



TOWN OF CANMORE

AGENDA

Special Meeting of Council

Council Chamber at the Civic Centre, 902 – 7 Avenue

Tuesday, April 22, 2025 at 11:00 a.m.

Times are estimates only.

- 11:00 – 11:05 **A. CALL TO ORDER AND APPROVAL OF AGENDA**
1. Land Acknowledgement
 2. Agenda for the April 22, 2025 Special Meeting of Council
- B. PUBLIC HEARINGS – none**
- C. DELEGATIONS – none**
- D. APPROVAL OF MINUTES – none**
- E. BUSINESS ARISING FROM THE MINUTES**
- 11:05 – 11:15 1. **Rotary Club of Canmore – The Trail Project Stage 2 – Delegation Request**
- Request:
- 1) That Council confirm the Town of Canmore’s willingness to participate in process to develop a Trail Plan for The Trail, Stage 2.
 - 2) That Council direct administration to work on the development of a Memorandum of Understanding and return to Council for approval.
- Recommendation: That Council:
- decide on the delegation’s request, or
 - direct administration to provide further research, review, and recommendation for the requests at a future meeting, or
 - accept the request as information.
- F. UNFINISHED BUSINESS – none**
- G. BYLAW APPROVAL**
- 11:15 – 11:55 1. **Downtown Business Improvement Area Tax Rate Bylaw 2025-09**
- Recommendation:
- 1) That Council approve the Downtown Business Improvement Area 2025 budget as presented.
 - 2) That Council give first reading to Downtown Business Improvement Area Tax Rate Bylaw 2025-09.
 - 3) That Council give second reading to Downtown Business Improvement Area Tax Rate Bylaw 2025-09.
 - 4) That Council give leave to go to third reading of Downtown Business Improvement Area Tax Rate Bylaw 2025-09.
 - 5) That Council give third reading to Downtown Business Improvement Area Tax Rate Bylaw 2025-09.
- 11:55 – 1:00 **Meeting Break**

- H. NEW BUSINESS**
- 1:00 – 1:10 **1. PL20200280 Securities & CAP 7424 Budget Amendment – Renaissance Development**
Recommendation: That Council increase the budget for CAP 7424 Pathway Network Connectivity (2025) by \$105,000, for a total of \$590,000, with the increase funded from forfeited securities from the Renaissance Development.
- 1:10 – 1:30 **2. Short-Term Rental Enforcement Fund (STREF) – Budget Approval**
Recommendation: That Council approve the expenditure of \$1,109,885 on short-term rental and primary residence compliance to be funded by the Short-Term Rental Enforcement Fund (STREF) Grant.
- 1:30 – 1:40 **3. CAP 7428 South Millennium Reclamation Project Cancellation**
Recommendation: That Council direct administration to cancel capital project CAP 7428 South Millennium Reclamation Project.
- I. REPORTS FROM ADMINISTRATION – none**
- J. NOTICES OF MOTION – none**
- K. CLOSED SESSION – none**
- 1:40 **L. ADJOURNMENT**

