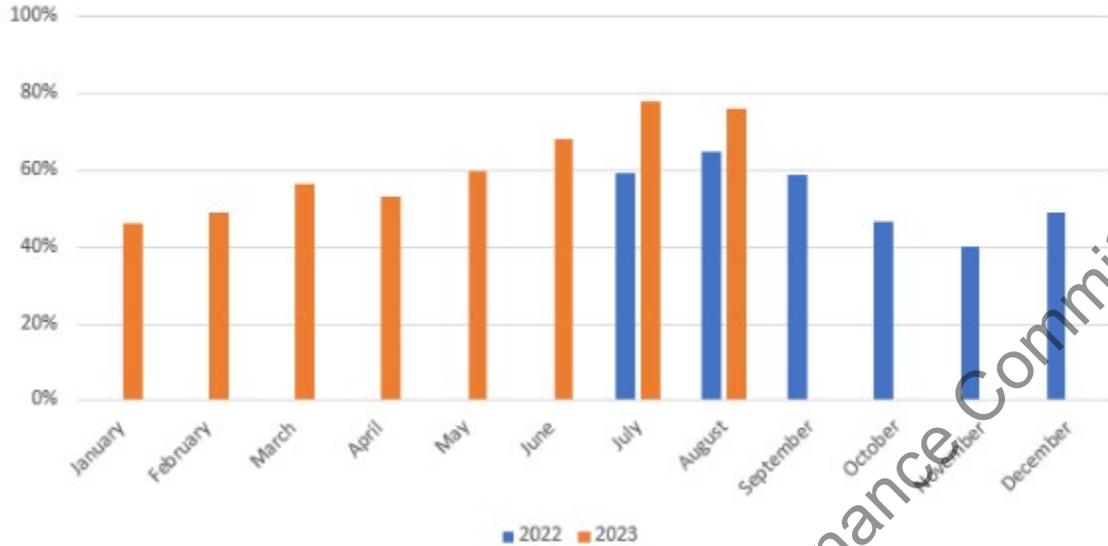
Parking Utilization

One of the goals of pricing parking is to increase the availability of parking and reduce congestion in the Town Centre by achieving a maximum utilization of 80-85% of parking spaces in primary parking areas of the Town Centre during typical peak times. At this level of utilization, some areas will be full, and it can be challenging to find parking, resulting in congestion due to hunting.

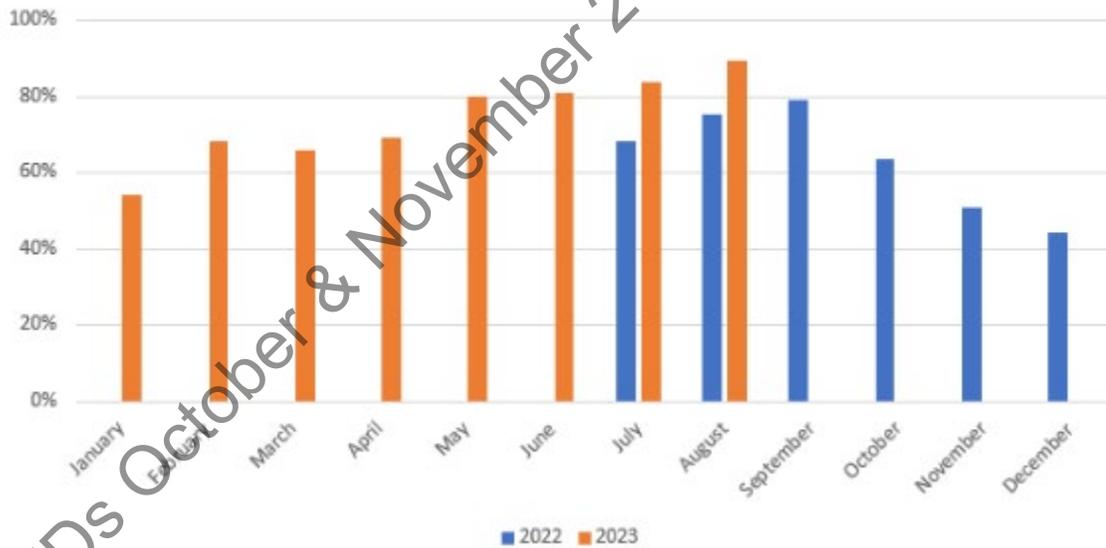
Our parking management system provides transaction outputs that can be used to calculate occupancy. These outputs have been calibrated against physical counts of all parking areas that were taken over three days in August. The results of the analysis are illustrated in the graphs below, and represent the average occupancies for each month during peak periods.

Based on this analysis, weekday utilization ranges from 40% in November, 2023, to nearly 80% summer, 2024. Weekday utilization increases consistently throughout the 2023 calendar year of operation after the November lull, with periods of peak weekday utilization in March and May, that could coincide with spring breaks and the beginning of peak season. Weekend utilization is consistently higher, particularly in peak season when it is above 80%. The dips in December and January could be attributed to the extreme cold weather and lack of snow that Canmore experienced during the peak winter holiday weeks last winter. Starting in May, weekend utilization is consistently at target utilization, with strong year-over-year growth in parking demand noted where two years of data are available during summer months.

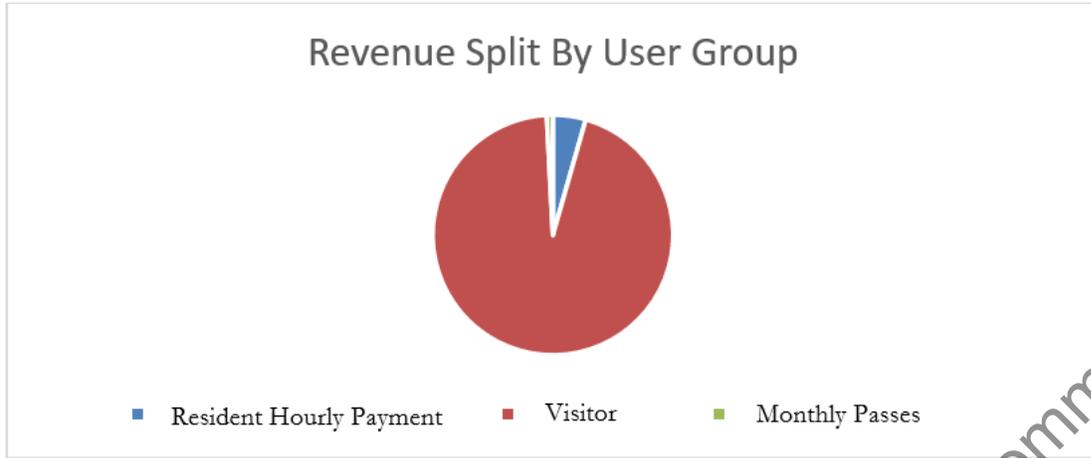
Weekday Utilization By Year



Weekend Utilization By Year

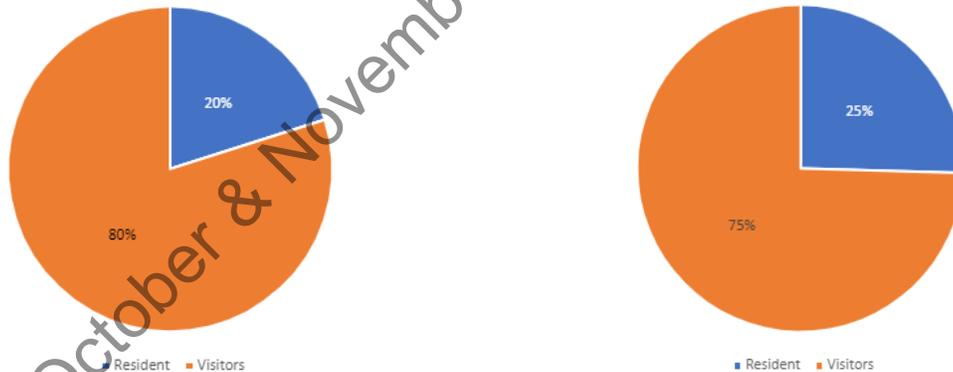


In July and August of 2022, 100,579 transactions were recorded, with 20% of transactions by residents, and 80% of transactions by visitors. Visitors contribute upwards of 95% of revenue, with residents primarily using the three free hours provided for their visits to the Town Centre.



In 2023, the total number of transactions in July and August increased by 23%, to 123,563. Notably, half of the increase in transactions is attributable to residents. Resident transactions for the same period increased by 55% in 2023 to 31,444, while visitor transactions increased 15% to 92,084. As a result, resident transactions in 2023 increased to 25% of total transactions. This growth in share of resident visitation may be attributed to several factors including increased familiarity and comfort with the Blinkay system, increases in passholder numbers, and increased parking availability. While it is positive that residents are taking advantage of the system and represent a growing share of visitation to the Town Centre, this trend will be important to follow. Increased resident use of free parking contributes to congestion and parking pressures.

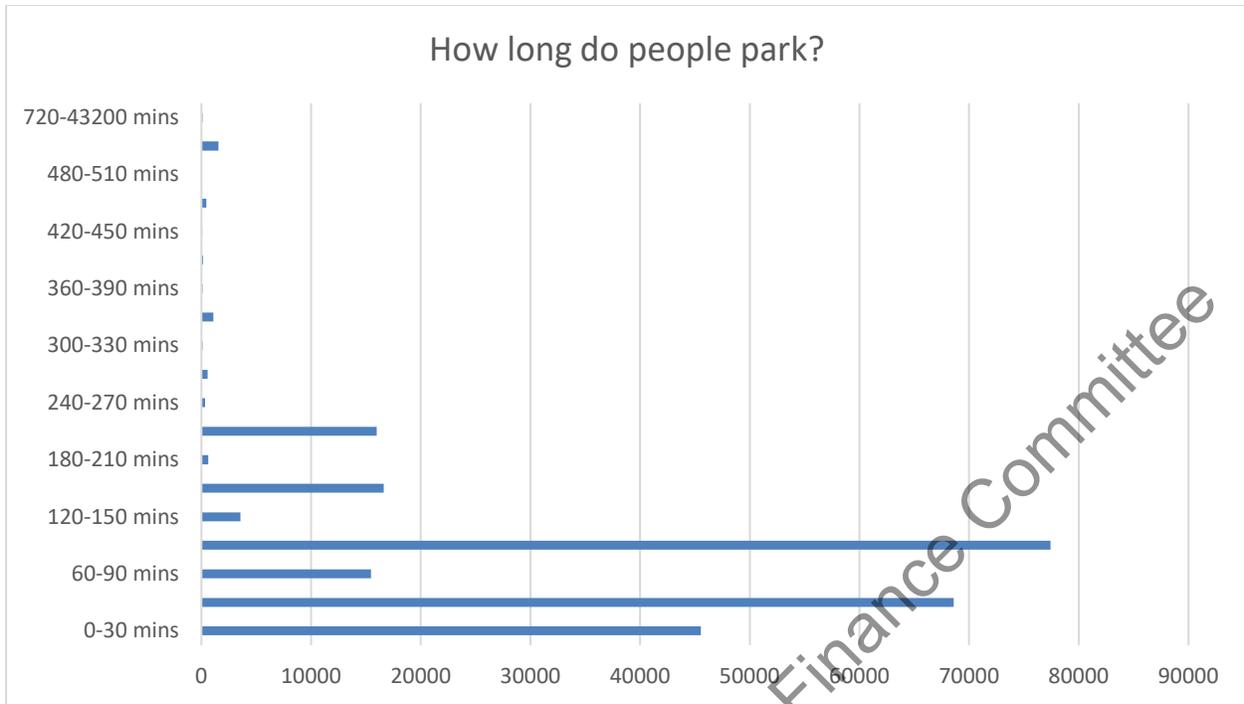
July and August 2022 Resident Versus Visitor Transactions July and August 2023 Resident Versus Visitor Transactions



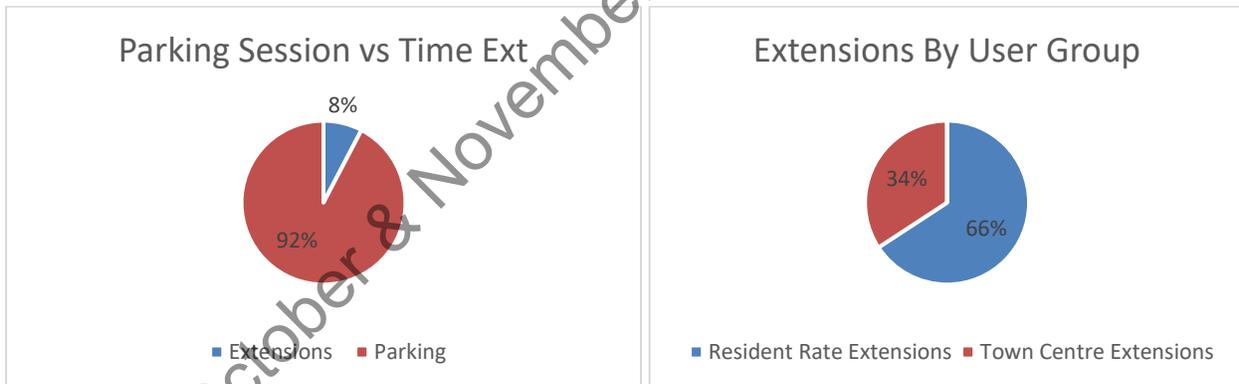
That said, residents tended to utilize parking more during weekdays than on weekends. During weekdays, resident transactions could represent over half of all transactions, while during busier days the number of resident transactions fell and could represent as little as 15% of all transactions.

Parking Duration

Residents tended to utilize shorter parking sessions, often taking multiple shorter trips to the Town Centre, and averaging 88 minutes per session. Visitors tended to stay longer, with average session lengths of 114 minutes.



The Blinky app functionality that allows for a session to be easily extended has been well utilized with 8% of all transactions being time extensions. Residents are twice as likely to use this functionality, a result of residents being far more likely to use the app.



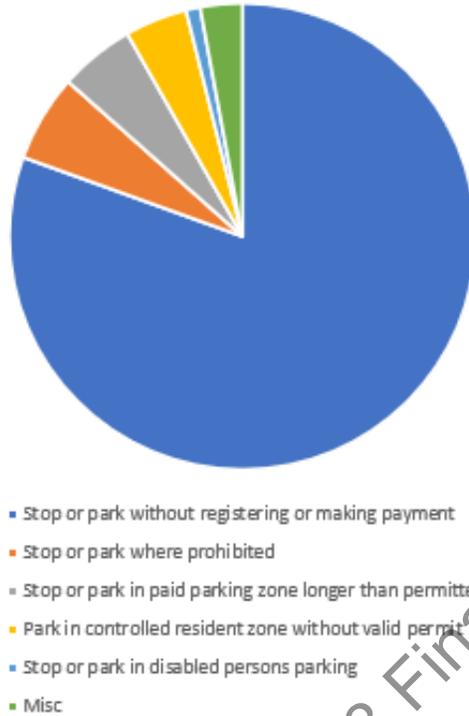
Parking Enforcement

The sections of the Traffic and Road Use Bylaw referring to Paid Parking are mainly enforced by the Municipal Enforcement Officers (or Parking Ambassadors) with occasional help from the Community Peace Officers. Beginning in June 2022, parking enforcement centered around program education in the Town Centre and residential parking permit zones. At the launch of paid parking in the Town Centre, the Municipal Enforcement Officers concentrated on providing customer service and informing residents, businesses, and visitors downtown on how to use the various payment options and how to register their vehicles. They addressed confusion that some residents had that after applying for a permit and having it approved, they still

needed to register their vehicle to use their three free hours. This commitment to customer service continues today as the Municipal Enforcement Officers not only conduct parking enforcement in and around Town Centre, but also act as ambassadors for the Town and the community. They often provide directions to local restaurants and retail stores, answer questions about activities around town, and continue to help individuals register their vehicles and pay for their parking. To further their customer service skills, the Municipal Enforcement Officers were enrolled in Tourism Canmore-Kananaskis' Peaks Academy to help them easily and confidently give advice to visitors for making the most out of their visit to Canmore.

To achieve compliance, the Municipal Enforcement Officers issued warnings to help educate people about the new program, especially residents who may have been confused regarding the process for registering their vehicle with their resident parking permit. More fulsome enforcement started in September of 2022, though warnings were still given frequently. Between July 1, 2022 and June 30, 2023, a total of 697 warnings were issued. Once enforcement started, there was also a period where appeals were granted to residents who were unaware that they were required to register their vehicles to access their three free hours. The warnings and granting of appeals served as another way to educate residents about the program and gain further compliance.