—●> THE TRAIL, STAGE 2 Presentation to the Canmore Council

April 1st, 2025

Greg Birch and Carol Poland



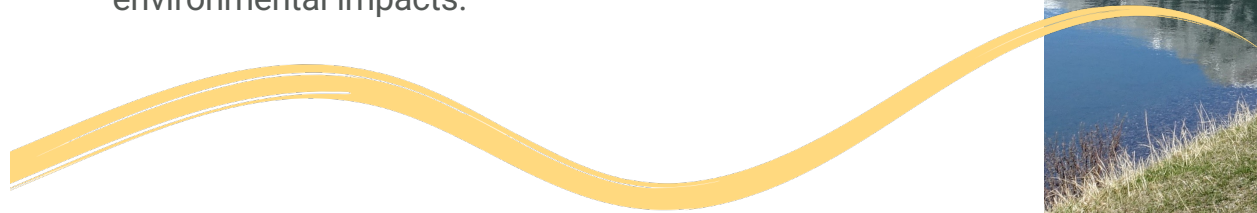
Contents

- The Opportunity
- Bringing The Trail Stage 2 to Life
- Next Steps

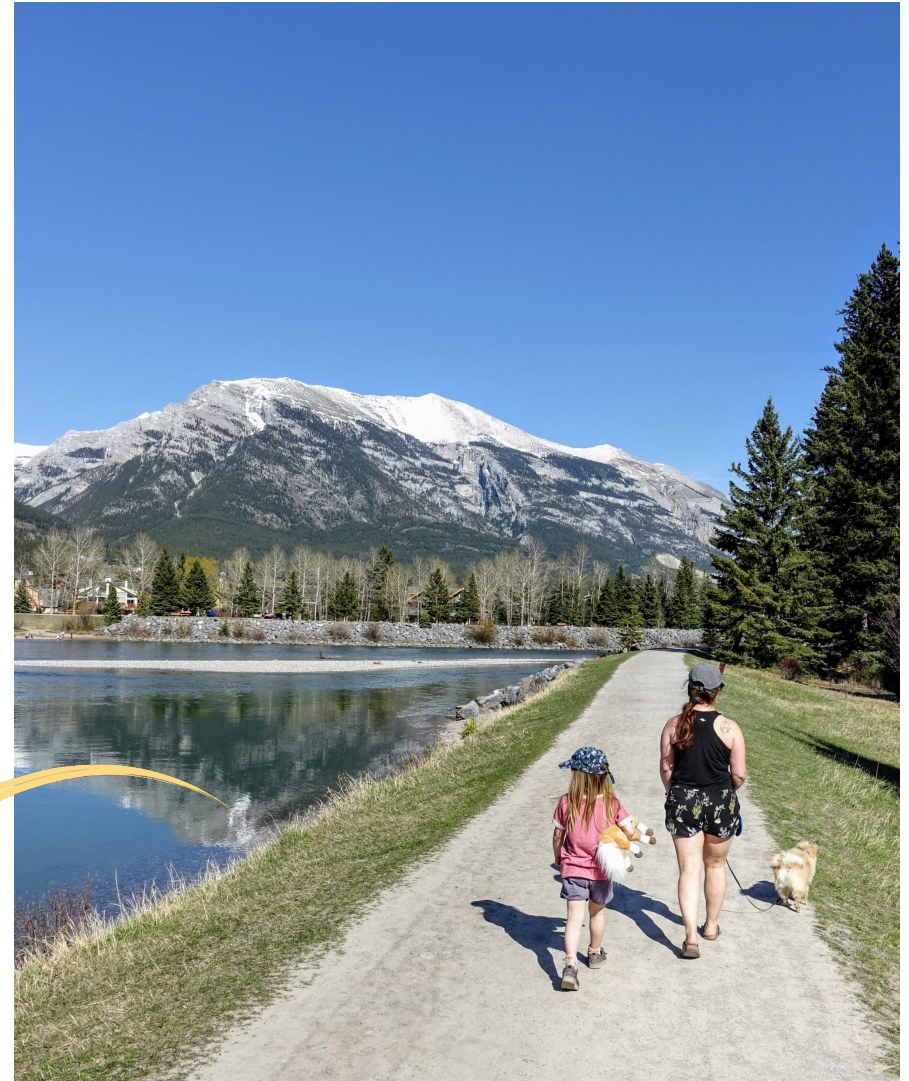
Investing in our future

The Trail is a once in a lifetime Alberta project to connect the City of Calgary to the Town of Canmore.

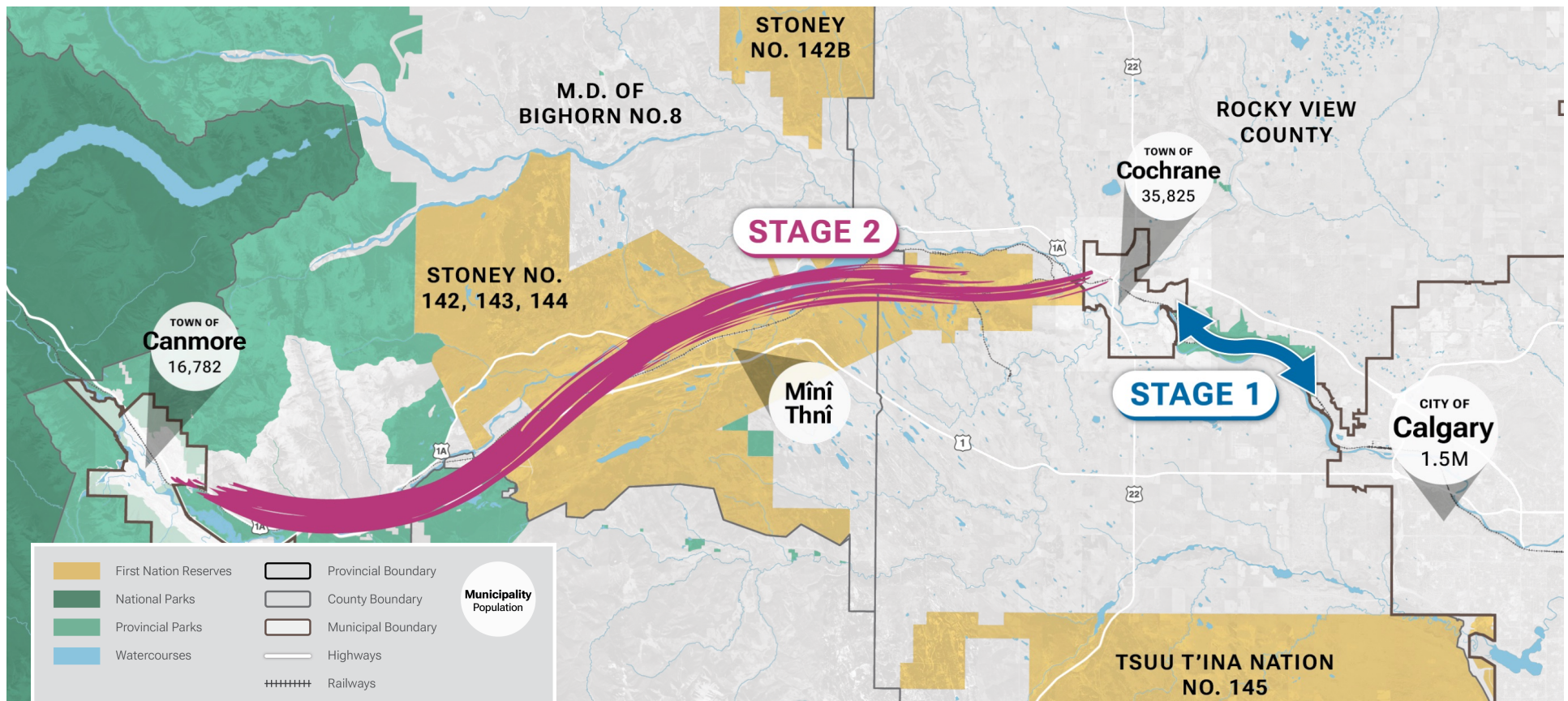
The Trail (Stage 1 and Stage 2) will become part of the 28,000-kilometre Trans Canada Trail Network and add to the existing network of trails benefiting Albertans through public health, economic and environmental impacts.



—●➤ Bringing The Trail, Stage 2 to Life

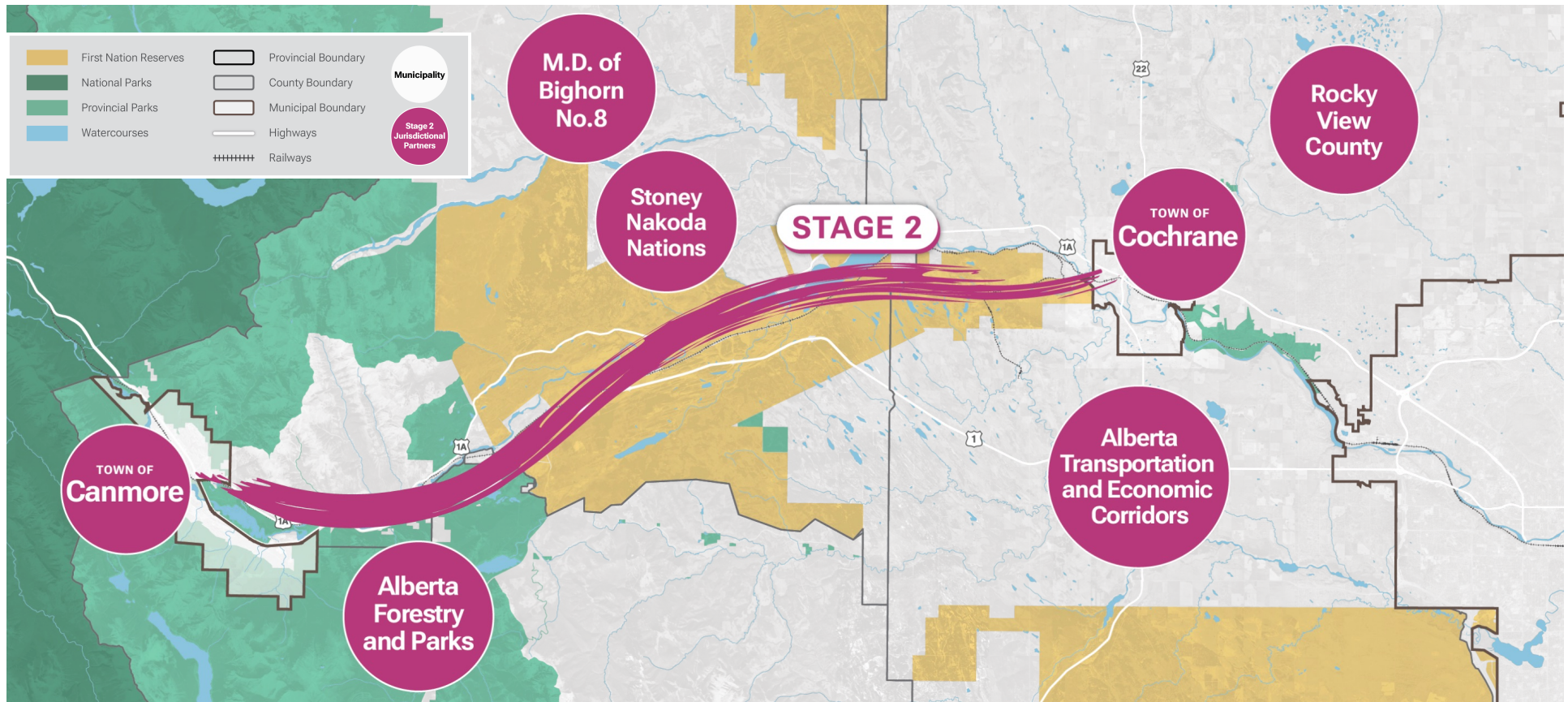


A Trail in Two Stages

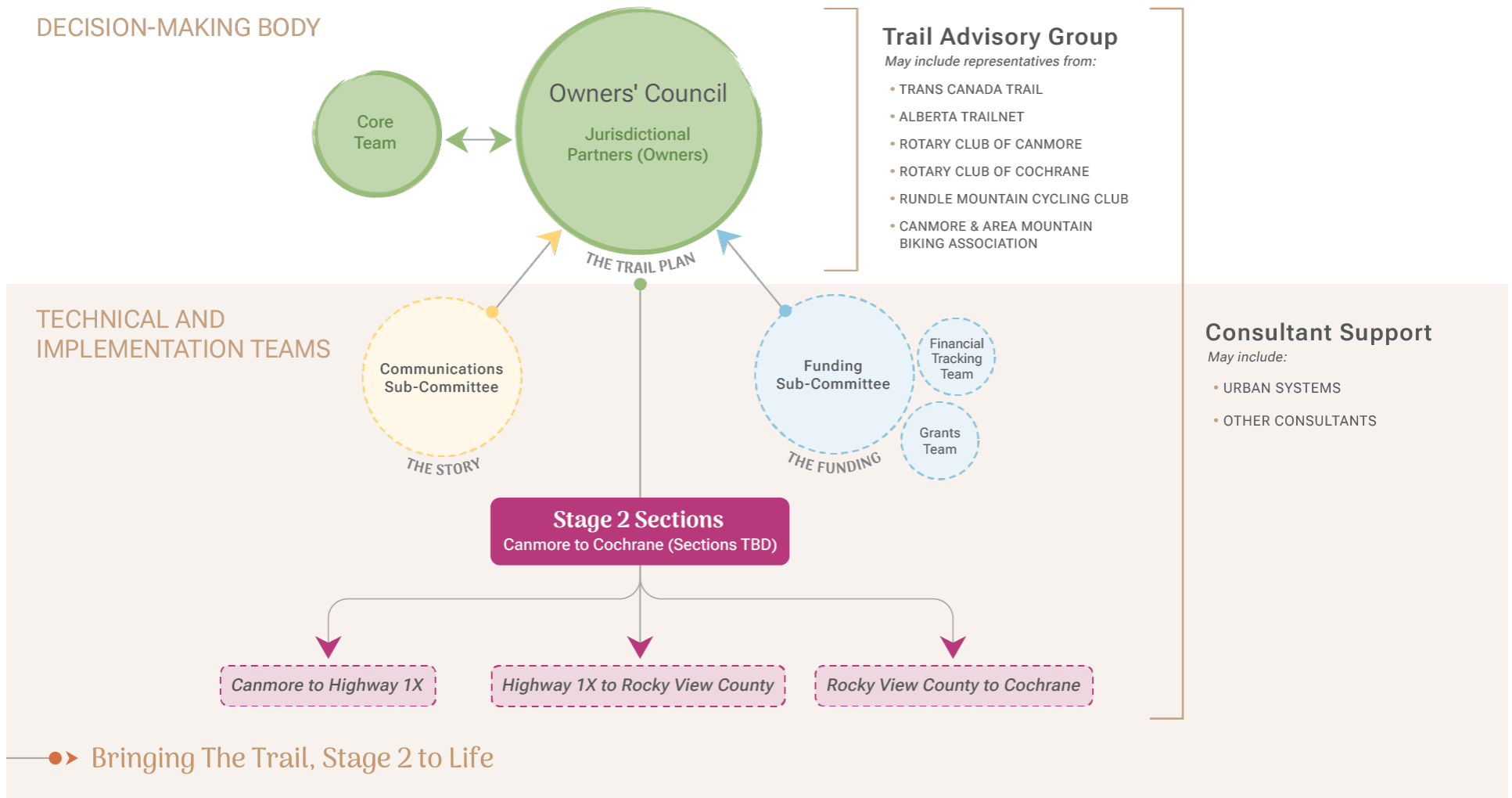


—●➤ Bringing The Trail, Stage 2 to Life

Stage 2 Potential Jurisdictional Partners



—●— The Opportunity



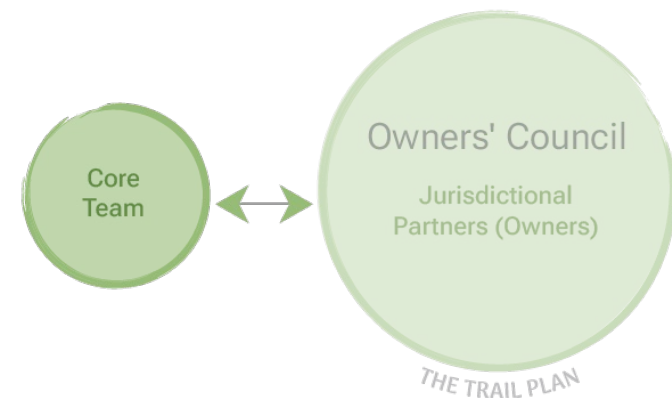
The Core Team

Authority:

- Grassroots drivers and community champions of The Trail, Stage 2 process.
- The Core Team to Chair the Owners' Council as stewards of the project and pursue funds to support the development of The Trail Plan, Stage 2 process.
- No decision-making authority over work completed for The Trail Plan.