The Municipal Enforcement department issued a total of 12,516 tickets during the first year of paid parking operation. 79% of these were issued in the Town Centre, 5% at Quarry Lake, and approximately 15% were issued in either resident parking zones or for parking infractions unrelated to paid parking outside of paid zones. Parking or stopping without registering or making payment made up 81% of all tickets issued, and parking for longer than permitted made up 5% of all tickets issued. Other reasons that tickets were issued included parking where prohibited (6%), parking in a controlled resident zone without a valid permit (4%), parking in an accessible stall without a valid permit (1%), and other parking offenses such as parking against parallel or parking in front of a fire hydrant (3%). Of all the tickets issued, 3,749 were voided either as a courtesy (for example, the owner of the vehicle arrived right after the enforcement officer placed the ticket and they decided to void the ticket), because there was no offense (an appeal was awarded), or the ticket was not paid after 30 days and went through the "tag to ticket" process and was voided out of the Blinkay system and a violation ticket was written in its place and sent to the registered vehicle owner through the mail. Of all the voided tickets, 35% were voided out of courtesy, 25% for no offense, and 39% were put through the "tag to ticket" process. The benefit of putting a ticket through the "tag to ticket" process is that if vehicle owners do not pay their parking ticket, they can either plead their case in court or pay the fine amount before they renew their vehicle registration. This has resulted in greater compliance with the program.



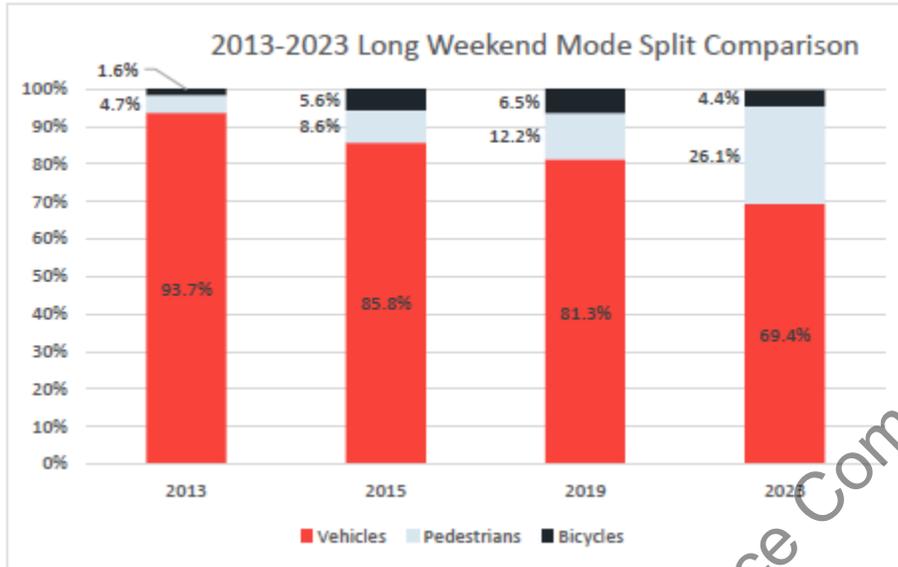
Of all the tickets issued, residents were issued 25%, and non-residents were issued 75%. Though more tickets were issued on Saturdays and Sundays (21% and 23%, respectively), the distribution of enforcement is even throughout the week.

Multi-Modal Transportation Shift

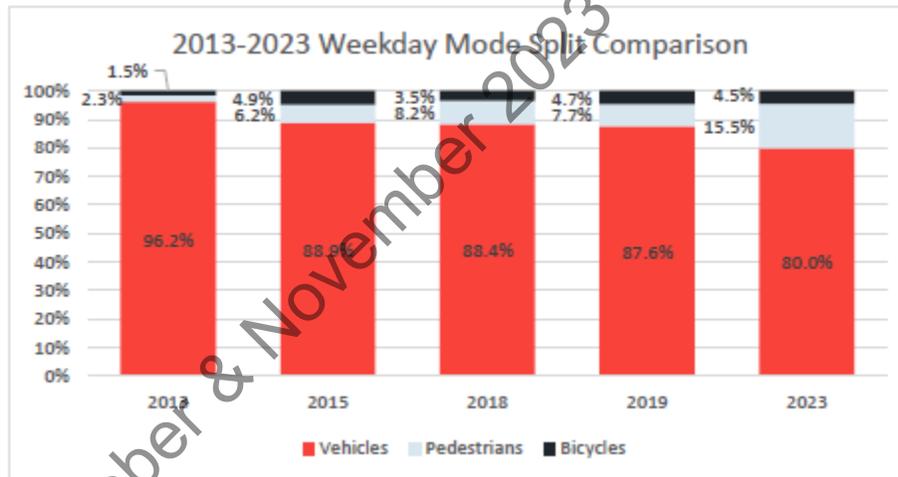
It is not possible to determine the specific role that parking regulation and pricing has played in supporting mode-shift as these strategies are part of a larger suite of efforts which include increased transit service, infrastructure improvements, and societal trends. That said, trends in walk, cycle, and transit uses are positive over the past several years, with strong increases correlating with the start of the pay parking program in the Town Centre.

Local transit ridership in July and August has increased by 254% in 2023 from the year prior to the launch of pay parking in the Town Centre, 2021. During the same period, regional transit has increase by 126%.

The share of trips taken by foot and bicycle has also seen a significant shift in recent years, as measured by Stantec at key intersections in and around the Town Centre. The most dramatic shift has occurred in the period encompassing the introduction of pay parking, with a nearly 12% reduction in vehicle trip share on long weekends between 2019 and 2023, down to 69%.



Weekday splits have similarly improved, with a large increase in walk trips noted over 2019 and a reduction of vehicle trip share to 80%.



Overall mode shift is tracking towards our 2030 Integrated Transportation Plan goals. Though this shift is supported by a suite of strategies, improved regulation and pay parking implementation playing an important role in removing driving subsidies, supporting transit growth, and encouraging people to walk and cycle.

Paid Parking – Feedback and Opportunities

With the implementation of paid parking in Town Centre, administration has received feedback on the program from staff, residents, visitors, businesses, and the Downtown BIA. The feedback is appreciated and has been thoughtfully considered and analyzed throughout the first year of operation. While not all feedback was constructive or possible to implement, there was generally positive feedback for the ease of operation of the Blinkay App and web payment options, appreciation for the three free hours for residents, and the increased ability to find parking spots in the Town Centre.

Pay Machines

The pay machines were carefully placed throughout the Town Centre on municipal land that would allow for the solar panels to receive enough power to run the machines. Feedback was received that there were not enough pay machines or that they were not well-signed. Additional signage was added near the pay machines, and administration purchased five new machines. The new machines will be installed this fall: three of the machines will be installed in the Town Centre and the other two have been secured for either future expansion or as replacements should there be any maintenance or repairs required. If required, the machines within the pedestrian zone can be relocated in future seasons to high-use areas during the time the area is pedestrianized. One machine was moved to address confusion because a property owner chose to add their own paid parking program to a private lot adjacent to a pay machine location.

Some of the feedback has been that the machines are down often or have not accepted payment easily. There have been some challenges with a few of the machines, but given the machines are working outside in all elements and are solar-powered, they have fared very well. Additional signage has been placed on the machines to remind users that there are two other ways to pay for parking, through the app or the web portal.

Permit Approval and Renewal Process

The process for permit approvals and renewals was created to ensure permits were issued only to eligible Town of Canmore residents and businesses but Administration is looking to change the renewal process to a two-year process or to distribute the permit renewal times throughout the year. This would reduce resource requirements and increase convenience for residents, especially for those requiring in-person help.

Administration has heard from residents that it would be beneficial to have longer permit periods for seniors so that they would not have to go through the permit renewal process as often. Part of the challenge would be identifying account holders who are seniors and would require additional personal information collected by the Town to determine this. Instead, administration will be offering in-person permit renewal sessions for residents of all ages during either peak renewal times or throughout the year at special public engagement events. This was successfully done with the Canmore Seniors Association and administration received positive feedback about this approach.

Recommendations from the Downtown Canmore BIA

In May, Council heard from a delegation from the Downtown Canmore BIA who provided several recommendations for the paid parking program.

The first was to offer free (non-registered) parking Monday-Thursday during the off-season. The reason provided was that this encourages more traffic on slow days and maximizes the use of public parking areas. There already is free parking available to residents Monday-Thursday with their resident permit, and free non-registered parking downtown would indeed increase the number of vehicles parked downtown, but these would likely belong to employees working in the downtown area. Instead, administration has had discussions with the Downtown Canmore BIA Executive Director about running a marketing campaign geared towards residents, encouraging them to use their three free hours or alternative modes of transportation, like fare-free transit, to access downtown businesses.

The next recommendation was to reduce the paid parking hours from 8 AM to 8 PM to 10 AM to 6 PM. The reasoning was this would provide locals who do not want to register their vehicles for parking time to park

downtown for errands. This would also allow employees working downtown to park for longer downtown for free, which would discourage turnover on parking stalls. This also does not benefit businesses that are not open until 10 AM and possibly close at 6 PM, so the errands that are being run downtown by locals may fall outside of that time and they would still need to register for their three free hours should they wish to visit those businesses. Utilization data was used to support the direction related to these requests.

The issuance of employee passes for a nominal fee was also recommended. This would involve dedicating one of the Town of Canmore parking lots that appear to be under-utilized during some months or times of day and using them for all-day parking for employees commuting from outside of Canmore boundaries. This is being addressed through the non-resident employee monthly pass that is launching November 1st. Though the fees are not nominal, they are representative of the cost of providing parking to out-of-town employees and have been previously approved by Council. Free parking options remain a short walking distance to the Town Centre.

The next recommendation is to include the MD of Bighorn and area in the 3-hour program. This decision would need to be made by Council. Administration recommends that should this decision be made, there be some form of payment to access the three free hours. While the hours are referred to as “free”, they are still subsidized by Canmore resident’s tax dollars for provision and maintenance of parking areas.

Allowing for a grace period before a ticket is issued was another recommendation. This is already done in the form of the appeal process that those who were issued a ticket may go through if there has been an error or they have not had enough time to pay for their parking before they received a ticket. Administration notes that although this does happen, it is not a frequent occurrence, and the ticket is usually voided on the spot by the enforcement officer or when the appeal is received by the administrator.

The final recommendation was to allow residents to register their license plates with the Town rather than beginning a session to reduce the perceived barrier to coming downtown by some locals. While this would be more convenient for residents, there would be no way for enforcement officers to know when the vehicles started parking downtown and the three free hours was activated. This would be akin to offering free parking all day for residents. It appears this is less of an issue over time, with a 55% increase in resident transactions in summer of 2023 over 2022, well over the pace of increase in visitor transactions of 15%.

Feedback from Residents

Administration received feedback throughout the implementation and the last year of operation that can be grouped into some key points.

While there were concerns from residents regarding spillover in resident zones, this was largely resolved, with a couple of exceptions.

In Peaks of Grassi, spillover is experienced in resident parking zones on hot days when Quarry Lake is already at capacity. To address the parking in the Peaks of Grassi, enforcement officers continue to monitor these areas, particularly during hot days. Illegal parking is addressed, but it is difficult to determine whether the other vehicles parked there are residents who live in the area, are visiting or working on construction projects in the area or are parking there and walking to Quarry Lake. This area will continue to be monitored and potential solutions analyzed once construction in the area is completed.

Spillover also exists along 7th Avenue, to the north of the Town Centre. 7th Avenue is a residential street classification; however, it is unregulated, is not part of the resident parking permit program, and has been identified as a free-parking zone. While this has been an effective way to shift all-day parking out of the Town Centre, additional parking and traffic in the area have generated resident complaints and concerns about safety. To increase visibility and sightlines, the no parking zone on either side of Spur Line Trail was extended from 5m to 10m, and the crosswalk was painted with the Trans Pride flag colours to increase attention in the area, while also demonstrating the Town's commitment to creating an equitable, diverse, and inclusive community. As the program matures, this area could be treated in the same way as other residential areas around the Town Centre, with resident permits required north of the pond.

Residents have also provided feedback around the ability to have smaller increments of time as an option or to put in the ability to end a parking session. This could allow for more parking sessions for residents to use their three free hours, allow for charging in loading zones, and provide an additional level of customer service for users. These recommendations are being explored with the vendor on feasibility and request for change quotation.

Opportunities for Expansion

To address congestion in other areas around Town Centre, there is an opportunity to expand the paid parking zones to Riverside Park and the Boat Launch during peak-season months. Riverside Park is undergoing some roadwork to improve parking and traffic flow in the area. It has also been advertised as a place for visitors to park when visiting the Canmore Engine Bridge.

Administration is considering other areas that may require study for new regulation and pricing, these include public parking in remaining commercial, and mixed-use development areas.

Fee Increases

Based on parking utilization targets and trends, it is recommended to increase fees during periods at or above utilization targets. These include weekends, and peak season weekdays. An increase of fees will continue to help avoid congestion by encouraging turnover, minimizing hunting for spaces, and encouraging mode-shift in the Town Centre. Re-evaluating the peak season timeframe is another consideration that will be put forward during upcoming budget amendments. During off-peak busy times, such as the winter break, February and spring breaks, special events, and weekends throughout the year, utilization of parking in the Town Centre is reaching capacity and there is an opportunity to apply peak-season pricing to that timeframe as well. It is recommended that weekends, holidays, and school breaks in the off-peak season (October 15-May 14) be considered as peak times and have peak pricing applied. An increase of \$1 or \$2 per hour during peak times will be brought forward as a recommendation during the budget amendment process.

During the initial launch of pay-parking at Quarry Lake, a rate of \$20 was utilized which allowed for up to 4 hours of parking. The same effective hourly rate of \$5 was utilized in 2023 with a 2-hr minimum. While this approach encourages turnover, utilization is exceeding capacity on hot days. As part of the 2023 budget process, it will be recommended that rates be increased to \$10/hour in 2023 as a part of the budget amendment process. This rate adjustment would take place for peak season. This rate increase coincides with the planned launch of a new transit route which will provide alternative transportation to Quarry Lake.

Decision-Making Framework

On October 5, 2021, Council approved resolution 231-2021 for the implementation of a paid parking program. In the report, it was recommended that Council provide administration with the ability and flexibility to make operational changes as required as the paid parking program was implemented, and that Council simply approve the implementation of a Paid Parking Program. The approved recommendation is as follows:

That Council:

- 1) Rescind motion 260-2019 “Moved by Mayor Borrowman that Council approve the implementation of a paid parking program and associated parking strategies in 2020 as presented”; and
- 2) Approve the implementation of a Paid Parking program.

There are many considerations when implementing the paid parking program, and for parking management decisions in general. Some decisions are operational in nature and can be made within existing operating or capital budgets. The following decision-making framework is in alignment with motion 231-2021 and details how decisions regarding parking regulation, permitting, and pricing changes are deliberated by administration.

Administration has categorized feedback and opportunities for change into two categories: operational adjustments and material program changes.

Operational adjustments may include, but are not limited to, the following:

- modifications to existing pay parking zones, and associated resident zones, as required to address operational issues. These modifications would generally affect a small portion of the zone and would not materially change revenues;
- process changes for permit or monthly pass renewals;
- programming changes that change payment processes on the apps.

Material program changes are changes that would significantly impact revenue, require a capital budget request, or have significant changes to operating expenses. These can include, but are not limited to:

- proposed new paid parking zones;
- pricing changes;
- regulation changes;
- expanded/adjusted RPP zones;
- seasonal changes;
- change of use of parking space (e.g. to patios, parklets, bicycle paths, sidewalks, bus stops, redevelopment of parking lots).

To address parking management related issues, or recommendations for changes to the way parking is managed, administration has established a ‘Parking Management Team’. Parking management may involve multiple departments, and representatives from Protective Services/Municipal Enforcement, Engineering, Finance, and Economic Development may be involved in decision making as part of this team. Decisions may require significant data collection and analysis, or be safety related and urgent. Decisions may be operational in nature or require senior administration and Council approval. Stakeholder interests may be in

conflict, and there can be a wide range of opinions between them. To address these challenges, and provide clarity with respect to how parking management decisions are made, the Parking Management Team uses the following process:

- 1) A program change, or issue that may require a program change, is identified through operations or strategic planning. For example, issues may be raised by staff, the public, key stakeholders and partners, and Council or changes may be desired based on strategic plans or policies. The nature of the issue is documented, data is collected as required, and potential solutions are identified. If the request is safety or transportation related, it is generally better suited for the Traffic and Road Improvement Group and is referred there. If the solution is a change to the parking management program, it continues through the process as a Program Change Request (PCR).
- 2) The PCR is filtered for alignment with the Integrated Parking Management Plan, Integrated Transportation Plan, Area Planning, or Council's Strategic Plan. The PCR may be rejected at this point due to misalignment with strategic planning, or alternative solutions to address the root problem may be considered.
- 3) If in alignment with strategic planning, the PCR is evaluated for priority using a tool which considers the following:
 - a. Degree of alignment
 - b. Costs of implementation, versus available resources
 - c. Impacts
 - d. Ease of implementation
- 4) If a PCR is deemed a priority, consideration is then given to whether this is something that would be typically handled operationally or requires Council approval. Operational changes will typically have minimal impact on operating costs and revenues, and costs of implementation that can be managed within operating budgets. PCRs that require Council approvals are those that require project planning, a larger communications plan, are more resource intensive, have higher costs of implementation, and have costs and revenues that materially affect municipal budgets.
- 5) Approval is sought as required:
 - a. If change is deemed a priority by the Parking Management Team and resources for the change have been approved by Council, the Parking Management Team managers (Finance, Protective Services, Engineering) can decide on priorities and direct the work. Changes that will be felt in the community will be communicated directly as required and through administration updates to the Committee of the Whole.
 - b. If changes are sensitive in nature (moderate impact to medium or large number of stakeholders, or large impact to any number of stakeholders), the Parking Management Team managers may seek buy-in from senior administration. A briefing note will be circulated for signatures, and the change will be communicated directly as a required or through an update to the Committee of the Whole.
 - c. If a change is deemed a priority by the Parking Management Team, and resources for the change have not yet been approved by Council, the Parking Management Team managers will bring forward budget amendments as part of the regular budget cycle. For urgent

changes (e.g. pandemic, significant safety concern), mid-cycle budget amendments may be considered, though are generally not desired. The Corporate Strategic Team will decide on direction and direct the managers on the appropriate Council approval process.

- 6) While working through prior steps, the Parking Management Team will maintain communication with those stakeholders who may have requested the change. Confirmation will be provided as to whether action, along with rationale, and, if so, when changes can be expected. At the time of implementation, the team will communicate with impacted stakeholders as required.
- 7) After implementation, the Parking Management Team will monitor as required to ensure desired outcomes are achieved. This may require additional data collection and may result in subsequent changes to achieve goals.

FINANCIAL IMPACTS

Parking management expenditures are consistent with plans and pay parking revenues are projected to be higher than budgeted for. The net impact on municipal finances is positive and are detailed in the Paid Parking Revenue Allocation Model report.

Any recommended changes to the paid parking program that have a financial impact will be brought forward to Council for approval as a part of the 2024 budget amendment package.

STAKEHOLDER ENGAGEMENT

The Downtown Canmore BIA has been in conversation with administration throughout the implementation of the paid parking program. The BIA's recommendations to Council were reviewed with administration prior to their spring 2023 delegation to Council and have been considered and analyzed as a part of the program review and recommendations.

Administration continues to hear from residents and businesses regarding their feedback for changes and opportunities with the paid parking program. Feedback is considered by administration against the decision-making framework and have used resident and business owner's feedback to make recommendations for material changes to the program that will be brought forward for future budget considerations and Council approvals.

ATTACHMENTS

None

AUTHORIZATION

Submitted by:	Caitlin Miller Manager of Protective Services	Date:	<u>September 13, 2023</u>
Submitted by:	Palki Biswas Manager of Finance	Date:	<u>September 15, 2023</u>
Submitted by:	Andy Esarte Manager of Engineering	Date:	<u>September 12, 2023</u>
Approved by:	Scott McKay General Manager of Municipal Services	Date:	<u>September 14, 2023</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>September 25, 2023</u>

RFDs October & November 2023 Finance Committee



Request for Decision

DATE OF MEETING: November 9, 2023 **Agenda #:** D-2

TO: Finance Committee

SUBJECT: Paid Parking Revenue Allocation Model (PPRAM) Proposal ([Return to Finance Committee](#))

SUBMITTED BY: Palki Biswas, Manager of Finance
Andy Esarte, Manager of Engineering
Caitlin Miller, Manager of Protective Services

RECOMMENDATION: That Finance Committee recommend to Council to approve the Paid Parking Revenue Allocation Model (PPRAM) as presented.

That Finance Committee direct administration to return to Council with a revised Reserves Policy (FIN-007) to change the name and description (usage) of the Paid Parking Reserve.

EXECUTIVE SUMMARY

On October 3, 2023, administration had presented a framework for paid parking revenue allocation to include both a mechanism to continue funding municipal paid parking priorities and to create a sustainable funding source to support advancing the Integrated Parking Management Plan (IPMP).

Based on discussions on that day, administration is back to Finance Committee with some changes to the Paid Parking Reserve, to broaden the reserve's eligible uses. The original text of the October 3, 2023 report is black and the blue text is new information.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

31-2022FIN: Finance Committee directed administration to develop a Paid Parking Revenue Allocation Model (PPRAM) for approval prior to 2024 budget amendment in Fall of 2023.

259-2022: Council directed administration to create a Town Centre Grant Program after consultation with Downtown Business Improvement Area to begin in 2023, funded by the Paid Parking Reserve with the annual amount determined as part of the budget process.

242-2022: Council referred the proposed Paid Parking Revenue Allocation Model (PPRAM) to the Finance Committee 2023 meetings for the 2024 budget.

144-2018: Council approved the Integrated Parking Management Plan for planning purposes.

DISCUSSION

Public parking has been priced in the Town Centre for over one full year, with year-over-year data for July, August, and [September](#) (since July 2022) and priced at Quarry Lake for two full years, with year-over-year data for three summers (since July 2021).

Revenues generated from paid parking offset operational costs, with net income allocated to municipal priorities related to Integrated Parking Management. In 2022 and 2023, a portion of the Transit Service was funded with the remainder contributed to a reserve. Having a full year worth of revenue data, as well as some indication of trends through partial year-over-year data, administration has a better sense of net revenue potential. The proposed Paid Parking Revenue Allocation Model (PPRAM) is outlined in the table shown in the Financial Impacts section of this report. It will provide clarity for how net revenues will be directed and will inform the budget processes.

The purpose of this allocation model is to provide a framework for decisions related to paid parking revenues. It sets out guidelines, rationale and identifies the information needed to support the distribution of net paid parking revenues in a manner that helps to alleviate some current and future pressure on operating and capital budgets, and reserves. This will lead to consistent and transparent decision-making during budget deliberations.

The following principles make up the Paid Parking Revenue Allocation Model (PPRAM):

Principle 1 – Cost Recovery Principle: The full cost of parking management should be covered with the revenues of the paid parking program. Each budget cycle, the program costs are approved by Council, based on projected resource requirements, and estimated revenues.

Regular fee reviews will be conducted with every two-year budget cycle. Administration will bring forward differential pricing strategies that will include analysis of existing market price and utilization, peak-load pricing, pricing based on location scenarios etc.

Principle 2 - Benefits and Subsidies Principle: The costs of parking should be borne by those that benefit from parking, with a user-pay approach being preferable to general taxation. This approach directs a greater share of costs to those directly benefiting and reduces subsidies for driving. The community at large benefits from the provision of transit as it reduces traffic congestion and parking demand. The benefit is maximized when transit usage is maximized. Making local transit fare-free offset by parking revenues was identified as a primary strategy for parking management in the Integrated Parking Management Plan and approved by Council. Offsetting a portion of the costs of local transit with parking revenues continues to be a complimentary strategy in support of parking goals and is consistent with Council's strategic plan.

Principle 3 - Management of Public Assets Principle: The Town has a responsibility to appropriately manage and maintain its assets to ensure the ongoing function and benefit to the community. [Transportation infrastructure assets \(pathways, roads, streets, transit, signage, parking\)](#) represent a significant portion of the Town's asset base. This principle recognizes that the cost of lifecycle maintenance and improvements of these assets should be considered when determining the allocation of the paid parking revenues.

Following the above principles, administration is recommending that paid parking revenues be allocated in the following manner:

Operating Expenses

Based on the cost recovery principle, the paid parking revenues will first and foremost offset direct costs associated with the paid parking operations. The net income will then be transferred as per the allocation in the following sections.

Transit Services

It is recommended that net paid parking revenues continue to cover a portion of transit costs that would have otherwise been covered by user fees or tax funded. Parking revenues collected in the Town Centre and at Quarry Lake are directed back into a service that directly benefit residents, visitors, and businesses in those areas and will continue the social benefit of managing parking demand and congestion, and providing a safe, accessible, and affordable transportation option.

To ensure sustainability of this vital service, administration is recommending that Council approve a fixed amount for each fiscal year of transit operations within the two-year budget process as the priority for directing net paid parking revenue. This amount which is informed by the Bow Valley Regional Transit Services Commission budget requisition **should not exceed 50% of the net paid parking income**.

Contribution to Reserve

Council had approved a program specific Paid Parking Reserve to fund improvements in areas where paid parking has been implemented, and/or to fund fare free transit services and/or to fund offsite parking related infrastructure such as intercept parking or shuttle services. This reserve is funded from paid parking revenues, net of program expenses.

Administration is proposing to change the name of the reserve to “Integrated Transportation Management Reserve”. The revised description of this reserve will rely on the principles outlined above to direct net parking revenues. The paid parking program has changed since inception and strategies from the Integrated Parking Management Plan are now being applied more broadly to the whole community. The Integrated Transportation Plan encompasses a lot while maintaining the focus on parking for Council. Linking a funding source to a Council adopted strategy will allow the municipality to make strategic choices on priorities and implementation and open possibilities of funding things like intercept parking for events, bicycle parking, wayfinding signage, financial incentives, and incentivizing compact designs that may come out of the Town Centre plans.

The description is being proposed to change to “To fund strategies of the Integrated Parking Management Plan including but not limited to transit operations and infrastructure, parking infrastructure, maintenance and rehabilitation, and complete streets infrastructure including enhancements to the Town Centre”.

Therefore, it is recommended that a share of net parking income be allocated to the Integrated Transportation Management Reserve to fund future maintenance and replacement/rehabilitation of existing assets as well as to fund improvements. This approach seeks to provide sufficient resources for Integrated Transportation Management Plan implementation while helping to close the gap that currently exists between reserve contributions and anticipated lifecycle maintenance needs.

Town Centre Grant Program

In November 2022, Council directed administration to develop a Town Centre Grant Program in consultation with the Downtown Business Improvement Area (BIA). The objective of the grant was to create a mechanism through which some paid parking revenue could be used to enhance the Town Centre in alignment with the Paid Parking Reserve and other key Town guiding documents. The Town Centre Grant Program was established as a means through which the BIA can apply for funding to support the delivery of projects, programs, or initiatives that enhance the Canmore Town Centre in ways that are aligned with

Council's Strategic Plan and other Guiding Documents, such as the Integrated Transportation Plan and the Integrated Parking Management Plan, as well as benefit the Town Centre business community.

Over the last few months, administration has worked with the BIA to develop the grant program which aims to reinvest a portion of the paid parking revenue to fund incremental enhancements to the Town Centre to benefit residents, visitors, and the business community. The grant program creates a mechanism through which the BIA can request funding to deliver on projects, programs, or initiatives to support the enhancement of the BIA area in alignment with Town Strategic documents while keeping the focus on areas of the BIA boards' strategic priorities. Eligible grant-funded projects will be reviewed and ranked by a small group of Town staff based on their ability to demonstrate fit with the purpose of the grant and its eligibility criteria. Applications will be evaluated against the following criteria:

- *Strategic Plan and Guiding Document Alignment* – how the project supports the objectives and key results in Council's Strategic Plan and other guiding documents.
- *Multi-Modal Transportation and Parking* – how the project aligns with the guidance provided in the ITP and IPMP.
- *Economic Benefit* – how the project benefits the Town Centre business community and how the project utilizes other grants or funding sources.

The grant funding will be determined by Council as part of the two-year budget approval process based on the PPRAM. The process of allocation is intended to be collaborative between the Town and BIA. Unspent grant funds are set aside in the Asset Replacement/Rehabilitation Reserve for future Town Centre Grant Program needs.

This grant program has the potential to advance recommendations from the Downtown ARP. Based on historical community grants and other Town Centre enhancement funding opportunities (e.g., in-street patios, vibrancy initiatives) an amount of \$50,000 annually was approved by Council. There are significant infrastructure capital needs outside of this grant program and therefore this grant stream will be used for capital or operating programs/services with no recurring operating impact to municipal taxes.

Rocky Mountain Heritage Foundation

As co-owners of the Quarry Lake, 50% of the net paid parking revenue attributable to Quarry Lake operations would be paid to the Rocky Mountain Heritage Foundation subject to the final executed agreement, which will come to Council when finalized. Exact amounts will vary each year based on actual Quarry Lake operations' revenues and expenses. In the 2023 budget, this amounts to approximately \$50,000. Currently Town administration is working with the Foundation for an agreement to be developed between both parties.

ANALYSIS OF ALTERNATIVES

[Finance Committee](#) could propose a different allocation and usage of net paid parking income or priority of the allocation other than stated above.

FINANCIAL IMPACTS

The financial implications related to the PPRAM proposal for 2024, based on 2023 projected revenues and expenses are outlined below. This is an illustrative example to determine where the net paid parking income

gets allocated. As expenses and revenues associated with paid parking will continue to change over time, the table below will be updated as part of the Town’s regular budget process. Additionally, the revenue allocation model itself will be reviewed in the next budget cycle (2025-2028) to validate the approach as more paid parking data becomes available.

It is recommended that contributions to transit operations do not exceed 50% of net paid parking income, to allow for an approximate equal split between operating and capital contributions. Contribution to capital reserve will allow for funding of infrastructure, maintenance, and replacement in support of the Integrated Parking Management Plan, including transit operations.

	2023	2023	
	Approved Budget	Projections (as of Sep 30, 2023)	% of Net Income
Paid Parking Revenue	\$1,150,000	\$1,921,470	
Paid Parking Expense	373,950	473,100	
Net Paid Parking Income	\$776,050	\$1,448,370	
Allocation:			
Transit Services	\$685,000	\$685,000	47.3%
Contribution to Reserve	41,050	663,370*	45.8%
Town Centre Grant Program	50,000	50,000	3.5%
Fee Payable to RMHF	-	50,000*	3.5%
Total	\$776,050	\$1,448,370	100.0%

*These numbers will vary based on actuals

	2024	2024	% of Net Income	2024	% of Net Income
	Approved Budget	Revised Budget with no fee increase		Revised Budget with fee increase	
Paid Parking Revenue	\$1,159,280	\$1,900,000		\$2,525,000	
Paid Parking Expense	378,280	451,090		451,090	
Net Paid Parking Income	\$781,000	\$1,448,910		\$2,073,910	
Allocation:					
Transit Services	\$731,000	1,030,245	71.1%	1,030,245	49.7%
Contribution to Reserve	-	318,665*	22.0%	943,665*	45.5%
Town Centre Grant Program	50,000	50,000	3.5%	50,000	2.4%
Fee Payable to RMHF	-	50,000*	3.5%	50,000*	2.4%
Total	\$781,000	\$1,448,910	100.0%	\$2,073,910	100.0%

*These numbers will vary based on actuals

In an unlikely event that the paid parking revenues are not sufficient to cover all the operating expenses, then a draw from the Tax Stabilization Reserve would take place. Transfers to reserves, the Town Centre Grant Program, and the Rocky Mountain Heritage Foundation would not occur. In such a circumstance, the paid parking operating expenses need to be reduced while looking for strategies to increase the paid parking revenues.

STAKEHOLDER ENGAGEMENT

Internal: Finance worked with Corporate Strategic Team (CST) to come up with this plan for allocating the paid parking revenues.

External: Town administration is continuing to work with the Rocky Mountain Heritage Foundation and the Downtown BIA. Administration worked closely with the Downtown BIA to create the parameters and processes that will be used to administer the proposed Town Centre Grant Program.

ATTACHMENTS

- 1) PPRAM RFD and Attachment from October 3, 2023 Council Meeting

AUTHORIZATION

Submitted by:	Palki Biswas, Manager of Finance Andy Esarte, Manager of Engineering Caitlin Miller, Manager of Protective Services	Date:	<u>November 3, 2023</u>
Approved by:	Therese Rogers General Manager of Corporate Services	Date:	<u>November 3, 2023</u>
Approved by:	Scott McKay General Manager of Municipal Services	Date:	<u>November 3, 2023</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>November 6, 2023</u>

RFDs October & November 2023 Finance Committee



Request for Decision

DATE OF MEETING: October 3, 2023 **Agenda #:** H-6

TO: Council

SUBJECT: Paid Parking Revenue Allocation Model (PPRAM) Proposal

SUBMITTED BY: Palki Biswas, Manager of Finance

Andy Esarte, Manager of Engineering

Caitlin Miller, Manager of Protective Services

RECOMMENDATION: That Council approve the Paid Parking Revenue Allocation Model (PPRAM) as presented.

That Council direct administration to bring back a revised Reserves Policy (FIN-007) to eliminate the Paid Parking Reserve and to transfer the balance from the Paid Parking Reserve to Asset Replacement/ Rehabilitation Reserve by 2023 year-end.

EXECUTIVE SUMMARY

In response to the direction from Council, administration has developed a framework for paid parking revenue allocation to include both a mechanism to continue funding municipal paid parking priorities and to create a sustainable funding source to support advancing the Integrated Parking Management Plan (IPMP).

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

31-2022FIN: Finance Committee directed administration to develop a Paid Parking Revenue Allocation Model (PPRAM) for approval prior to 2024 budget amendment in fall of 2023.

259-2022: Council directed administration to create a Town Centre Grant Program after consultation with Downtown Business Improvement Area to begin in 2023, funded by the Paid Parking Reserve with the annual amount determined as part of the budget process.

DISCUSSION

Public parking has been priced in the Town Centre for over one full year, with year-over-year data for July and August (since July 2022) and priced at Quarry Lake for two full years, with year-over-year data for three summers (since July 2021).

Revenues generated from paid parking offset operational costs, with net income allocated to municipal priorities related to Integrated Parking Management. In 2022 and 2023, a portion of the Local Transit Service was funded with the remainder contributed to a reserve. Having a full year worth of revenue data, as well as some indication of trends through partial year-over-year data, administration has a better sense of net revenue potential. The proposed Paid Parking Revenue Allocation Model (PPRAM) is outlined in the table shown in

the Financial Impacts section of this report. It will provide clarity for how net revenues will be directed and will inform upcoming budget processes.