Membership:

- Comprised of volunteer representatives from local organizations, which may include:
 - Rotary Club of Canmore (RCC)
 - Rundle Mountain Cycling Club (RMCC)
 - Canmore & Area Mountain Biking Association (CAMBA)



—●➤ Bringing The Trail, Stage 2 to Life

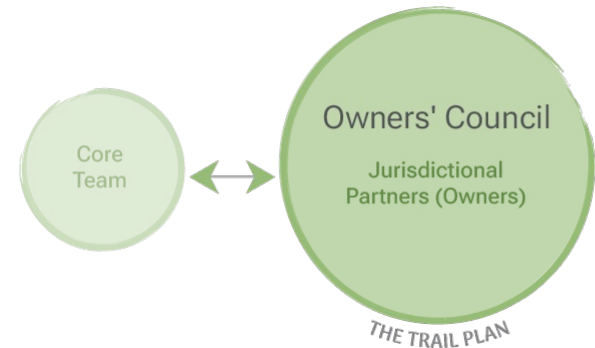
Owners' Council

Authority:

- Hold decision-making authority on the development, approval, and coordination of all work required to complete The Trail Plan, Stage 2.

Membership:

- Comprised of jurisdictional partners that will be the future owners and operators of The Trail.
- Voting membership dependent by section



Potential Owners' Council Members by Section: ✓ = Voting Member

Canmore to Highway 1X

- ✓ Town of Canmore
- ✓ M.D. of Bighorn
- ✓ Alberta Forestry and Parks
- ✓ Alberta Transportation and Economic Corridors

Highway 1X to Rocky View County

- ✓ Stoney Nakoda Nations
- ✓ M.D. of Bighorn
- ✓ Alberta Forestry and Parks
- ✓ Alberta Transportation and Economic Corridors

Rocky View County to Cochrane

- ✓ Stoney Nakoda Nations
- ✓ Rocky View County
- ✓ Town of Cochrane
- ✓ Alberta Transportation and Economic Corridors

—●➤ Bringing The Trail, Stage 2 to Life

Trail Advisory Group

Authority:

- Provide support and resource mechanism for Owners' Council.
- No decision-making authority over work completed for The Trail Plan—limited reporting function required from the Owners' Council.

Membership:

- Comprised of representatives from groups, or individuals who have:
 - skills related to trail planning and development
 - experience working with/connections to government (all levels)
 - expertise in fund raising

Trail Advisory Group

May include representatives from:

- TRANS CANADA TRAIL
- ALBERTA TRAILNET
- ROTARY CLUB OF CANMORE
- ROTARY CLUB OF COCHRANE
- RUNDLE MOUNTAIN CYCLING CLUB
- CANMORE & AREA MOUNTAIN BIKING ASSOCIATION

—●➤ Bringing The Trail, Stage 2 to Life

The Current Status: Stage 1 (Calgary to Cochrane)

Memorandum of Understanding #1, Signed August 30th, 2023

- Commit with other jurisdictional partners to develop a Trail plan from Calgary to Cochrane

Memorandum of Understanding #2, Signed January 31st, 2025

- Collaborate to delivering Stage 1 of the Trail Plan
- Assist in securing the capital funds
- Make decisions around the long-term stewardship of the Trail

Jurisdictional Partners include:

- The City of Calgary
- The Town of Cochrane
- The Ministry of Forestry and Parks
- The Rotary Club of Cochrane

—●➤ Bringing The Trail, Stage 2 to Life

The Current Status: Stage 2 (Canmore to Cochrane)

- **Core team established for Stage 2 of the Trail, Spring, 2023**
- **Funding received from Trans Canada Trail to investigate the feasibility of a Stage 2 Trail, Oct 1, 2024**
 - Hired Urban Systems to support the effort
 - Rotary Club of Canmore acts as contracting vehicle (100% pass-through)
- **Concept of the Trail worked into the Canmore Area Trail Strategy (CATS)**
- **Identifying and meeting with jurisdictional partners interested in participating in the investigation and ultimate delivery and operation of the Trail, Stage 2**

—●➤ Bringing The Trail, Stage 2 to Life

The Ask of Jurisdictional Partners along The Trail, Stage 2

Determine level of interest to participate in exploring The Trail, Stage 2

Confirm if jurisdiction is willing to participate in process (i.e., Owners' Council) to develop a Trail Plan for The Trail, Stage 2

Agree to terms of Memorandum of Understanding

Commit to working with other jurisdictional partners to develop The Trail Plan, Stage 2 and make available staff, information and technical resources

Develop The Trail Plan, Stage 2

Meet regularly with Owners' Council to draft and finalize The Trail Plan, Stage 2

WINTER 2024 / 2025

SPRING 2025

(AS FUNDING IS OBTAINED)

1-2 Year Process

—●> Next Steps



MEMORANDUM OF UNDERSTANDING

BETWEEN CITY OF CALGARY, TOWN OF COCHRANE, THE MINISTRY OF FORESTY, PARKS AND TOURISM, AND THE ROTARY CLUB OF COCHRANE ("The parties")