The purpose of this allocation model is to provide a framework for decisions related to paid parking revenues. It sets out guidelines, rationale and identifies the information needed to support the distribution of net paid parking revenues in a manner that helps to alleviate some current and future pressure on operating and capital budgets, and reserves. This will lead to consistent and transparent decision-making during budget deliberations.

The following principles make up the Paid Parking Revenue Allocation Model (PPRAM):

Principle 1 – Cost Recovery Principle: The full cost of parking management should be covered with the revenues of the paid parking program. Each budget cycle, the program costs are approved by Council, based on projected resource requirements, and estimated revenues.

Administration will bring forward some differential pricing strategies that will include analysis of existing market price and utilization, peak-load pricing, pricing based on location scenarios etc. to be considered for 2024 during the budget deliberations. Regular fee reviews will be conducted with every two-year budget cycle.

Principle 2 - Benefits and Subsidies Principle: The costs of parking should be borne by those that benefit from parking, with a user-pay approach being preferable to general taxation. This approach directs a greater share of costs to those directly benefiting and reduces subsidies for driving. The community at large benefits from the provision of transit as it reduces traffic congestion and parking demand. The benefit is maximized when transit usage is maximized. Making local transit fare-free offset by parking revenues was identified as a primary strategy for parking management in the Integrated Parking Management Plan and approved by Council. Offsetting a portion of the costs of local transit with parking revenues continues to be a complimentary strategy in support of parking goals and is consistent with Council's strategic plan.

Principle 3 - Management of Public Assets Principle: The Town has a responsibility to appropriately manage and maintain its assets to ensure the ongoing function and benefit to the community. Roads and parking assets represent a significant portion of the Town's asset base. This principle recognizes that the cost of lifecycle maintenance of roadway and parking assets should be considered when determining the allocation of the paid parking revenues.

Following the above principles, administration is recommending that paid parking revenues be allocated in the following manner:

Operating Expenses

Based on the cost recovery principle, the paid parking revenues will first and foremost offset direct costs associated with the paid parking operations. The net income will then be transferred as per the allocation in the following sections.

Local Transit Services

It is recommended that paid parking revenues continue to cover a portion of local transit costs that would have otherwise been covered by user fees or tax funded. Parking revenues collected in the Town Centre and at Quarry Lake are directed back into a service that directly benefit residents, visitors, and businesses in those

areas and will continue the social benefit of managing parking demand and congestion, and providing a safe, accessible and affordable transportation option.

To ensure sustainability of this vital service, administration is recommending that Council approve a fixed amount for each fiscal year of transit operations within the two-year budget process as the first priority for directing paid parking revenue. This amount will be informed by the Bow Valley Regional Transit Services Commission budget requisition.

Contribution to Reserve

Council had approved a program specific “Paid Parking Reserve” to fund improvements in areas where paid parking has been implemented, and/or to fund fare free transit services and/or to fund offsite parking related infrastructure such as intercept parking or shuttle services. This reserve is funded from paid parking revenues, net of program expenses.

Administration is proposing to eliminate this program specific reserve and instead rely on the principles outlined above to direct parking revenues to the Asset Replacement/Rehabilitation Reserve. The paid parking program has changed since conception and strategies from the Integrated Parking Management Plan are now being applied more broadly to the whole community. Maintenance of roadway and parking assets represents a significant cost in our capital plan. Parking revenues can offset a portion of the costs associated with providing roads and parking and maintaining parking management assets like pay machines.

Therefore, it is recommended that a share of net parking income be allocated to the Asset Replacement/Rehabilitation Reserve to fund future maintenance and replacement of road and parking capital assets.

Town Centre Grant Program

In November 2022, Council directed administration to develop a Town Centre Grant Program in consultation with the Downtown Business Improvement Area (BIA). The objective of the grant was to create a mechanism through which some paid parking revenue could be used to enhance the Town Centre in alignment with the Paid Parking Reserve and other key Town guiding documents. The Town Centre Grant Program was established as a means through which the BIA can apply for funding to support the delivery of projects, programs, or initiatives that enhance the Canmore Town Centre in ways that are aligned with Council’s Strategic Plan and other Guiding Documents, such as the Integrated Transportation Plan and the Integrated Parking Management Plan, as well as benefit the Town Centre business community.

Over the last few months, administration has worked with the BIA to develop the grant program which aims to reinvest a portion of the paid parking revenue to fund incremental enhancements to the Town Centre to benefit residents, visitors, and the business community. The grant program creates a mechanism through which the BIA can request funding to deliver on projects, programs, or initiatives to support the enhancement of the BIA area in alignment with Town Strategic documents while keeping the focus on areas of the BIA boards' strategic priorities. Eligible grant-funded projects will be reviewed and ranked by a small group of Town staff based on their ability to demonstrate fit with the purpose of the grant and its eligibility criteria. Applications will be evaluated against the following criteria:

- *Strategic Plan and Guiding Document Alignment* – how the project supports the objectives and key results in Council’s Strategic Plan and other guiding documents.
- *Multi-Modal Transportation and Parking* – how the project aligns with the guidance provided in the ITP and IPMP.
- *Economic Benefit* – how the project benefits the Town Centre business community and how the project utilizes other grants or funding sources.

The grant funding will be determined by Council as part of the two-year budget approval process based on the PPRAM. The process of allocation is intended to be collaborative between the Town and BIA. Unspent grant funds are set aside in the Asset Replacement/Rehabilitation Reserve for future Town Centre Grant Program needs.

This grant program has the potential to advance recommendations from the Downtown ARP. Based on historical community grants and other Town Centre enhancement funding opportunities (e.g., in-street patios, vibrancy initiatives) an amount of \$50,000 annually was approved by Council. There are significant infrastructure capital needs outside of this grant program and therefore this grant stream will be used for capital or operating programs/services with no recurring operating impact to municipal taxes.

Rocky Mountain Heritage Foundation

As co-owners of the Quarry Lake, 50% of the net paid parking revenue attributable to Quarry Lake operations would be paid to the Rocky Mountain Heritage Foundation subject to the final executed agreement, which will come to Council when finalized. Exact amounts will vary each year based on actual Quarry Lake operations’ revenues and expenses. In the 2023 budget, this amounts to approximately \$50,000. Currently Town administration is working with the Foundation for an agreement to be developed between both parties.

ANALYSIS OF ALTERNATIVES

Council could propose a different allocation and usage of net paid parking income or priority of the allocation other than stated above.

FINANCIAL IMPACTS

The financial implications related to the PPRAM proposal for 2024, based on 2023 projected revenues and expenses are outlined below. This is an illustrative example to determine where the net paid parking income gets allocated. As expenses and revenues associated with paid parking will continue to change over time, the table below will be updated as part of the Town’s regular budget process. Additionally, the revenue allocation model itself will be reviewed in the next budget cycle (2025-2028) to validate the approach as more paid parking data becomes available.

	2023	2023	2024	2024
	Approved Budget	Projections (as of July 31, 2023)	Approved Budget	Revised Budget
Paid Parking Revenue	\$1,150,000	\$1,869,150	\$1,159,280	\$1,800,000
Paid Parking Expense	373,950	470,750	378,280	\$450,000
Net Paid Parking Income	\$776,050	\$1,398,400	\$781,000	\$1,350,000
Allocation:				
Local Transit Services	\$685,000	685,000	\$731,000	731,000
Contribution to Reserve	41,050	613,400*	-	519,000*
Town Centre Grant Program	50,000	50,000	50,000	50,000
Fee Payable to RMHF	-	50,000*	-	50,000*
Total	\$776,050	\$1,398,400	\$781,000	\$1,350,000

*These numbers will vary each year based on actuals

In an unlikely event that the paid parking revenues are not sufficient to cover all the operating expenses, then a draw from the Tax Stabilization Reserve would take place. Transfers to reserves, the Town Centre Grant Program, and the Rocky Mountain Heritage Foundation would not occur. In such a circumstance, the paid parking operating expenses need to be reduced while looking for strategies to increase the paid parking revenues.

STAKEHOLDER ENGAGEMENT

Internal: Finance worked with Corporate Strategic Team (CST) to come up with this plan for allocating the paid parking revenues.

External: Town administration is continuing to work with the Rocky Mountain Heritage Foundation and the Downtown BIA. Administration worked closely with the Downtown BIA to create the parameters and processes that will be used to administer the proposed Town Centre Grant Program.

ATTACHMENTS

Downtown BIA Letter of Support – Town Centre Grant Program

AUTHORIZATION

Submitted by: Palki Biswas, Manager of Finance
 Andy Esarte, Manager of Engineering
 Caitlin Miller, Manager of Protective Services Date: September 13, 2023

Approved by: Therese Rogers
 General Manager, Corporate Services Date: September 14, 2023

Approved by: Scott McKay
 General Manager, Municipal Services Date: September 14, 2023

Approved by: Whitney Smithers
 General Manager, Municipal Infrastructure Date: September 27, 2023

Approved by: Sally Caudill
 Chief Administrative Officer Date: September 25, 2023



September 22, 2023

Scott McKay
General Manager of Municipal Services
Town of Canmore
scott.mckay@canmore.ca

Dear Scott:

Re: Town Centre Grant Policy Program

The Downtown Canmore BIA Board of Directors have reviewed the policy and have motioned to give support to the Town Centre Grant Policy Program. We look forward to working with the Town of Canmore in using the monies afforded in the grant to “create an inviting and activated environment for people once they get here”.

Regards,

A handwritten signature in black ink, appearing to read "Tory Kendal".

Tory Kendal
Chair
Downtown Canmore BIA

Cc: Jeff Mah Councilor



Briefing

DATE OF MEETING: May 7, 2024 **Agenda #: H 5**

TO: Council

SUBJECT: Wildfire Preparedness

SUBMITTED BY: Caitlin Miller, Director of Emergency Management

PURPOSE: To inform Council on the emergency management activities regarding wildfire.

EXECUTIVE SUMMARY

Wildfire is the top-rated hazard identified in the Town of Canmore's (Town) emergency management hazard identification and risk assessment. This briefing serves to inform Council on the work being done to address wildfire in each phase of the emergency management cycle and will help Council communicate to the community what mitigation efforts are in place to reduce the impact of wildfire, what efforts the Town is taking to prepare for a wildfire emergency, details on the Town's wildfire response and evacuation plans, and how Administration will address recovery after a wildfire event.

BACKGROUND/HISTORY

Canmore is a resilient community that is no stranger to facing hazards. Wildfires, flooding from the mountainous steep creeks, and flooding from the Bow River has been experienced in the region throughout history. Canmore has also undergone significant growth and development over the last 40 years. As the community's population grows, interactions with hazards continues to grow as well. Canmore is now heavily developed in both flood plains and well into the wildland interface, meaning the community is increasingly vulnerable to the impacts of wildfire, steep creek and riverine flooding hazards.

The Town of Canmore's Municipal Emergency Management Plan (MEMP) incorporates all aspects of the emergency management cycle, including mitigation, preparedness, response, and recovery. The plan is reviewed annually by the Alberta Emergency Management Agency and goes beyond the requirements of the *Local Authority Emergency Management Regulation* established by the *Emergency Management Act* and is continuously updated when new information or practices become available, or partnerships are established. The MEMP is flexible, adaptable, and able to address the increased variability and frequency of hazard events due to climate change.

DISCUSSION

A wildfire in or near the community is the top-rated hazard identified in the Town's emergency management hazard identification and risk assessment. It is rated highly due to the likelihood of a wildfire occurring and the significant amount of fuel that exists within and around the community. In addition, although still under development, the Town's Climate Emergency Action Plan lists wildfire as the top ranked risk to the community, because of the increased likelihood of the event occurring as result of climate change, and the

vulnerability and impact of wildfire on the town. With the drought-like conditions across Alberta, Canmore's geographic location and extensive urban interface with wildland forests, and the sheer amount of provincial and national park that surrounds the community, mitigating wildfire risk continues to be a priority for the Town's emergency management agency.

The factors that influence the spread of a wildfire include the type of fuel available, weather conditions, and the topography. These three factors collectively form the "fire behaviour triangle" and determine the intensity and movement of a wildfire. Canmore is surrounded by forests full of spruce and lodgepole pine trees, both of which are some of the least resilient tree species to wildfire. The weather is becoming increasingly hot, dry, and windy, enabling rapid fire spread and making fuels more receptive to ignition. Canmore's landscape features also affect fire behaviour, as steep slopes, canyons, and wind patterns can allow for a wildfire to move quickly in the area. Understanding how a wildfire ignites and spreads is crucial to appropriately plan wildfire mitigation, preparedness, response, and recovery strategies.

Mitigation

The Town primarily focuses on mitigating the impacts of the hazard through the following three methods: FireSmart, fire bans, and bylaws.

FireSmart

FireSmart is a framework designed to mitigate the risk of and educate residents and stakeholders regarding the potential for large uncontrollable wildfires near communities and critical infrastructure. In Canmore, this framework is operationalized in three ways: wildland fuel reduction, home assessments, and design guidelines.

FireSmart fuel reduction

The Wildland-Urban Interface (WUI) is the area where human development meets or intermingles with the natural environment. In Canmore, a significant amount of development interfaces with wildland forest and results in many pathways for fire to affect structures within our community. Fires within these areas can result in fire suppression challenges due to the different burning characteristics of wildland fuels and buildings.

Through grants provided by the Forest Resource Improvement Association of Alberta (FRIAA), a significant amount of FireSmart work has taken place within Canmore. Vegetation management areas have been identified on municipal, provincial, and private lands with the goal of creating fuel-reduced buffers between structures and flammable wildland vegetation. These buffers are meant to reduce the intensity and rate of spread of wildfire approaching or leaving a development. Though these buffer zones reduce the threat of wildfire to developed areas, they do not ensure structure survival. Instead, fire breaks or fire guards could be created to remove bigger sections of combustible wildland fuels in areas identified as fire pathways to increase the ability to protect structures in town. The Town continues to pursue grants to plan and execute more FireSmart projects, including maintenance of previously completed work.

FireSmart home assessments

The Town's Fire Rescue Services department provides free FireSmart home assessments. These assessments help homeowners determine what work could be done to mitigate the spread of wildfire to a residence.

FireSmart design guidelines

The building, development, and landscape design and maintenance business communities have important roles in mitigating the impacts of a wildfire in Canmore. The Land Use Bylaw and Engineering Design and

Construction Guidelines (EDCG) address FireSmart principles. Development permits could require wildfire risk assessments, including fire access, wildland-urban interface, and FireSmart plans. The EDCG encourage developers and builders in building resilient structures and neighbourhoods. In addition, fire resistant plant material and design of the landscape adjacent to structures can reduce wildfire risk while maintaining a functional and drought tolerant landscape.

Fire Bans

Fire bans are imposed when there is extreme fire hazard danger and any type of recreational or commercial fire burning could quickly escalate to a serious emergency. Violating a fire ban in Canmore could result in a \$2,000 fine., which is small compared to the costs of responding to an out-of-control fire. Canmore is located within the Calgary Forest Protection Area and follows Alberta Forestry's fire advisory and fire ban process. The Town uses fire forecast information and prediction information from the Calgary Forest Area's Forestry Field Operations Branch to align fire advisories and bans to ensure appropriate response and consistency for residents and visitors.

Bylaws

The *Fireworks Ban Bylaw*, the *Fire Bylaw*, and bylaws that speak to littering, help mitigate the risks of a wildfire threatening Canmore. They address the use of fireworks, outdoor fires, and other fire prevention tactics. These bylaws are important tools to preventing a wildfire from igniting within Canmore and compliance with these bylaws helps keep our community safe.

Preparedness

This section outlines some of the preparedness activities undertaken by the Town as well as activities that can be done within the community.

Planning

MEMP

The Town's MEMP ensures that the municipality is prepared to take immediate action during an emergency or disaster response. It outlines roles, responsibilities, and the coordination necessary for an effective response and recovery. The plan prioritizes the safety of residents, visitors, critical infrastructure, property, the environment, and the economy. It guides action to minimize impacts to hazards and establishes clear lines of authority for municipal staff and external agencies involved in the response. This prevents misunderstandings and conflicts when multiple agencies are responding simultaneously. The plan establishes how and when an Emergency Coordination Centre (ECC) may be activated and how it supports the response to an incident. It has been created with an all-hazards lens and is adaptable to be able to respond to any hazard incident. The MEMP is publicly available on the Town's website here:

<https://www.canmore.ca/your-community/public-safety/emergency-preparedness> .

Wildfire

The Town has hazard-specific response plans, including one for wildfire. There are several variables that may affect response, including location of the hazard, weather conditions, day of week and time of day, making it difficult to share what exact actions will be taken in the initial response to a wildfire igniting. The Town's wildfire response plans focus on suppression and containment and is broken down into specifics for each zone in Canmore.

In each zone, a risk assessment has been completed to identify key infrastructure and understand the wildfire behaviour potential and details the structural make-up of the area. Staging areas and, when appropriate, perimeter sprinkler line locations are pre-determined. Each plan details the number of structures and the types of roofs to assess vulnerabilities. Identifying the type of roofing is an important component to the plan as combustible roofs are more susceptible to igniting after ash falls on them. Other details in the plans include identifying transmission lines, access routes, and other fire operation locations such as fire hydrants, water tender sources, and portable pump sites.