WHEREAS

- A. A cross-boundary trail connection between the City of Calgary and the Town of Cochrane is supported in several statutory and non-statutory plans, including:
 - a. the Calgary Metropolitan Region Board Growth Plan
 - b. the Rocky View County/City of Calgary Intermunicipal Development Plan
 - c. the Rocky View County Parks and Open Space Master Plan
 - d. the Town of Cochrane Open Spaces Master Plan
- B. The TransCanada Trail has identified the connection between the City of Calgary and the Town of Canmore as a priority trail connection for their network.
- C. The Rotary Club of Cochrane, a non-profit service organization, initiated work to plan a trail between the City of Calgary and the Town of Canmore, named The Trail.
- D. The Trail is planned in two stages:
 - a. Stage 1: City of Calgary to the Town of Cochrane
 - b. Stage 2: Town of Cochrane to the Town of Canmore
- E. The Rotary Club of Cochrane has obtained funding to develop and complete The Trail Plan for Stage 1 of The Trail between City of Calgary and the Town of Cochrane. The Trail Plan means the guiding document for the planning and implementation of The Trail for Stage 1 between the City of Calgary and the Town of Cochrane and setting the stage for The Trail for Stage 2 between the Town of Cochrane and the Town of Canmore. The Trail Plan will be:
 - a. a place to clearly articulate the vision and purpose of The Trail
 - b. a reference document to use throughout the lifecycle of The Trail
 - c. a guide to overall governance, design, direction, implementation, and timing of The Trail.
- F. The parties have formed a partnership to work collaboratively in support of the completion of The Trail Plan.



NOW THEREFORE

1. The parties seek to continue working together to complete The Trail Plan for Stage 1 of The Trail between the City of Calgary and the Town of Cochrane.
2. The purpose of the Memorandum of Understanding is to receive:
 - a. jurisdictional partner commitment to continue the process of developing The Trail Plan and,
 - b. jurisdictional partner commitment to continue to provide appropriate staff, information, and technical resourcing (as appropriate) to develop and complete The Trail Plan.
3. In pursuit of their mutual goal to continue the process of developing and completing The Trail Plan, the parties agree to:
 - a. providing the appropriate staff, information, and technical resourcing (as appropriate) to develop The Trail Plan.
 - b. working collaboratively to understand each jurisdictional party's perspective to capture opportunities and address challenges.
 - c. meeting as a partnership on a monthly, or on a regular basis.
4. As part of the process to develop The Trail Plan, the parties commit to completing the following milestones:
 - a. Confirm the primary, and designate staff member, from each respective jurisdiction to participate in the partnership and carry out necessary activities to develop The Trail Plan.
 - b. Develop vision and guiding principles for The Trail.
 - c. Confirm The Trail alignment and character.
 - d. Decide on the appropriate ownership and governance structure to reflect each parties' shared interest in The Trail.
 - e. Update the appropriate decision-makers and/or decision-making bodies from each respective jurisdiction on The Trail Plan process (i.e., progress, milestones, or potential issues).
 - f. Share The Trail Plan with each jurisdictional party and facilitate sign-off of The Trail Plan through each respective jurisdictional party process.
5. If changes are required to the Memorandum of Understanding, the parties can amend the Memorandum of Understanding by written agreement signed by each party.

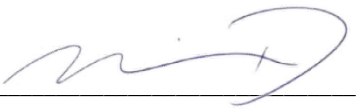


The parties have signed this Memorandum of Understanding this [INSERT] day of [INSERT], 2023.

CITY OF CALGARY by its authorized
signatory(ies):

Name: _____

TOWN OF COCHRANE by its authorized
signatory(ies):

Name:  _____ Mike Derricott, CAO
8th August 2023

THE MINISTRY OF FORESTY, PARKS AND TOURISM by its authorized
signatory(ies):

Name: _____

THE ROTARY CLUB OF COCHRANE by its authorized
signatory(ies):

Name: _____

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MEMORANDUM OF UNDERSTANDING

BETWEEN THE CITY OF CALGARY, TOWN OF COCHRANE, THE MINISTRY OF FORESTRY AND PARKS, AND THE ROTARY CLUB OF COCHRANE (the "**Parties**"), dated January 31, 2025.

WHEREAS:

- A. A cross-boundary trail connection between The City of Calgary and the Town of Cochrane is supported in several statutory and non-statutory plans, including:
 - i. the Calgary Metropolitan Region Board Growth Plan;
 - ii. the Rocky View County/The City of Calgary Intermunicipal Development Plan;
 - iii. the Rocky View County Parks and Open Space Master Plan; and
 - iv. the Town of Cochrane Open Spaces Master Plan and the Southbow Landing Neighbourhood Plan.
- B. A trail between The City of Calgary and the Town of Canmore would add to the 28,000 km of trails that are part of the Trans Canada Trail network.
- C. The Rotary Club of Cochrane, a non-profit service organization, initiated work to plan a trail between The City of Calgary and the Town of Canmore ("**The Trail**").
- D. The Trail is planned in two stages:
 - i. Stage 1: The City of Calgary to the Town of Cochrane ("**Stage 1**"); and
 - ii. Stage 2: Town of Cochrane to the Town of Canmore ("**Stage 2**").
- E. The City of Calgary, Town of Cochrane, The Ministry of Forestry and Parks, and the Rotary Club of Cochrane entered into a memorandum of understanding dated August 30, 2023 (the "**2023 MOU**"). The 2023 MOU established a voluntary owners' council to cooperatively develop a trail plan for Stage 1 of The Trail ("**The Trail Plan**"). The Trail Plan is the guiding document for Stage 1 and sets the stage for Stage 2 of The Trail. The Trail Plan was completed on March 15, 2023.
- F. In this MOU, the Parties wish to:
 - a. establish the terms of the governance and delivery of The Trail and The Trail infrastructure, and the operations and maintenance of The Trail;
 - b. establish the long-term stewardship of The Trail; and
 - c. continue the voluntary owners' council comprised of the Project Partners and the Rotary Club of Cochrane.



NOW THEREFORE:

DEFINITIONS

1. In this MOU:
 - a. **"FOIP"** means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25;
 - b. **"Project Partner"** means The City of Calgary, the Town of Cochrane, and the Ministry of Forestry and Parks, or any one of them;
 - c. **"MOU"** means this Memorandum of Understanding;
 - d. **"Owners' Council"** means the voluntary council, comprised of the Project Partners and the Rotary Club of Cochrane, established under the 2023 MOU;
 - e. **"The Trail Infrastructure"** mean all physical assets that make up The Trail, including the pathway network and associated facilities and amenities; and
 - f. **"The Trail Major Infrastructure"** means substantial physical assets that have been constructed to support use of The Trail, which includes the pedestrian bridge crossing the Bow River, the controlled public railway crossing and/or any future substantial physical assets, agreed to by the Parties.

2023 MOU

2. The 2023 MOU is hereby terminated and is no longer of any force or effect.

PURPOSE

3. Each Project Partner will strive towards shared interests as part of the voluntary partnership established to support the mutual goal of delivering Stage 1 of The Trail.

COMMITMENT OF RESOURCES

4. The Project Partners will commit resources (e.g., staff, information, and technical resourcing (as appropriate)) to deliver The Trail Plan.

OWNERS' COUNCIL

5. The Parties wish to continue the Owners' Council established under the 2023 MOU.
6. The Owners' Council will collaborate on:
 - a. delivering Stage 1 according to The Trail Plan;
 - b. assisting the Project Partners to secure capital funds to deliver Stage 1, subject to section 16; and
 - c. making decisions about the long-term stewardship of The Trail, including, but not limited to, support for marketing and event coordination, direction related to operations and maintenance of The Trail, and guidance for community-based volunteer groups to support future trail enhancement projects (e.g., upgrades, beautification).



7. The Parties will develop a revised Terms of Reference to reflect updated roles and responsibilities of the Parties for Stage 1.
8. For clarity, each Project Partner has authority within its own jurisdictional boundary to make decisions regarding The Trail.

INFRASTRUCTURE DELIVERY

9. The Project Partners will collaborate on delivering Stage 1 Trail Infrastructure within their jurisdiction, as described in The Trail Plan.
10. If, for whatever reason, the alignment of The Trail as laid out in The Trail Plan cannot be delivered, the Project Partners will develop an alternative alignment that meets the intent of The Trail Plan and connects to established and/or planned future segments of The Trail.
11. The Project Partners will collaborate with Rocky View County to secure legal access on the north side of the Canadian Pacific Kansas City (CPKC) railway between the trail network in Glenbow Ranch Provincial Park and the proposed controlled public railway crossing as identified in The Trail Plan.

OWNERSHIP

12. The Project Partners own The Trail Infrastructure within their jurisdictional boundaries, subject to any agreements between the Parties.

THIRD PARTY APPROVALS AND AGREEMENTS

13. The Project Partners will work collaboratively with approving authority processes to secure any additional agreements that may be required to connect Stage 1 of The Trail (e.g., license of occupation).

OPERATIONS AND MAINTENANCE

14. Each Project Partner will operate and maintain The Trail Infrastructure under their ownership at their sole discretion, subject to any agreements between the Parties.
15. The Project Partners wish to operate and maintain The Trail Infrastructure to meet user needs (as determined by each Project Partner) and, where possible, align operations and maintenance approaches for Stage 1 of The Trail to achieve a high-quality, consistently maintained trail for users.

COSTS AND CONTRIBUTIONS

16. The Project Partners will assist the Rotary Club of Cochrane to use their best efforts to secure capital funds to deliver Stage 1. There is no expectation for the Project Partners to fund the initial capital costs of The Trail.
17. Each Project Partner is responsible for operations and maintenance costs and making replacement decisions for The Trail Infrastructure under their ownership.
18. The Project Partners will collaborate on seeking funding sources for acquisition, maintenance, and replacement costs for The Trail Major Infrastructure.

**CONFIDENTIAL INFORMATION AND FOIP**

19. The Parties acknowledge that in connection with this MOU and their membership in the Owners' Council, the Parties may be provided with certain confidential oral and written information by the Parties and other third-parties. Each Party will use best efforts to hold such confidential information in confidence and use it solely for the purposes of this MOU.
20. The Parties acknowledge that this MOU, the Owners' Council, and the relationship between the Parties will be subject to the protection and disclosure provisions of *FOIP* and any other applicable privacy legislation.

GENERAL

21. Headings in this MOU are for reference purposes only and will not affect the construction or interpretation of this MOU.
22. This MOU is not a formal or legal document and is not legally binding upon the Parties.
23. The Parties can amend this MOU by written agreement signed by each Party.
24. This MOU may be terminated by each Party upon 30 days' notice to the other Parties.
25. This MOU may be signed in counterpart and by original or electronic signature, each of which will be binding on all Parties and considered one instrument.

[Signature page follows]

THE CITY OF CALGARY by its authorized
signatory(ies):



Name: Kyle Ripley

TOWN OF COCHRANE by its authorized
signatory(ies):



Name: Mike Derricott

THE MINISTRY OF FORESTY AND PARKS by its authorized
signatory(ies):

Name: _____

THE ROTARY CLUB OF COCHRANE by its authorized
signatory(ies):



Name: Keith Johnson

[Signature Page to The Trail Memorandum of Understanding]

The TRAIL STAGE 2: Canmore East

FOLLOW UP INFORMATION to Council Presentation Tues April 1, 2025

CORE Trail Stage 2 Team Delegation:

Carol Poland, Greg Birch, Martin Buckley, Bruce Eidsvik, Laura Quelch, Julian deCocq

Council Questions with MORE COMPLETE RESPONSES.

Mayor Krausert:

1. Is Stage 1 of The Trail funded? Stage 1: Calgary to Cochrane.

No. Completion of the Trail PLAN was a key step prior to pursuing major funding. The Trail "PLAN" demonstrates alignment among jurisdictional partners and provides the necessary information to pursue funding (i.e., trail alignment, trail character, project costs, etc.).

The Town of Cochrane, with the support of Cochrane Rotary, have applied to the federal "Active Transportation Fund" for \$17 Million (60% of Stage 1 costs) and are actively pursuing additional public and private funding opportunities: including a \$7 million grant from the Public Transit Fund through Calgary Metropolitan Region Board and \$10 Million from provincial government funding.

See PLAN funding reply to Councillor Graham

2. Are they looking for Funding from Jurisdictional Partners or is this all externally funded?

Stage 1 aims to be funded entirely through external sources. Future improvements to existing trails and/or further beautification may be funded through jurisdiction partners.

Councillor Foubert:

1. Are there projections for potential trail use?

Not yet. Ridership projections will be a focus of Stage 2 planning. Comparable trails, like the Legacy Trail, will serve as useful references. – All future steps once all the jurisdictional partners get around the table to explore the project.

2. What has been the Engagement Plan /Process with Jurisdictional Partners to-date?

The plan is to engage identified partners to gauge their interest in participating in the exploration of Stage 2 of The Trail. This includes reaching out to the following :

Alberta Forestry & Parks- Positive meetings with Peggy Holroyd

Alberta Transportation & Economic Corridors- Positive meetings

MD Bighorn #8: Council passed resolution to join the Owners' Council and enter MOU #1 (once finalized)

MD Rocky View County: Contacts made.