Evacuation

The Town has an evacuation plan that can be adapted and used in any situation. Administration often gets asked why evacuation plans are not shared publicly. Due to the complexity of responding to hazards, administration simply does not have the relevant information ahead of time to make informed decisions on where the community is evacuating to, how much of the community is evacuating, and what routes will be used. The location of the hazard, the type of hazard, the weather conditions, the day of week and time of day will all impact how and where the community will be evacuated. The evacuation plan addresses evacuation considerations for individuals without access to a vehicle, identifies places where individuals can go to safely wait for transportation out of the community or area, and considers tourists and visitors. Incorrect or outdated routes might endanger lives, and sharing evacuation routes prematurely could lead to confusion.

Pet Management Plan

Pets are an important part of many families, and preparing for pets in the event of an emergency can help keep pets safe and lead to a timely reunion if they are separated from their owners. Understanding that during an emergency, animals may become lost, injured, or trapped, and require rescue, the pet management plan establishes processes utilizing trained professionals to ensure the safety of people and animals during rescue operations.

Emergency Social Services Plan

The Town's Emergency Social Services (ESS) plan addresses the supports needed for the community during an evacuation. Whether it be shelter in a reception centre or registering for disaster supports while evacuated from the community, the ESS plan identifies roles and responsibilities to address community needs.

Bow Valley Regional Emergency Management Plan

In addition to the MEMP, the Towns of Canmore and Banff have established a *Bow Valley Regional Emergency Management Bylaw* and accompanying regional plan. The Bow Valley Regional Emergency Management Plan is intended to increase capacity and coordination on disaster responses that impact one or both communities. The plan outlines authorities, roles and responsibilities, and organization during an emergency response in a regional emergency coordination centre. This plan makes both the Towns of Canmore and Banff more resilient and strengthens the relationship between the two communities.

Mutual Aid Agreements

Responses to emergencies and disasters is resource-intensive, complex, and can seldom be done without the cooperation of and coordination with neighbouring jurisdictions and provincial partners. The Town has several mutual aid agreements, including Bow Valley municipalities, Alberta Forestry, and the South Central Emergency Management mutual aid group. The Town is also a part of the Emergency Social Services Network of Alberta.

Training & Exercises

Members of administration are trained in Incident Command System (ICS) levels which prepares them for a coordinated response in complex disasters. Canmore has also hosted many ICS and emergency management courses that have been attended by administration and regional agencies. The Fire Rescue department regularly participates in wildfire training. These training opportunities help build networks and relationships while developing crucial skills.

Emergency exercises can range from table-top exercises to full-scale boots-on-the-ground training. The *Local Authority Emergency Management Regulation* requires municipalities to hold at least one table-top exercise annually with a functional exercise being performed every four years. The Town goes beyond this requirement by conducting at least two exercises, whether it be tabletop or otherwise, every year. In 2021, the Town hosted a wildfire functional exercise. Learnings from this exercise were used to update the MEMP which was then tested again in 2022 in the Town's Georgetown Wildfire Exercise which included door to door evacuation simulation, deployment of equipment, and evacuation plans. This exercise was funded through a FRIAA grant and was jointly planned with Alberta Forestry and allowed the Town to work closely with Alberta Forestry, Parks Canada, Kananaskis Improvement District, and the RCMP. This exercise also practiced mutual aid support from the Town of Banff, MD of Bighorn, Stoney Nakoda Emergency Service, Kananaskis Emergency Services, Calgary Emergency Management Agency, Canada Task Force 2, and Cochrane Search and Rescue.

In 2023, Administration held a tabletop exercise for the extreme heat response plan to test the newly updated emergency social services plan and reception centre set-up. Administration also hosted an evacuation workshop to work through different evacuation scenarios with members of administration, the RCMP, Volker Stevin, ROAM Transit, and the Alberta Emergency Management Agency. Every opportunity for learning and continuous improvement is taken to increase Canmore's overall preparedness.

Emergency Alert Notification Systems

An important part of emergency preparedness is early warning and notification systems. Alerting systems play a vital role in keeping residents informed during emergencies, ensuring their safety, and facilitating timely responses to critical situations. The Town uses two systems for emergency alerts. The first is the Alberta Emergency Alert (AEA) system. Members of administration regularly practice using the AEA system to ensure timely information is shared with the public. This system has the ability to push intrusive alerts which automatically interrupts public broadcasting on televisions and radios and does not require sign up.

Voyent Alert!

The Town also uses Voyent Alert! as an additional emergency alert notification system. Voyent Alert! allows the Town to send timely alerts during critical events which can be received by residents, businesses, and visitors through the mobile app on smartphones, text messages, voice calls, or emails. The system prioritizes ease of use and allows the municipality to define notifications by regions within the town and ensures relevant information can be sent to those who need it most. Voyent Alert! is used by the Town of Canmore, Town of Banff, and the MD of Bighorn.

Hazard Monitoring

During the high-hazard season, key members of administration meet to discuss wildfire threat, high water level monitoring, and drought and water restrictions status. This helps create a comprehensive picture of the overall risk profile, connects key players to share information and updates, and provides an opportunity to create shared understanding on how the hazards are impacting or interacting with each other. Hazard monitoring information is shared publicly on the Town's website and Facebook page along with any actions required from the community.

Community Preparedness

The Town has created a Community Preparedness Guide (see attachment 1 for the current draft) that outlines emergency preparedness actions that can be taken to lessen vulnerability to disasters. Creating resilient communities starts with helping the community understand what tools and resources they need in an emergency and how to prepare for an evacuation. Ensuring the community is prepared to receive information from the Town is a crucial part of the response. Being ready and acting quickly reduces the risk of evacuation routes becoming blocked or too dangerous to use, allows emergency responders to focus on the threat and help those who may need it, and reduces the risk of outages to utilities and services.

The Community Preparedness Guide outlines actions that can be taken by the community including some of the following:

- Knowing the hazards in the community and planning on how to personally respond. Talk with family and friends about how to reconnect if separated when an emergency happens.
- Be informed on what the emergency response plans are at work, schools, or other places that are visited regularly.
- Staying informed by identifying trusted sources of information. Local news and community websites will have the most updated information from government officials to keep safe.
- Get informed by downloading alerting apps, like AEA, Voyent Alert! and WeatherCAN. Staying informed helps make timely and informed decisions.
- Packing supplies to last a minimum of a week or more for each members of the household, including pets. Consider individuals needs such as medical or dietary requirements, and make copies of identification and other important documents.
- Financially prepare by understanding what is covered by insurance policies, and what is not.
- Keep vehicles either charged to 80% or fuel-tanks half full. Make a plan with friends or family if you do not have a vehicle or pay attention to assembly point communicated during an emergency.
- Review, practice, and update personal emergency plans annually to ensure everyone in a household knows what to do when faced with an emergency.

These actions not only help individuals be more prepared for emergencies, but they increase the resilience of the community overall. Attached is a draft of the Community Preparedness Guide. Once finalized, this guide will be available on the Town of Canmore's website and shared through social media and other digital platforms. Opportunities to increase the accessibility of the guide (e.g. creating hard copies or adopting alternative languages) will be considered with the advice of other Town of Canmore departments, such as Community Social Development. The guide will be available to the community by the end of May 2024.

Response

If a wildfire ignites in Canmore, Fire-Rescue will provide the initial attack response and immediately notify Alberta Forestry, requesting support as appropriate. Alberta Forestry will focus on suppression of the wildfire and Canmore Fire-Rescue will focus on impacts to life, safety, critical infrastructure, and structures within the municipality. Administration works closely with the Alberta Emergency Management Agency's Field Officer unit should additional resources be required. The Information Officer establishes systems for alerting the public, managing media, and responding to public inquiries. If needed, the evacuation plan is activated with support from the RCMP. Traffic management and control plans are developed and activated to respond to the current conditions. Emergency Social Services are activated to support the community throughout the event. Life safety is the top priority in any emergency or disaster response.

Emergency Alerts

During a response, emergency alerts provide real-time information about imminent threats. They are used to guide the community on life-saving actions, including safe evacuation routes, shelter locations, and emergency contacts. Coordinated actions prevent chaos and ensure efficient use of resources during a response. Following the information provided in emergency alerts can save lives, decrease the impact of the hazard, and allow emergency responders to focus their attentions where they are most needed.

Evacuation Procedures

Evacuation routes will be established with consideration on shelter and reception centre locations and based on updated or changing conditions, such as blocked exits, structural damage, or other hazards.

Emergency Social Services

The Town's ESS team provides front-line support immediately during and after an emergency. They offer emotional support, help with registration, and facilitate family reunification. They coordinate essentials like food, clothing, and lodging to ensure basic needs are met. Beyond the incident, the ESS team addresses secondary impacts, such as trauma and mental health, social disruption, and supports recovery planning. They adapt to diverse situations and needs, and help ensure holistic care for the community.

Recovery

Community recovery from an emergency or disaster is a long process that starts while the response is still happening. There is a need to re-establish the social, cultural, physical, economic, environmental, personal and community well-being through inclusive measures that reduce further vulnerability to disaster, while enhancing sustainability and resilience. Recovery actions will be initiated as quickly as possible, generally after life safety issues have been addressed by establishing a Recovery Coordination Centre. Recovery consists of three stages – short-term, medium-term, and long-term, and works towards minimizing future damage to the community and the environment. Community feedback is incorporated into the recovery process and at the heart of the recovery plan lies transparent communications and genuine community engagement to ensure the Town is in tune with the community's needs, values, and aspirations. A community that is informed and engaged is more resilient, cooperative, and supportive of recovery efforts.

Summary

Living in, working in, and visiting Canmore comes with the understanding that the risk of being impacted by a wildfire is high. While the Town's MEMP is flexible, adaptable, and able to address the complexities of a wildfire event, there continues to be actions that can be taken to increase Canmore's resilience. These include:

- Mitigation: continue to apply FireSmart principles across the community by encouraging property owners to FireSmart their structures and by continuing to apply for FRIAA grants to support FireSmart work across the community.
- Preparedness: continue to exercise and update emergency plans with recommendations from events both in Canmore and elsewhere and continue to find ways to engage with the public on community preparedness actions.
- Response: increase subscription to the Town’s emergency alert notification system (Voyent! Alert) to support early notification and information sharing during an emergency for effective evacuations.
- Recovery: continue to build resilience and relationships within the community that support efficient recovery efforts by formalizing relationships with local businesses and service providers, disaster recovery agencies and non-profit organizations.

Administration will continue to build Canmore’s resilience against wildfire by continuing to review and improve plans and processes, engage with the community in ways that are meaningful to them, and building relationships that strengthen both our response and recovery.

STAKEHOLDER ENGAGEMENT

Emergency preparedness, not just wildfire preparedness, necessitates significant engagement both internally and externally, as well as directly and indirectly. Stakeholder engagement with the following organizations and agencies inform much of the work related to wildfire preparedness:

Regional partners in emergency management include the Town of Banff, MD of Bighorn, Stoney Nakoda, Alberta Wildfire, FireSmart Alberta/Canada, Alberta Emergency Management Agency, Tourism Canmore Kananaskis, Alberta Health Services, Kananaskis Mountain Rescue, RCMP, utility providers (e.g. ATCO, EPCOR), Canmore Hospitality and Lodging Association, Canadian Rockies Public Schools.

Internal departments who advise and engage on emergency/wildfire preparedness include Engineering, Planning and Development, Environment and Sustainability, Community Social Development, Economic Development, Facilities, Public Works, Fire-Rescue, IT, and Communications.

With the Communications team, a short public survey was developed to better understand what the community needs to know to feel safe and prepared for emergencies, and to gauge how the community wants to stay informed and learn about emergency preparedness. The information collected from this survey has been used to inform public presentations on emergency management and wildfire preparedness.

ATTACHMENTS

- 1) Community Preparedness Guide (DRAFT)

AUTHORIZATION

Submitted by:	Caitlin Miller Director of Emergency Management / Acting General Manager, Municipal Services	Date: <u>April 12, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>April 30, 2024</u>

The contents in this document are in draft form. Sections may have content added or deleted, and the structure/order of information may change to improve readability and clarity where necessary.

Community Emergency Preparedness Guide

Know the Risks

Canmore is a resilient community that is no stranger to facing hazards. Wildfires, flooding from the mountainous steep creeks, and flooding from the Bow River has been experienced in the region throughout history. Canmore has also undergone significant growth and development since the late 1980s. As the community's population grows, interactions with hazards continues to grow as well. Canmore is now heavily developed in flood plains and well into the wildland interface, meaning that the community is increasingly vulnerable to the impacts of wildfire, steep creek and riverine flooding hazards.

Canada is warming much faster than the rest of the world, influencing the frequency and intensity of natural hazards, including floods, wildfires, droughts, severe storms, and extreme heat events.

Stay Informed

Go to canmore.ca/emergencypreparedness to sign up for Voyent Alert! to receive emergency alerts from the Town of Canmore.

Download the Alberta Emergency Alert app on your phone and set your location to Canmore. [Emergencyalert.alberta.ca](https://emergencyalert.alberta.ca)

Visit getprepared.ca and canmore.ca/emergencypreparedness to help you prepare before a disaster happens.

Before a Disaster Strikes

Disasters affect us all. While local and provincial governments take steps to prepare for wildfires and other disasters, individuals, households, and organizations should also take steps to prepare.

[Prepare yourself and your family.](#)

Make an emergency plan: A plan will help you cope with the stress of an emergency or disaster.

When building your plan, make sure that you think about:

- Safe exits from your home and neighbourhood
- Meeting places to reunite with family or roommates
- Designated person to pick up children or pets should you be unavailable
- Contact persons close-by and out-of-town
- Health and insurance information

- Places for your pet to stay
- Risks in your area
- Location of your fire extinguisher, water valve, electrical panel, gas valve and floor drain

Looking for an emergency plan template? Visit getprepared.ca where you can build a plan online, print it, save it, and share it.

Build and Emergency Kit: Unexpected situations happen every day. Having supplies is one thing you can do to help your household better manage disruptions whether they are big or small.

In an emergency, you will need some basic supplies. You may need to get by without power or tap water. Be prepared to be self-sufficient for at least 72 hours.

You may have some of the items already, such as food, water and a battery operated or wind-up flashlight. The key is to make sure they are organized and easy to find. Would you be able to find your flashlight in the dark? Make sure your kit is easy to carry and everyone in the household knows where it is.

When you build your emergency kit, don't forget to include:

- Food
- Water and liquids (4 litres per person, per day)
- Medical supplies, including glasses and/or contact lenses and solution
- Critical records, like copies of your birth certificate, passport, citizenship paper, and critical medical records and prescriptions
- First aid kit
- Sanitation supplies, like hand sanitizer or cleansing wipes
- Battery-powered or crank radio and flashlight, candles and matches or a lighter

For tips on what to include in your emergency kit or what you can store at home if you have to shelter at home, visit alberta.ca/getsupplies

Pet Preparedness: Pets are an important part of many families, and preparing for your pet in the event of an emergency can help keep your pet safe and lead to a timely reunion if you are separated.

During an emergency or disaster, you may be directed to shelter in place or ordered to evacuate.

If authorities direct you to shelter in place, it is a good idea to have enough pet supplies on hand to last a minimum of 14 days.

If authorities order you to evacuate, plan to take your pet with you. If you are directed to a reception centre, temporary housing, or placing your pet in care, you may need some or all of the following items, which you can put together in your pet's emergency kit:

- Active pet licence. If you are separated, this will assist in their return.
- sturdy pet carrier or crate (labelled)
- pet first-aid kit and guide book
- 7-to-14-day supply of food and water

- food and water bowls
- liquid dish soap, disinfectant, and paper towels
- garbage bags/waste bags for clean-up
- extra collar or harness as well as an extra leash
- blankets, towels and toys or other comfort items
- manual can-opener
- recent photo of you and your pet together (proves ownership)
- 14-day supply of medications (stored in a waterproof container)

Set up a buddy system to make sure you have a pet-friendly neighbour, friend, or family member you can rely on to pick up your pets if you are unable to return to get them.

To learn more about pet preparedness and building an emergency kit for your pet, visit alberta.ca/pet-preparedness.

[Plan for Transportation](#)

Hazards, emergencies, and disasters can strike at any time and in any weather. If you have a vehicle, keep your gas tank full or battery charged in case fuel stations lose power or close down. **If you are ordered to evacuate, you may not have time or access to fuel up or charge up.** Drivers should have an emergency kit in their vehicle before travelling. Vehicle breakdowns, poor weather, and traffic accidents can create difficult situations. These situations are easier to manage when you are prepared.

[Prepare Your Property](#)

FireSmart your home [more information required here]

- Remove items that can burn from within 1.5 metres (5 feet) of your home, such as:
 - dried branches
 - leaves
 - lawn furniture
 - firewood
 - debris
- Install smoke detectors and carbon monoxide alarms on every floor and near sleeping areas.
- Keep a sprinkler in an easy to access location.

[Prepare your Finances](#)

- Speak to an insurance agent about your specific needs.
- Know your insurance options and policy limits. Make sure your home, vehicle, business and belongings are protected. Talk to your insurance agent to learn about what is not covered in your insurance policy.
- If possible, consider an emergency savings account to cover temporary expenses while you are out of your home.