Summer Village of Ghost Lake: contacts made

Stoney Nakoda Nations- received reply from William Snow requesting more information. Contacts made with Chiniki FN, Good Stoney FN and Bearspaw FN. May also consider Tsuu T'ina Nation.

Canmore Area Trail Strategy (CATS) is aware of The TRAIL project. 2 members of The Trail Stage 2 CORE team participate on CATS meetings.

3. Will the Trail be Paved?

Stage 1 of The Trail will be paved, as agreed by all jurisdictional partners. Paving decisions for Stage 2 will be determined through the planning process and may vary by segment. Upon completion, this Trail will be part of Trans Canada Trail Network and Accessible by All ages and abilities. A multi- use pathway and regional connector for recreation, tourism and commuting.

Councillor Mah:

1. Is this Trail Stage 2 Plan an “All or Nothing”? IF some potential partners say NO, does it all stop?

No, Stage 2 is envisioned to proceed in segments, depending on the interest and participation of jurisdictional partners.

Councillor Graham:

1. Regarding the Funding? Funding by WHOM? Provide details of funding per Stage 1.

For Stage 1, which included development of the Stage 1 Trail PLAN – along with supplementary plans including, a Communications Plan, a Bridge Alignment Plan and Funding Strategy – was ALL funded through private donations and grants. The Stage 1 team received three grants through the federal Active Transportation Fund, the TransCanada Trail and Bow RiversEdge Campground.

2. Do we know the cost per kilometer of The Trail Stage 1?

This is a bit tricky to answer as Stage 1 includes a bridge at a significant cost. For standard 3m wide paved trail for Stage 1 the baseline cost of ~\$1200 per meter including basic amenities, plus a 50% contingency due to potential infrastructure needs like bridges and boardwalks.

What is The ASK from The Trail Stage 2 Core Team:

1. To Direct Town of Canmore Administration to assign staff person to participate in monthly Owners Council meetings for The TRAIL Stage 2.
2. To SIGN MOU #1 (once finalized) for The Trail Stage 2 which signals a formal commitment to collaboratively explore Stage 2 of The Trail.



Request for Decision

DATE OF MEETING: April 22, 2025 **AGENDA #:** G 1

TO: Council

SUBJECT: Downtown Business Improvement Area Tax Rate Bylaw 2025-09

SUBMITTED BY: Gradey McMahon, Executive Director, Downtown Canmore BIA
Chelsey Gibbons, Manager of Finance, Town of Canmore

RECOMMENDATION: That Council approve the Downtown Business Improvement Area 2025 budget as presented.

That Council give first reading to Downtown Business Improvement Area Tax Rate Bylaw 2025-09.

That Council give second reading to Downtown Business Improvement Area Tax Rate Bylaw 2025-09.

That Council give leave to go to third reading of Downtown Business Improvement Area Tax Rate Bylaw 2025-09.

That Council give third reading to Downtown Business Improvement Area Tax Rate Bylaw 2025-09.

EXECUTIVE SUMMARY

If there is a Business Improvement Area (BIA) within a municipality, the *Municipal Government Act* (MGA) requires Council to approve the BIA's budget and pass a BIA tax rate bylaw each year.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

The Downtown BIA was established in 2005 by Bylaw 21-2005. Council has subsequently passed a BIA tax rate bylaw annually by May 1 in accordance with subsection 20(1) of Alberta's Business Improvement Area Regulation 93/2016.

Council is also required to approve the BIA's annual budget prior to passing the annual tax rate bylaw, in accordance with subsection 11(1) of the Alberta's Business Improvement Area Regulation 93/2016.

DISCUSSION

The BIA's 2025 revised budget includes \$178,938 in levy revenue (see attachment 1). The BIA Regulation requires that the levies collected equal that amount approved in the budget and that the amount collected be done using an assessment method that is consistently applied to all affected properties. For 2025, the rates represent a 3.8% increase in the base levy to align with the inflation number provided by the Town at budget time, and then new fees for Hotel Accommodation, Short Term Accommodation, and Undeveloped Lots.

2025 Rate Structure based on Location

	Frontage on Main Street	Frontage on Other Streets	Lower/Rear/Upper Unit
Landowner	\$305	\$305	\$305
0-500 sq. ft. Business	488	428	305
501-1000 sq. ft. Business	549	488	366
1001-1500 sq. ft. Business	610	549	428
1501-2000 sq. ft. Business	672	610	488
2001+ sq. ft. Business	733	672	549

New: Hotel Accommodation: Main Street - \$550 per room

New: Hotel Accommodation: Other Streets - \$500 per room

New: Undeveloped Lots - \$3,600 per lot

Each property within the Downtown Canmore Business Improvement Area is assessed based upon the following:

- Each property is identified by the Lot, Block, Plan, and Tax Roll#
- Each Landowner/Business is a member at the prescribed rate in the membership approved rate structure above (Fee Structure)
- Each Landowner that also owns a Business is only charged once; the fee is applied to the business
- Non-profit organizations are not charged a fee
- Each space that has been, or is occupied, is assessed a fee
- Un-demised, never occupied, and un-leased space within the same building and landowner's possession where the legal parcels are contiguous is considered in totality
- Each member has one vote per paid membership (not-for-profit members are entitled to 1 vote)

Based on the methodology, the BIA board has prepared an assessment roll (Schedule A of the attached bylaw) and notified all affected property owners. The assessment roll totals \$178,938, which is consistent with their board approved budget.

Section 9.3 of the Downtown BIA Establishment Bylaw (21-2005) states that "Council shall add to the estimates an allowance for non-collection and administration costs involved in raising the requested money.". In the past, such an allowance has not been added to the budget (referred to as the estimates). Administration will work with the BIA to include this allowance in the BIA's 2026 budget submission.

ANALYSIS OF ALTERNATIVES

N/A

FINANCIAL IMPACTS

No direct financial implications to the Town. The BIA, however, cannot execute its budget unless the bylaw is approved.

INTEREST HOLDER ENGAGEMENT

On March 26, 2025, the BIA Board accepted the revised budget and tax rate bylaw/schedule “A” at their board meeting.

Affected property owners were notified, by Town Administration, that Council would consider the 2025 BIA tax rate bylaw at its April 22, 2025, meeting via mail. Alberta’s Business Improvement Area Regulation 93/2016 does not require advertisement, merely notification to all owners. This notice contained a draft 2025 budget along with preliminary actuals for 2024. The audited 2024 financial results are included as part of Attachment and differ from the preliminary 2024 financials distributed via mail out.