- If you can, keep emergency cash handy in case banking services are unavailable.
- If you are evacuated, keep all receipts for additional expenses.
- Prepare a detailed list of all your belongings.
- Know the 7 steps for making a home insurance claim.

Know Your Zone

During an emergency or disaster, parts of the community may be impacted differently than others. The Town of Canmore has been divided into several zones to help direct evacuations, specific instructions and messaging, and safety. Know which zone you live in and which zone you work in. If you have dependents in your life, like children or elderly family members, know the zones they live in or go to school in.

[insert map of evac zones]

Canmore embraces a multimodal transportation shift and not everyone will have a vehicle or access to a vehicle during an emergency. To help get you to safety during an emergency, be aware of the assembly points and community shelters near you.

Assembly Points are designated outdoor areas within Canmore that are used to provide a safe area for people who are waiting for emergency personnel to respond or who are waiting for transport to a reception centre.

Community Shelters are resilient spaces that provide shelter for people who are waiting to return home or who are waiting to evacuate.

[Insert map of assembly points and community shelters]

Stay up to date on the most significant hazards in your community by visiting canmore.ca/hazardmonitoring.

During an Emergency or Disaster

All public notification of hazard warnings, evacuation alerts, orders, and rescinds, as well as all public information to affected residents and the public will use the following:

- [Canmore.ca/emergency](https://canmore.ca/emergency)
- Facebook (facebook.com/townofcanmore)
- Voyent Alert!

Public notifications and information may also be issued through one or more of the following:

- Alberta Emergency Alert

- Radio
- Town of Canmore Public Call-Centre
- Community email or contact lists
- Door knocking

What is Voyent Alert? Voyent Alert! is an emergency alerting system used by the Town of Canmore, Town of Banff, and the MD of Bighorn. If the Town of Canmore is under an emergency or disaster watch, or if there is an active emergency or disaster, communications about what you need to know and what you need to do will be issued through Voyent Alert!

Voyent Alert! is free, but you must register in order to get alerts.

- **For Mobile App Alerts:** Download and install the Voyent Alert! app from the Apple or Google Play app stores.
- **For Email, Text Message or Voice Call Alerts:** go to canmore.ca/emergencypreparedness

Is Voyent Alert! different from an Alberta Emergency Alert? Yes.

When there is an immediate threat to human life, a broadcast intrusive Alberta Emergency Alert (AEA) will be issued. A broadcast intrusive alert will interrupt mobile phones, television, and radio. If an emergency event requires immediate public action, the public will be notified immediately regardless of the time or day or night.

Why do I need to have Voyent Alert! if an Alberta Emergency Alert will inform me of a threat?

Voyent Alert! allows the Town of Canmore to send targeted information to neighbourhoods and zones. While an Alberta Emergency Alert provides critical evacuation information, more detailed information – including information about emergency social services—will be issued through Voyent. Voyent Alert! has more notification capabilities than an Alberta Emergency Alert as subscribers can receive alerts as phone calls (including to a landline) and/or as emails.

Be prepared in case an evacuation order is called for your zone or for the entire community. You may be evacuated to another area within town, or you may be evacuated to another community. You will be informed of potential evacuations as early as possible.

Know the difference between public notices:

Evacuation Alert (advisory): People should prepare to evacuate soon if situation deteriorates. An alert can lead to an evacuation order.

- Evacuation alerts help you prepare to leave on short notice.
- Take the actions directed, be prepared to go quickly, and monitor trusted sources of information for updates.

Evacuation Order (critical): People must evacuate now. Always obey an evacuation order if one is issued. Failing to do so puts your life, and the lives of first responders, at risk.

- Evacuation orders are issued when you are in danger.
- Emergency situations can change rapidly and prompt an immediate evacuation order.
- Evacuate immediately if you are located inside an order's boundaries and directed to evacuate.
- Delaying your departure can put your life at risk and hinder emergency response efforts.
- Follow the specific instructions provided by your local authorities during an evacuation.
- Always prioritize your safety and the safety of those around you.

Shelter in place: A shelter-in-place advisory is a public safety and risk reduction measure. You may be advised to shelter in place if it is determined that an outside hazard is a threat to life safety and an evacuation would pose greater risk or may not be necessary.

If you are ordered to evacuate, your evacuation order will include details about what you need to know, what you need to do, and where you should evacuate. While some evacuees will seek shelter with relatives and family, or in alternative accommodations like hotels, others—including tourists, visitors, or people experiencing homelessness—will require some form of assistance from the Emergency Social Services team(s) in Reception Centre facilities.

Reception Centre: a location designated as a safe gathering place for people displaced from their homes because of an emergency or disaster to register to receive emergency social services, such as food, clothing, and/or lodging.

Even if you do not evacuate to a reception centre, it is important that you register yourself as an evacuee so that you can quickly access emergency supports right away. When an emergency is declared, Albertans who need to evacuate will be directed to the MyAlberta Emergency Registration System (MAERS). Registering at a reception centre or through MAERS ensures that evacuees are accounted for during a large-scale or complex emergency.

If you are ordered to evacuate, secure your home.

- Close all windows and doors
- Turn off utilities if instructed to do so
- Unplug electrical appliances to reduce the risk of fires caused by power surges
- Lock up your house

Emergencies and disasters can force people to evacuate without their pets, and reuniting with them can be difficult.

If you must leave your pet, increase the chances of their survival by:

- Not confining them
- Not tethering them
- Leaving out lots of food
- Leaving out lots of accessible water (such as a full bathtub or large storage bin)

If time permits, leave a note on your door indicating the date and time you left, a number you can be reached at and the type and number of pets that have been left behind inside.

[include how licencing your pet helps first responders identify homes where pets may need to be rescued]

Evacuation teams will identify the evacuation status of homes using easily visible flagging on or near the door facing the front street. If there is no response at a home, it will be considered occupied until confirmed otherwise. Evacuation teams are aware of areas within Canmore that are zoned for secondary suites so that they can check for separate entrances at the front and back.

Flagging Colour	Evacuation Status
Green	Confirmed vacant
Yellow	Unknown – Re-visit Required
Red	Confirmed Occupied

The RCMP is the primary agency for traffic control, access control, and for the security of the evacuated zones and may use resources from other agencies to meet the access control and security needs as required.

How do I get out of town if there is an evacuation order?

The Town of Canmore is prepared for traffic management during a disaster and is equipped with evacuation routes and maps. Because routes will shift depending on the nature of the disaster, its location, and its severity, there is no singular or static route that will be used.

Evacuation routes will be included as part of evacuation orders. Stick to the routes specified and avoid shortcuts or unfamiliar road that may pose additional dangers.

Closures of the TransCanada Highway and/or Highway 1A to reduce or eliminate traffic heading toward the disaster will be overseen by Alberta Transportation. Contraflow, a form of reversible traffic operation in which one or more travel lanes of a highways are used for the movement of traffic in the opposing direction, are considered in the early stages of a disaster.

Coming Home

If you are ordered to evacuate, you cannot return to your home and/or your community until authorities have declared it safe to do so. Consistent, accurate, and clear messaging will be provided to evacuees and impacted community members with information on re-entry protocols and timelines.

Frequently Asked Questions

[insert content]

Helpful Resources

[insert list]



Request for Decision

DATE OF MEETING: May 7, 2024 **Agenda #: H 6**

TO: Council

SUBJECT: FRIAA Community Fireguard Program Application

SUBMITTED BY: Caitlin Miller, Manager of Protective Services / Director of Emergency Management

RECOMMENDATION: That Council approve the submission of the application for the 2024 Forest Resource Improvement Association of Alberta (FRIAA) Community Fireguard program.

EXECUTIVE SUMMARY

The Forest Resource Improvement Association of Alberta (FRIAA) has announced a new Community Fireguard Grant Program. The purpose of the Community Fireguard Grant Program is to support the Provincial FireSmart Program initiative by funding the construction of community fireguards that provide for enhanced public safety and improved protection of at-risk communities. Following consultation and collaboration with neighbouring government agencies, Administration submitted an application for the grant before the deadline of April 12, 2024 and requires Council support in the form of a Municipal Council Resolution.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Motion 195-2020 Moved by Mayor Borrowman that Council approve the submission of an Expression of Interest for the 2020 Forest Resource Improvement Association of Alberta (FRIAA) grant.

Motion 230-2021 Moved by Mayor Borrowman that Council approve the submission of an Expression of Interest for the 2021 Forest Resource Improvement Association of Alberta (FRIAA) grant.

Motion 51-2022 Moved by Mayor Krausert that Council approve the submission of an Expression of Interest for the 2022 Forest Resource Improvement Association of Alberta (FRIAA) grant.

On November 22, 2023, Mayor Sean Krausert sent correspondence to the Honourable Todd Loewen Minister of Forestry and Parks requesting assistance in directing Forestry & Parks staff to complete the Bow Valley Wildfire and Vegetation Management Plan and release for committee members' review due to the high risk the hazard of wildfire poses to the Town of Canmore.

On January 16, 2024, Mayor Sean Krausert received correspondence from the Honourable Todd Loewen, Minister of Forestry and Parks regarding the FRIAA Community Fireguard Program and encouraged the Town of Canmore and neighbouring municipalities of the Municipal District of Bighorn to consider the opportunities of the new grant program.

On March 25, 2024, Mayor Sean Krausert received correspondence from the Honourable Todd Loewen, Minister of Forestry and Parks, regarding the actions taken by the Province to prepare for the 2024 wildfire season, including the Community Fireguard Grant Program.

DISCUSSION

Wildfire is the top-rated hazard for the Town of Canmore, identified through the Town's Hazard Identification Risk Assessment process and the recent climate modelling that is being completed as part of the Climate Emergency Action Plan development. Any possible wildfire mitigation efforts and action are being considered to reduce the significant impact it poses on the community.

On Thursday March 21, 2024 FRIAA hosted an information session regarding the Community Fireguard Program. The purpose of the new grant program is to support the provincial FireSmart program initiative by funding the construction of community fireguards that provide for enhanced public safety and improved protection of at-risk communities. The program is set up in three phases:

- Phase 1 – Planning
- Phase 2 – Clearing
- Phase 3 – Grazing site preparations (not applicable for the Bow Valley)

The grant application deadline was April 12, 2024.

The fireguards proposed for this program will be cleared areas of varying widths and type based on wildfire behaviour potential. The planned fireguards could vary from 100 metres in size to 1 kilometre or more. The type of fireguard may include a variety of tactics to clear the areas, including mechanical harvesting, heli-harvesting, cluster thinning, and/or prescribed burning. Conceptual areas are provided on the attached map and the majority are on Alberta Forestry and Parks lands within the municipal boundaries of the Town of Canmore, Kananaskis Improvement District, and the MD of Bighorn. These are conceptual areas only and will be planned and established somewhere within or around these boundaries after careful planning done through the funding provided by the FRIAA grant.

Any work to undertake fireguards will be done in considerations of the recommendations brought forward by the Human Wildlife Coexistence Implementation and Action Plan, ensuring the co-benefit of both wildfire mitigation and habitat creation for wildlife are present. In addition, the evaluation and prioritization of fireguard locations will also consider climate change projection for the area, with an effort to mitigate the expected increase in wildfire risk to the region.

Support from both agency administrations and Council is required from all municipal and provincial agencies in the form of municipal Council resolutions or letters of support.

ANALYSIS OF ALTERNATIVES

The Town of Canmore could have requested that Alberta Forestry and Parks submit a grant application to have this work performed. Alberta Forestry and Parks would not be able to hold the disposition of the grant funding. With advice from a FRIAA representative, it was decided that the Town of Canmore should pursue this grant funding as the application is stronger coming from an at-risk community.

FINANCIAL IMPACTS

The application request is for \$197,000 in 2024-2025 to complete phase 1 of the project which includes the planning. The request is subject to availability across the award process. If the FRIAA grant is approved,

Administration will return with a request to add a new capital project to be funded from the FRIAA grant. If the grant is not approved, an application will be resubmitted for future rounds of submissions.

STAKEHOLDER ENGAGEMENT

On March 26, 2024, a meeting was held with representatives from the administrations of the Town of Canmore, Alberta Forestry & Parks, Parks Canada – Banff Field Unit, Kananaskis Improvement District, the Municipal District of Bighorn, and FRIAA. Representatives supported a grant application for the planning phase of this program and Council Resolutions or Letters of Support have been submitted along with the application.

ATTACHMENTS

- 1) Submitted FRIAA Community Fireguard Application
- 2) Bow Valley Conceptual Fireguard Areas – March 2024

AUTHORIZATION

Submitted by:	Caitlin Miller Manager of Protective Services / Director of Emergency Management	Date: <u>April 11, 2024</u>
Approved by:	Chelsey Gibbons Manager of Financial Services	Date: <u>April 16, 2024</u>
Approved by:	Scott McKay General Manager of Municipal Services	Date: <u>April 12, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>April 30, 2024</u>



Forest Resource Improvement Association of Alberta

P.O. Box 11094, Main Post Office,
Edmonton, Alberta T5J 3K4

Project ID (Internal Use Only)

Project Title

Bow Valley Fireguard Planning

Application Date:

12/04/2024

**FRIAA COMMUNITY FIREGUARD PROGRAM
Request for Proposal - Application Form & Template
FRIAA-CFP MARCH 2024**

Attn: FRIAA Administrator

Telephone: 780-429-5873

Submission Portal:

<https://friaa.ab.ca/program-submissions/>

Applicant Information

Applicant Organization (Legal name):	Town of Canmore	Phone:	403-678-8923
Mailing Address:	902 – 7 th Ave, Canmore, AB. T1W 3K1	Fax:	N/A
Authorized Representative (name and title of signing authority)	Scott McKay, General Manager of Municipal Services	Email:	scott.mckay@canmore.ca
Project Manager (name and organization / company)	Caitlin Miller, Manager of Protective Services	Phone:	403-679-1620
		Email:	caitlin.miller@canmore.ca

COMMUNITY FIREGUARD PROGRAM - Project Information

Description of Eligible Activity	Term of Project	Amount of Funding Applied for
Phase 1: Planning	June/2024 – March/2025	\$192,000
Phase 2: Clearing (cost estimate, funding is not available at this time)	2025-2030	\$5,475,000
Phase 3: Grazing Site Preparation (cost estimate, funding is not available at this time)	Not applicable	\$0
Total Project Cost Estimate (preliminary, <u>not including estimated timber revenues</u>):	2024-2030	\$5,667,000

Acknowledged by Applicant

- Band Council Resolution (attached for applications from Alberta First Nations)
- Settlement Council Resolution (attached for applications from Métis Settlements) or President Letter for Métis Co-operative/Enterprise/Local
- Municipality Council Resolution (attached for applications from Municipalities) - [Scheduled for May 7 Town of Canmore Council meeting](#)

The Applicant acknowledges that it has read, understands and agrees with the requirements, terms and conditions of the FRIAA FireSmart Program (the "Program"), the Request for Proposals (the "RFP") and Program Outline, and the FRIAA Community Fireguard Project Grant Agreement (the "PGA") and by its submission of this Application and its Proposal acknowledges and agrees that the Applicant shall be bound by the requirements, terms and conditions of the Program, the RFP and Program Outline, the PGA and FRIAA's policies, procedures protocols and guidelines as well as any and all requirements and directions as may be determined by FRIAA's Board of Director at its sole discretion. The Applicant also acknowledges and agrees that this Application and Proposal may be accepted by FRIAA on further terms and conditions which shall be binding on the Applicant and that the acceptance of this Application and Proposal does not represent a commitment by FRIAA to fund all or any of the activities proposed therein.

Authorized Representative (as named above)

April 12, 2024
Date

1. Project Overview

The Bow Valley Community Fireguard Program is a cooperative effort between the Town of Canmore, Kananaskis Improvement District (KID), MD of Bighorn No.8 (MDBH), Alberta Parks (Parks), and Alberta Wildfire Mgt (AWF).

Details for each of the phases are provided in Section 3.1:

- Phase 1 Planning - will consist of field-recon/ground-truthing of the CONCEPTUAL landscape and community-level areas (see map below) to determine and plan fireguard locations within the conceptual areas
- Phase 2 Land Clearing – will consist of clearing of fireguards over a multi-year period based on priority and available funding
- Phase 3 Grazing Site Preparation – is not applicable for the Bow Valley project

2. Project Area

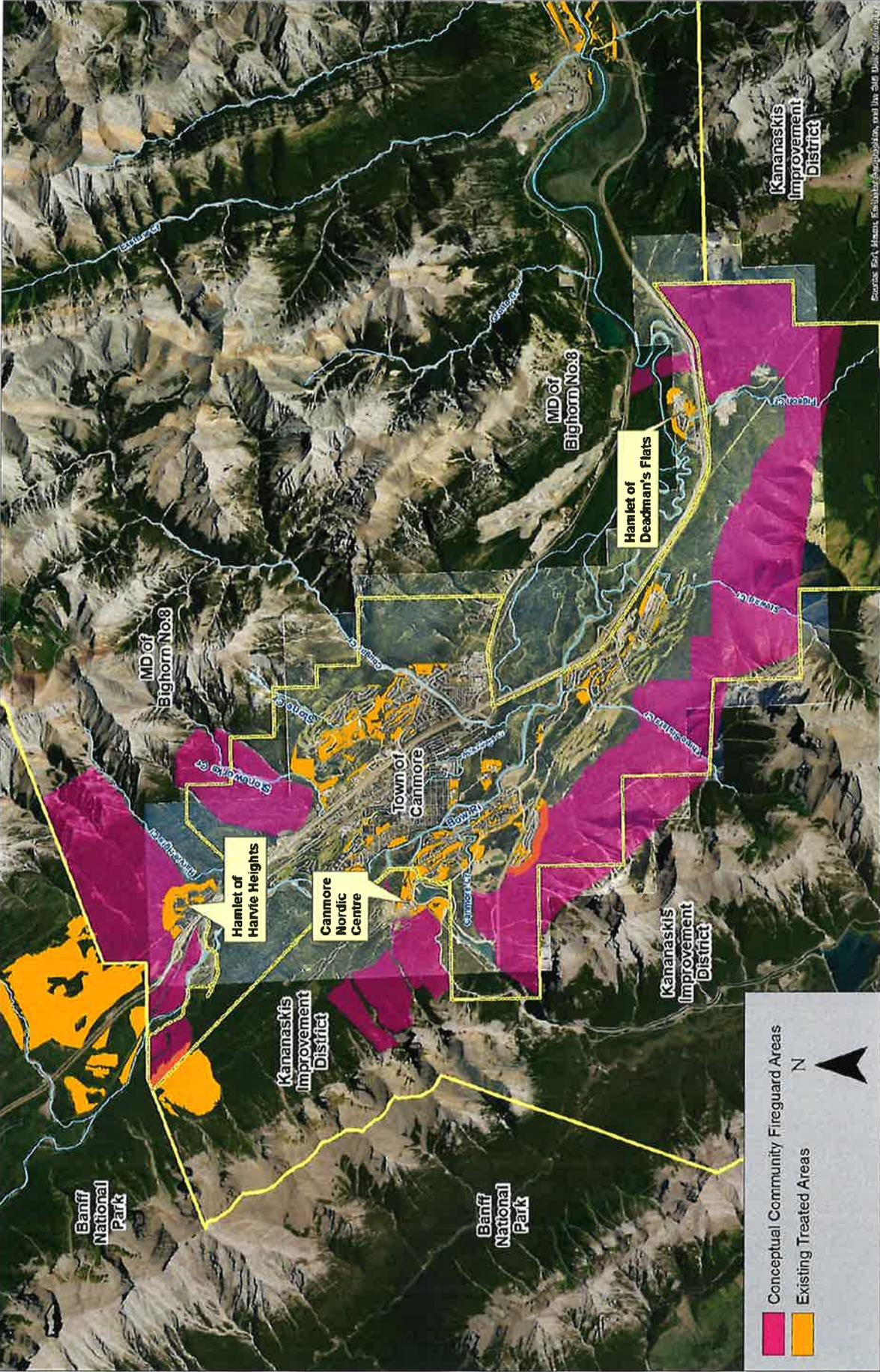
The Bow Valley area covered by the project includes Provincial crown and Municipal lands within the Town of Canmore, MD of Bighorn, and Kananaskis Improvement District. The majority of the proposed conceptual community fireguard areas are on Alberta Provincial Park lands. Communities and values at risk within the project area include the Hamlets of Harvie Heights and Dead Man's Flats, the Town of Canmore, and the Canmore Nordic Centre including associated critical infrastructure values associated with each of these.

Current Bow Valley wildfire threat reduction planning documents include:

- Town of Canmore FireSmart Vegetation Management Plan Update (2023)
- Canmore Nordic Centre Wildfire Mitigation Strategy (2020)
- Town of Canmore Wildfire Mitigation Strategy Review (2018)
- MD of Bighorn Wildfire Mitigation Strategy (2016)
- Kananaskis Improvement District Wildfire Mitigation Strategy (2015)

Conceptual community fireguard areas for this grant application are from the above planning documents and from the Bow Valley Fireguard Agency team (see Project Area map below). These are CONCEPTUAL areas only and ground-truthing and actual fireguard locations within these areas will be determined during the Phase 1 Planning phase.

Project Area Map



3. Project Description

3.1. DESCRIBE YOUR APPROACH AND PROJECT WORK PLAN

(a) Project approach

Phase 1 - Project Planning: Prepare “shovel-ready” treatment plans for each Unit – 2024-25:

- Conduct aerial and ground recon of each Conceptual Unit to determine most effective location for the actual fireguard
- Determine merchantable timber volumes and salvage chance
- Determine method(s) of treatment for each Unit –conventional mechanical harvest, hand-crew clearing, helicopter-log, cable-yarding, cluster harvest, prescribed burn, debris disposal method(s), etc.
- Determine priority for completion of each Unit
- Develop prescriptions and maps
- Determine maintenance responsibilities
- Stakeholder (Agency) consultation and approvals
- Determine and gain necessary dispositions for Units in order of Priority and implementation
- Public communication
- Indigenous consultation

Phase 2 – Land Clearing: Conduct fireguards based on priority and funding available – 2025-2030:

- Prepare Phase 2 grant application and gain funding based on priorities identified
- Flag priority Unit(s)
- Prepare RFP's and choose treatment contractor(s)
- Commence and complete priority Unit(s)

Phase 3 - Grazing Site Preparation: Grazing not possible for the Bow Valley Projects

- The Bow Valley is not suitable for livestock grazing
- Maintenance planning will be included in Phase 1 - Planning

(b) Chronological work plan and timeline

Phase 1 Work Plan and Timelines:

Milestone	Start/End Dates
Field Work: <ul style="list-style-type: none"> ▪ Recon and Ground-truthing ▪ Merchantable timber volumes and salvage chance ▪ Determine treatment types 	June-Aug/2024
DRAFT Plan Development: <ul style="list-style-type: none"> ▪ Determine Unit priorities ▪ Develop prescriptions & maps ▪ Determine maintenance responsibilities ▪ Indigenous consultation 	Sept-Oct/2024
FINAL Plan Development and Approval: <ul style="list-style-type: none"> ▪ Stakeholder consultation and approvals ▪ Gain necessary dispositions 	Nov-Dec/2024
Resident notification	Jan-Mar/2025

Phase 2 Work Plan and Timelines:

Milestone	Start/End Dates
Layout grant funded priority Unit(s)	2025-26
Prepare RFP's and choose treatment contractor(s)	2025-26
Commence and complete funded priority Unit(s)	2025-26

****Note:** This project will require annual funding for 3-5 years (2025-2030) to complete all identified fireguard units

Phase 3 Work Plan and Timelines:

Milestone	Start/End Dates
Not applicable – not suitable for livestock grazing	

(c) Describe authorizations to conduct the proposed work

Authorizations Required:

- Provincial Park lands – Parks Letter of Authority
- Provincial Crown lands – Temporary Field Authorization/VCE's
- Provincial Park lands – AB. Parks will conduct the Indigenous consultation

Authorizations Not Required:

- Vegetation Control Easements are not required on Provincial Parks lands
- Timber Damage Assessment not required for Provincial Park lands nor on Crown or Municipal lands within the Bow Valley planning area

3.2. DESCRIBE STAKEHOLDER INVOLVEMENT

A Bow Valley Fireguard Agency Team has been formed with support from the following stakeholders:

- Town of Canmore – Council Resolution to be obtained at May 7, 2024 Council meeting
- Kananaskis Improvement District – Council Resolution provided below
- Municipal District of Bighorn No.8 – Council Resolution provided below
- AB. Parks - Letter of support provided below
- AB. Wildfire Mgt. - Letter of support provided in Section 3.3
- Parks Canada – Banff Field Unit

Bow Valley Fireguard Agency Team members will be consulted with for their expertise in structure protection, wildfire mgt, wildlife and ecological mgt, harvest planning and operations, prescription development, aboriginal consultation, timber salvage, and public consultation at all stages of the project.

Impacts to other resources will be determined in the Phase 1 Planning process. Positive impacts are anticipated for:

- Protection of life and property
- Ecological impacts
- Wildlife habitat enhancement
- Wildfire management
- Forest health

Two associated research initiatives have been identified to assist with this project:

- Strategic Evacuation Planning and Infrastructure: Wildfire, Transportation, and Human Behaviour – Dr. Jen Beverly & Dr. Stephen Wong (U of A) and Dr. Amy Kim (UBC)
- University of Alberta has expressed an interest in conducting pre and post-operations research on the Bow Valley fireguard project

Communication Milestones – see 3.1(b)

Alberta Parks Letter of Support – April 10, 2024

10 April, 2024
Canmore, Alberta

RE: Letter of Support from Alberta Forestry and Parks (Alberta Parks Division) for the FRIAA Community Fireguard Program

To: Forest Resource Improvement Association of Alberta,

please accept this letter of support from Alberta Forestry and Parks, Parks Division (Alberta Parks), Kananaskis for the FRIAA Community Fireguard Program in the Bow Valley. As the land manager for the majority of the lands proposed for community fireguards, Alberta Parks is supportive of this initiative. Alberta Parks looks forward to supporting this collaborative effort between the Town of Canmore, Kananaskis Improvement District (KID), Municipal District of Bighorn No.8 (MDBH), Alberta Forestry and Parks (FP), and Alberta Wildfire Management (AWM). We will endeavour to provide support to keep this project moving forward including Parks' land approvals, in-kind staff time via active staff participation on the Bow Valley Fireguard Agency Team, management review of priority recommendations, and general and ongoing operational advice. We understand that this multi-year program will involve the large scale removal of forest cover from the Alberta Parks land base, but also recognize the project has the potential for habitat enhancement for an array of wildlife species. Overall, the planned project meets our top priority of life safety and mitigation efforts to help combat wildfire potential for valley communities including residents and visitors.

We look forward to our review of planned priority recommendations, prescription development, and working together across agencies on the development of a robust communications plan (as this will be key to overall project success).

Alberta Parks looks forward to working with our community partners to move through the planning, implementation and maintenance phases of this project and helping to keep Alberta communities safe into the future. Please do not hesitate to contact me if you have any questions.

Sincerely,

Debbie Mucha

Debbie Mucha
Kananaskis West Area Manager, Acting Kananaskis Regional Director
Debbie.Mucha@gov.ab.ca

Cc: Darren Tansowny, Executive Director/Acting ADM, Alberta Parks
Michael Roycroft, Regional Director, Kananaskis, Alberta Parks
John Paczkowski, Human-Wildlife Co-Existence Program Lead, Kananaskis, Alberta Parks


Forestry and Parks

**Government
of Alberta** ■

Classification: Protected A

Kananaskis Improvement District Council Resolution – April 9, 2024

Page 4 of 5

Transfer \$5,949.69 of the 2023 unrestricted surplus (net assets) identified as interest on the 2022 trial balance sheet to Deferred Capital Contributions – Restricted Cash and that the balance remains as restricted cash to be spent in accordance with the Canada Community Building Fund Guidelines.

Transfer the accumulated 2023 unrestricted surplus (net assets) plus associated 2023 unrestricted surplus (net assets) identified as interest on the 2022 trial balance sheet within the Reserve Funds as follows:

- \$339,088.70 from Operating contingency spent in 2023 or future years;
- \$47,602.62 to Capital Reserve – Restricted Cash and that the balance remains as restricted cash for capital purposes in 2023 or future years;
- \$31,607.59 to Operating Reserve – Restricted Cash and that the balance remains as restricted cash for operating purposes in 2023 or future years.
- \$26,339.68 to Disaster Reserve – Restricted Cash and that the balance remains as restricted cash for operating purposes in 2023 or future years.
- \$3,950.95 to Water and Waste Water Reserve – Restricted Cash and that the balance remains as restricted cash for operating purposes in 2023 or future years.

CARRIED UNANIMOUSLY

Council took a recess from 19:06 to 19:18 hrs.

4.4 Enhanced Policing Request

Res. No. 2024/04/09_11

Moved By: Councillor English

Seconded By: Councillor Robinson

Council approves the application to the Royal Canadian Mounted Police (RCMP) for a short-term enhanced policing agreement for the K100 Relay scheduled for June 22, 2024.

CARRIED UNANIMOUSLY

4.4.1 Community Fireguard Program

Res. No. 2024/04/09_12

Moved By: Councillor English

Seconded By: Councillor Robinson

Kananaskis Improvement District Council supports a grant application by the Town of Canmore for the Phase 1 Planning of the FRIAA Community Fireguard program. Without further information and understanding of the broader implications, KID's support, at this time, is limited to the Phase 1 Planning application.

CARRIED UNANIMOUSLY

Council took a recess from 19:44 to 20:15 hrs.

5 Public Gallery

Res. No. 2024/04/09_13

Moved By: Councillor English

Seconded By: Councillor Robinson

Municipal District of Bighorn No.8 Council Resolution – April 9, 2024



Municipal District of Bighorn No. 8

No.2 Heart Mountain Drive, P.O. Box 310, Exshaw, Alberta T0L 2C0

Phone: (403) 673-3611 • Calgary Direct: (403) 233-7678

Fax: (403) 673-3895 • Email: bighorn@mdbighorn.ca

Website: www.mdbighorn.ca

April 10, 2024

Forest Resource Improvement Association of Alberta

To whom it may concern,

Please be advised that on April 9, 2024, Council for the Municipal District of Bighorn passed a resolution (R:76/24) supporting the Town of Canmore's grant application for the construction of fireguards in the Bow Valley.

Please feel free to contact me at the number above should you have any questions or concerns.

Regards,

Andrew Box

Andrew Box
Director of Protective Services/Fire Chief

3.3. DESCRIBE THE INVOLVEMENT OF THE WILDFIRE MANAGEMENT BRANCH

Alberta Wildfire Management is a Team member and attended the initial Bow Valley Fireguard Agency Team meeting (Mar 26/24) to provide wildfire expertise input to the other Team members.

AWF will be consulted with throughout the Phase 1 Planning process and provided with all DRAFT fireguard boundaries and prescriptions for their review and comment as all fireguards are on Provincial crown-lands and most are within the Forest Protection Area of Alberta.

Alberta Wildfire Letter of Support – April 10, 2024



**Calgary Forest Area
 Forestry Division**
 8660 Bears Paw Dam Rd NW
 Calgary, Alberta T3L1S4
 Canada
 Telephone: 403-297-8828
www.alberta.ca

April 10, 2024

Forest Resource Improvement Association of Alberta
 Box 11094
 Main Post Office
 Edmonton, Alberta

To whom it may concern:

Subject: Letter of Support for the Town of Canmore 2024 FRIAA Fire Guard Grant Proposal for Bow Valley Fireguard Planning

I am writing on behalf of Alberta Forestry and Parks, Forestry Division, Calgary Forest Area in support of Town of Canmore application for funding under the Forest Resource Improvement Association Fire Guard grant program.

Town of Canmore has been actively pursuing wildfire hazard mitigation fuel treatments, wildfire mitigation strategy work since 2000 and their FireSmart Program features a variety of initiatives designed to provide wildfire hazard reduction within the Canmore Valley.

We are pleased to support and endorse the expression of interest submission to FRIAA Committee for review. More details and Objective are included below:

- Phase 1 Planning - will consist of field-recon/ground-truthing of the CONCEPTUAL landscape and community-level areas (see map attached) to determine and plan fireguard locations within the conceptual areas.

The Bow Valley area covered by the project includes Provincial crown and Municipal lands within the Town of Canmore, MD of Bighorn, and Kananaskis Improvement District. Most of the proposed conceptual community fireguard areas are on Alberta Provincial Park lands. Communities and values at risk within the project area include the Hamlets of Harvie Heights and Dead Man's Flats, the Town of Canmore, and the Canmore Nordic Centre including associated critical infrastructure values associated with each of these.

Current Bow Valley wildfire threat reduction planning documents include:

- Town of Canmore FireSmart Vegetation Management Plan Update (2023)
- Canmore Nordic Centre Wildfire Mitigation Strategy (2020)
- Town of Canmore Wildfire Mitigation Strategy Review (2018)
- MD of Bighorn Wildfire Mitigation Strategy (2016)
- Kananaskis Improvement District Wildfire Mitigation Strategy (2015)

Conceptual community fireguard areas for this grant application are from the above planning documents and from the Bow Valley Fireguard Agency team. These are CONCEPTUAL areas only and

Classification: Protected A

ground-truthing and actual fireguard locations within these areas will be determined during the Phase 1 Planning phase.

This letter of support is for the completion of a Fireguard planning for the Bow Valley and a second letter of support will be required from Forestry Division to approve the prescription before any vegetation management treatments may commence.

If you require anything further, please do not hesitate to contact me.



Richard Paton
Wildfire Technologist / FireSmart Co-ordinator
Calgary Forest Area
Forestry Division
8660 Bears paw Dam Road NW
Calgary, AB, T3L 1S4
Phone: 403 355-4072
E-mail: richard.paton@gov.ab.ca

Classification: Protected A

3.4. DESCRIBE THE INVOLVEMENT OF THE PUBLIC LANDS BRANCH

N/A – Bow Valley lands are not suitable for livestock grazing.

3.5. DESCRIPTION OF PROJECT MANAGEMENT

Caitlin Miller (or designate), Town of Canmore will be responsible for project management including timelines, quality control, cost control, safety, and FRIAA reporting.

Stew Walkinshaw, RPF and Josh Hoddinott, RPFT will be contracted to complete the Phase 1 field work, priority recommendations, prescription development, and consultation with the Bow Valley Fireguard Agency Team members. Both Walkinshaw and Hoddinott are from the local area and understand the Bow Valley very well.

3.6. DESCRIPTION OF ANTICIPATED PROJECT OUTCOMES.

Expected project outcomes include improvements to:

- Wildfire containment success
 - Landscape-level and community-level firebreaks
- Life safety & community protection success
 - Hamlets of Harvie Heights and Dead Man's Flats
 - Town of Canmore
 - Canmore Nordic Centre
- Ecological restoration/forest health
 - Douglas fir ecosystem restoration
 - Restoration of younger age classes
- Wildlife habitat enhancement
 - Create openings in dense forest cover to improve browse and graze

4. Budget, Reporting and Payment Schedules

4.1. DESCRIBE PROJECT BUDGET AND FUNDING REQUEST

Funding requested for each phase is **estimated** at (see Section 4.2 for details):

- Phase 1: \$192,000
- Phase 2: \$5,475,000
- Phase 3: N/A

All Phase 1 unit-quantities and total amounts are estimates only. It is difficult to determine number or hours and total costs on a planning project of this complexity and size.

All Phase 2 amounts are estimates only as actual numbers won't be known until the planning process is completed, actual hectares of each treatment are known, merchantable/salvageable timber volumes known, and whether a local FMA holder will complete the work for the timber, etc.

Phase 3 is not applicable for the Bow Valley project.

The Town of Canmore/Bow Valley Fireguard Agency Team would prefer to have the Phase 2 funding provided annually over a 3-5 year period for the Priority unit(s) that are planned for that year's operations. The budget amounts provided in Phase 2 below are **ESTIMATED** totals for all units in the project area however there are too many variables (harvest costs, fuel costs, insurance costs, log prices, etc.) to accurately forecast the total costs.

A Municipal Representative will be the Project Manager. Contract wildfire and forest management professionals will be used to complete the fireguard planning and implementation tasks.

4.2. DETAILED PROJECT BUDGET

Activity Type	Description	Unit Qty	Unit Type	Unit Price	Total
Project Expenses					
Phase 1	Project Planning				
	Contract Project Planning Professionals (2) includes recon/ground truthing, planning/mapping, prescription development, quality control, Agency stakeholder consultation	550	hours	\$ 110	\$60,000
	Project Planner vehicles	3,500	km	\$0.85	\$3,000
	Project Planner travel expenses (meals/accommodations)	20	days	\$300	\$6,000
	Helicopter Charter expenses	6	hours	\$3,000	\$18,000
	General public/community communication including open house, advertising	1	unit	\$ 10,000	\$10,000
	Land Agent – permitting/regulatory	1	Unit	\$15,000	\$15,000
	Harvest Planner	1	Unit	\$20,000	\$25,000
	Prescribed Burn Planner	1	Unit	\$25,000	\$25,000
	Aboriginal consultation (consultant)	1	Unit	\$25,000	\$25,000
	FRIAA reporting & deliverables	45	hour	\$ 110	\$5 ,000
	Phase 1 Budget Estimate Sub-Total				\$192,000
Phase 2	Land Clearing – ROUGH ESTIMATE ONLY				
	Project Supervision (Contract) including boundary layout, crew supervision, quality control, stakeholder liaison	550	hours	\$110	\$60,000
	Legal land survey	1	contract	\$ 50,000	\$ 50,000
	Vegetation removal (430 ha Conventional harvesting)	65,000	m3	\$ 40	\$ 2,600,000
	Vegetation removal (35 ha Hi-lead harvesting)	6,000	m3	\$ 60	\$ 360,000
	Vegetation removal (10 ha Hand crew)	10	Ha	\$15,000	\$ 150,000
	Debris disposal	450	Ha	\$5,000	\$ 2,250,000
	FRIAA reporting & deliverables	45	hour	\$110	\$5,000
	Phase 2 Budget Estimate Sub-Total				\$5,475,000
Phase 3	Grazing Site Preparation – Not applicable				\$0.00
	Phase 2 Budget Estimate Sub-Total				\$ 0.00
Merchantable Timber	Expected revenue from sale of timber (revenue returned to project budget)	70,000	m3	\$45	\$3,150,000

In-kind Services	Phase 1 ONLY				
	Authorized Representative – Scott McKay	100	Hours	\$80	\$8,000
	Project Manager – in-house (Caitlin Miller)	200	hours	\$ 50	\$ 10,000
	Town of Canmore Admin Assistant	200	hours	\$40	\$8,000
	Team Representatives from KID and MD Bighorn	100	hours	\$50	\$5,000
	Sub-total				\$ 31,000
Non-FRIAA Funding	Applicant contribution				\$ 0.00
Total Project Budget	Sub-total costs minus estimated timber revenue				\$2,548,000

4.3. DESCRIBE OTHER (NON-FRIAA OR IN-KIND) SOURCES OF FUNDING

Phase 1 in-kind funding of \$30,000 to \$35,000 is estimated for Town of Canmore, KID, and MD of Bighorn staff to perform the following items:

- Manage project timelines and budget
- Convene and chair Bow Valley Fireguard Agency Team meetings and liaison
- Review and comment on proposed firebreak options and priorities
- Liaise with Municipal department leads and Councils
- Review and process payments to vendors

4.4. DESCRIBE THE LOCAL EMPLOYMENT CREATED BY THE PROPOSED PROJECT

Multiple local businesses (within 100km of the Bow Valley) will be used including:

- 6 - Project planning consultants (forest/fire mgt, indigenous relations, land agents, etc.)
- 1 - Helicopter company
- 1 - Local sawmill
- 4 - Logging and hauling contractors
- 4 - Debris disposal and reclamation contractors

4.5. PROGRESS REPORTING SCHEDULE

Milestone	Date	Reporting	Payment
Field Work – Commence: <ul style="list-style-type: none"> ▪ Recon and ground-truthing ▪ Merchantable timber volumes and salvage chance ▪ Determine treatment types 	June1/24	Progress Report 1	\$100,000
DRAFT Plan Development: <ul style="list-style-type: none"> ▪ Determine Unit priorities ▪ Develop prescriptions & maps ▪ Determine maintenance responsibilities ▪ Indigenous consultation 	Nov1/24	Progress Report 2	\$50,000
FINAL Plan Development & Approval: <ul style="list-style-type: none"> ▪ Stakeholder consultation and approvals ▪ Gain necessary dispositions 	Dec31/24		
Resident Notification	Mar31/25	Final Report	\$42,000

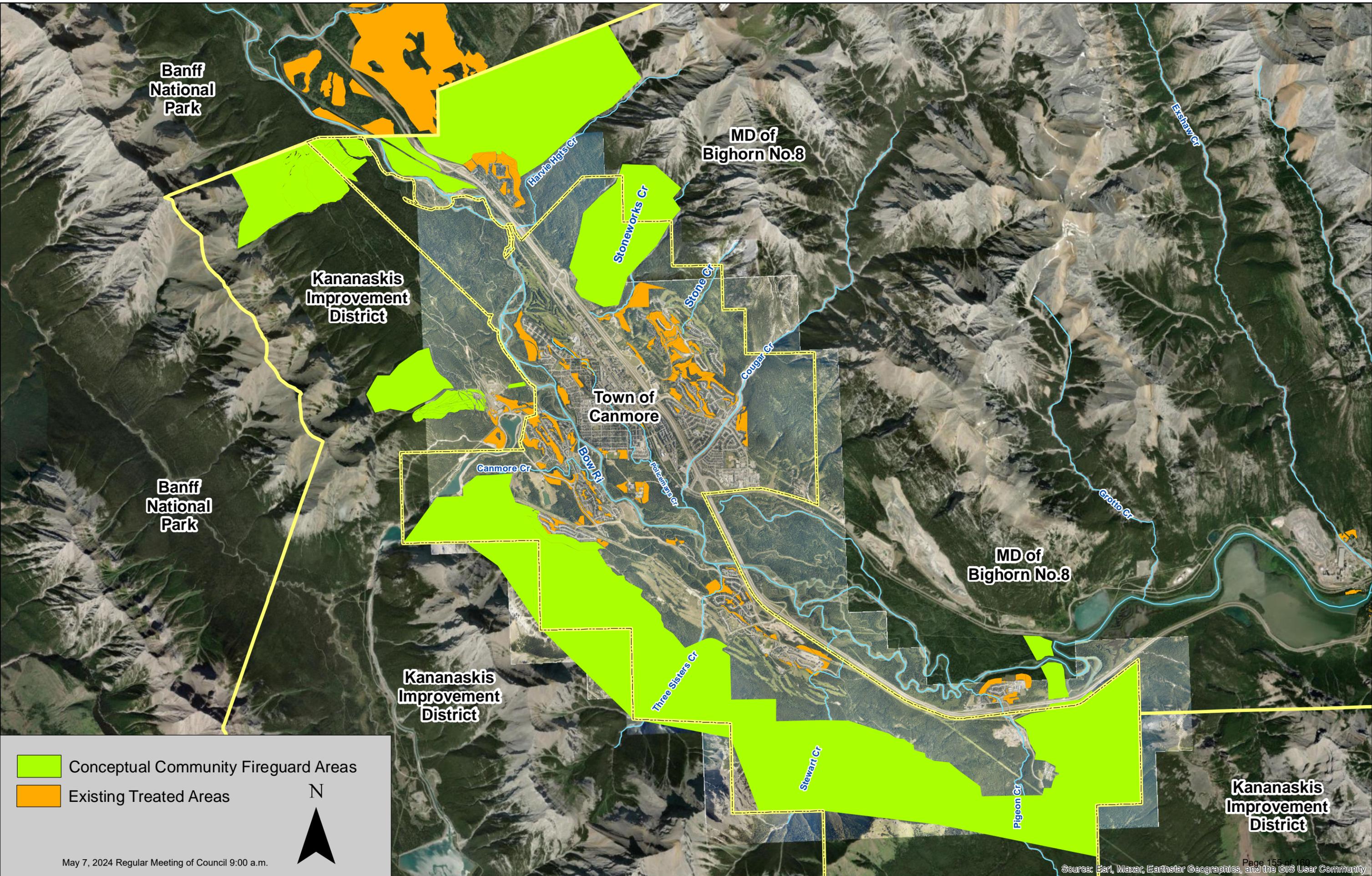
4.6. PAYMENT SCHEDULE

Refer to Section 4.5

5. Additional Information

5.1. ADDITIONAL INFORMATION.

Request for Town of Canmore Municipal Council Resolution will be presented to Town Council at the May 7 Council meeting and will be submitted to FRIAA when received.



- Conceptual Community Fireguard Areas
- Existing Treated Areas



Kananaskis Improvement District



Request for Decision

DATE OF MEETING: May 7, 2024 **Agenda #:** H 7

TO: Council

SUBJECT: A Friendship Agreement with Sedona, AZ, USA

SUBMITTED BY: Mayor Sean Krausert

RECOMMENDATION: That Council direct Mayor Krausert to execute A Friendship Agreement with Sedona, AZ, USA on behalf of the Town of Canmore.

EXECUTIVE SUMMARY

Resident groups in both Canmore and Sedona, AZ, USA are exploring a sister city relationship between the two communities. In furtherance and support of exploring this relationship, the Councils of each municipality are being asked to enter into A Friendship Agreement (Attachment 1).

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

241-89 Moved by Councillor Larsen that Council proceed with the twinning of Canmore and Higashikawa; and that the Ad-Hoc Committee of Mayor Andrews, Deputy Mayor Hammell and Councillor Clark bring back plans for the 12 – 13 July ceremony.
(Minutes of May 9, 1989)

DISCUSSION

The municipalities of the Town of Canmore, AB, Canada, and the City of Sedona, AZ, USA have striking similarities. They're both mountain communities that have become hotspots for tourism, attracting outdoor recreationalists and those wishing to getaway in beautiful mountain landscapes. While we have the Canadian Rockies often adorned with glistening white snow, Sedona is nestled between the red sandstone of the Schnebly Hill Formation and the Mogollon Highlands. Both communities are also surrounded by protected national forest and wilderness areas. Canmore and Sedona also boast vibrant arts communities and respect for the historic and traditional lands of local Indigenous peoples. They are similar in size according to recent census, with the Town of Canmore having 15,990 permanent residents (2021 census) and the Sedona area (including City of Sedona and the immediately adjacent Village of Oak Creek) having 15,705 permanent residents (2022 census). With comparable circumstances and attraction to tourists, both communities are also dealing with similar issues – escalating housing costs and shortage of affordable housing, traffic congestion, difficulty attracting and retaining staffing due to an increased cost of living, the tension between protecting wildlife and natural surroundings in light of high visitation, and varying resident sentiment with respect to tourism.

The Sedona Sister City Association (“SSCA”) has been in the process of searching for a sister city for a few years and has explored locations all over the world. The SSCA first contacted the Mayor of Canmore in November of 2022. After initial discussions and gauging the interest of local Canmore groups, the Mayor of Canmore took a short trip to Sedona in April of 2023 to meet with Sedona elected officials, community

representatives, and to gain familiarization with the Sedona situation. The SSCA soon concluded that Canmore would be their top pick to with whom to enter a sister city relationship.

The Town of Canmore has previously entered a sister city relationship with Higashikawa, Japan. That relationship was very much driven by municipal leadership of the day, and there have been lessons learned from that relationship that will serve our community well when looking into future sister city relationships. These lessons include:

- In order to be sustainable, sister city relationships must be driven by the community and not by elected officials, which change over time.
- Sister cities must ensure that they have similar expectations as to what a sister city relationship means to the participating communities. Failure to have similar expectations inevitably results in frustration, disappointment, and stress in the relationship.
- Sister city relationships should not be dependent upon funding from the municipality.
- While some form of endorsement by the municipality may be required from time to time, e.g. entering into A Friendship Agreement or endorsing a Sister City Covenant, the heart of the relationship resides between grassroot organizations and residents of the respective communities and not at the political or administrative levels of the municipalities.

When discussing the possibility of a sister city relationship with SSCA as well as the Mayor of Sedona, the Mayor of Canmore ensured that everyone agreed with these lessons learned from Canmore's previous experience.

Given the strong potential of a successful sister city relationship, the most important next step was for the Mayor of Canmore to return to local stakeholders in order to support the development of a Canmore Sister City Association (or something akin to such) and to extricate himself from the process. As set out in the Stakeholder Engagement section of this report, several stakeholders have been consulted and expressed potential interest in a sister city relationship with Sedona. Eventually, Rob Seeley and Martin Buckley, both members of the Canmore Rotary Club, emerged as members of the Canmore community willing to take the lead in this initiative.

A Friendship Agreement is a public statement and endorsement of efforts between two communities that are exploring a sister city relationship together. It acts as a catalyst for discussion through creating awareness of the initiative in the community. The City of Sedona endorsed this simple agreement in late April 2024, and now Council is being asked to do likewise. As per the lessons learned, and agreed to by all involved, endorsing the Friendship Agreement does not commit the Town of Canmore to any financial support or ongoing obligations whatsoever.

ANALYSIS OF ALTERNATIVES

As this is ultimately a community initiative that is driven and nurtured by members of the community, always subject to their level of interest and desire to invest time and energy into a sister city relationship, no alternatives were analyzed.

FINANCIAL IMPACTS

None.

STAKEHOLDER ENGAGEMENT

In December 2022 and January 2023, to gauge whether there was any interest in pursuing a sister city, the Mayor of Canmore reached out to multiple local organizations. Given that interest was expressed, a Zoom call was arranged for February 9, 2023, between SSCA, the Mayor of Sedona, members of the Sedona community, the Mayor of Canmore, and members of the Canmore community. The participants from the Canmore community included representatives from: Canmore Museum, artsPlace, Canmore Downtown Business Improvement Area (BIA), Bow Valley Builders and Development Association (BOWDA), Bow Valley Chamber of Commerce (BVCC), Canmore Hotel and Lodging Association (CHLA), and Tourism Canmore Kananaskis (TCK). Subsequently, contact was also made with the Canadian Rockies Public Schools (CRPS) and the Canmore Rotary Club. In the summer and fall of 2023, the Mayor of Canmore and the head of CCSA independently engaged in conversations with various individuals and organizations to explore their willingness and ability to take a leadership role for the Canmore community. At the end of the day, Rob Seeley and Martin Buckley of the Canmore Rotary Club have stepped up to take the lead on this initiative.

ATTACHMENTS

- 1) A Friendship Agreement

AUTHORIZATION

Submitted by: Sean Krausert
Mayor

Date: April 14, 2024

A Friendship Agreement

To encourage our communities to develop understanding and friendships and to engage in projects of mutual benefit

Canmore, Alberta, Canada & Sedona, Arizona, U.S.A.

Hereby decree
our two cities to be

“Friendship Cities”

In so doing we wish to develop cultural, social, economic, environmental and educational exchanges between our two cities.

Mayor, Town of Canmore
Alberta, Canada

Mayor, City of Sedona,
Arizona, U.S.A.

Sedona Sister Cities Assn.

Date: _____

The parties hereby execute this Friendship Agreement to expire
within two years from the noted date.