The Town of Canmore’s (Finance) Property Assessment and Taxation department will distribute the BIA assessments to property owners within the BIA with the annual property tax notices.

ATTACHMENTS

- 1) Downtown BIA 2025 Budget
- 2) Downtown Business Improvement Area Tax Rate Bylaw 2025-09

AUTHORIZATION

Submitted by:	Chelsey Gibbons Manager of Finance	Date:	<u>March 19, 2025</u>
Approved by:	Dustin Schinbein General Manager of Corporate Services	Date:	<u>April 3, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>April 15, 2025</u>

**DOWNTOWN CANMORE BIA
BUDGET 2025**

G1 Attachment 1

Downtown Canmore BIA Budget 2025								
		Units	Fee	2024 Actuals (Audited)		2025 BUDGET		
REVENUES								
	Landlords/Businesses			\$ 129,795.00		\$ 178,938.00		
	Base Levy (3.8% increase over previous year)	-	-	\$ 129,795.00		\$ 129,208.00		
	Hotel Accommodation: Main St. (\$550/ea.)	26	\$550.00	\$ -		\$ 14,300.00		
	Hotel/Accommodation: Other St. (\$500/ea.)	24	\$500.00	\$ -		\$ 12,000.00		
	Undeveloped Lots (\$3600/lot)	6	\$3,905.00	\$ -		\$ 23,430.00		
	Town Centre Grant Fund (2025 includes carryover)			\$ 12,188.00		\$ 103,775.66		
	Downtown Canmore TC Study			\$ 6,300.00		\$ -		
	Sublease Income			\$ 3,826.00		\$ 6,313.23		
	Interest			\$ 104.00		\$ 550.00		
	Total Revenue			\$ 152,213.00		\$ 289,576.89		
EXPENSES								
Accounting and Legal								
	Auditor			\$ 13,720.00		\$ 13,750.00		
	<i>Sub-Total:</i>			\$ 13,720.00		\$ 13,750.00		
Administration								
	Administrative Expenses			\$ 81,129.70		\$ 137,655.00		
	Admin Support/Bookkeeping			\$ 6,175.00		\$ -		
	Office Supplies			\$ -		\$ 2,281.66		
	Memberships/Newsletters			\$ 390.00		\$ 506.20		
	Downtown Enhancements			\$ 13,001.00		\$ -		
	Postage and Delivery			\$ -		\$ 100.00		
	Conferences			\$ -		\$ -		
	Rent			\$ 14,452.46		\$ 16,984.03		
	Utilities			\$ 2,076.38		\$ 3,500.00		
	Telephone			\$ 882.20		\$ 1,050.00		
	Insurance			\$ -		\$ 3,500.00		
	Bank/service charges			\$ -		\$ 500.00		
	<i>Sub-Total:</i>			\$ 118,106.74		\$ 166,076.89		
Marketing								
	Marketing & Advertising (10% of overall budget)			\$ -		\$ -		
	Marketing Campaigns			\$ 18,826.34		\$ -		
	Advertising			\$ 2,888.64		\$ -		
	Promotions/Swag			\$ -		\$ 1,000.00		
	Website/Computer Updates			\$ 1,230.84		\$ 2,500.00		
	<i>Sub-Total:</i>			\$ 22,945.82		\$ 3,500.00		
Board & Member Services								
	Board & Member Meetings			\$ 302.93		\$ 500.00		
	AGM			\$ 2,030.94		\$ 1,250.00		
	Board Services / Stakeholder Engagement			\$ 1,427.66		\$ 1,000.00		
	<i>Sub-Total:</i>			\$ 3,761.53		\$ 2,750.00		
Enhancement, Projects, Events								
	Vibrancy/Placemaking			\$ 2,250.00		\$ 67,000.00		
	MSPZ Gateway Flowers			\$ -		\$ 25,000.00		
	Downtown Mural Projects			\$ -		\$ 16,500.00		
	Downtown Music			\$ 2,250.00		\$ 7,500.00		
	Christmas Lighting			\$ -		\$ 18,000.00		
	Events/Campaigns			\$ 941.48		\$ 36,500.00		
	Movie Night(s)			\$ 850.00		\$ 6,000.00		
	Canmore Light-Up			\$ -		\$ 25,000.00		
	Christmas Is Canmore			\$ 91.48		\$ 3,000.00		
	Crave Canmore			\$ -		\$ 2,500.00		
	<i>Sub-Total:</i>			\$ 3,191.48		\$ 103,500.00		
	Amortization as per Audit			\$ 879.43		\$ -		
	Total Expenses			\$ 162,605.00		\$ 289,576.89		
Excess (deficit) of revenue over expenses				-\$ 10,392.00		\$ -		
Accumulated surplus, beginning of year				\$ 38,286.00		\$ 27,894.00		
Accumulated surplus, end of year				\$ 27,894.00		\$ 27,894.00		



BYLAW 2025-09

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 2025

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 2025 Tax Rate Bylaw 2025-09”.

TAX RATE

- 2 Council establishes the 2025 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
2025

Roll #	Lot	Block	Plan	Unit #	Building #	Street	Tax Rate Levy
10193	7	46	1095F		826	10TH STREET	\$ 1,527
10195	10	46	1095F		838	10TH STREET	\$ 2,259
10205	1	48	1095F		802	MAIN STREET	\$ 2,930
10206	2	48	1095F		806	MAIN STREET	\$ 3,905
10207	3	48	1095F		810	MAIN STREET	\$ 733
10208	4,5	48	1095F		820	MAIN STREET	\$ 5,006
10209	6	48	1095F		822	MAIN STREET	\$ 1,526
10210	7	48	1095F		826	MAIN STREET	\$ 3,235
10211	8,9	48	1095F		830	MAIN STREET	\$ 3,968
10212	9,10	48	1095F		836 & 838	MAIN STREET	\$ 1,282
10221	11,12	49	1095F	101 & 102	837	MAIN STREET	\$ 3,357
10222	13	49	1095F		829	MAIN STREET	\$ 854
10224	15	49	1095F		821	MAIN STREET	\$ 977
10225	16	49	1095F		817	MAIN STREET	\$ 3,723
10226	17-20	49	1095F		801	MAIN STREET	\$ 5,371
10395	12	62	1095F		733	MAIN STREET	\$ 1,771
10396	13	62	1095F		729	MAIN STREET	\$ 2,259
10397	14,15	62	1095F		721	MAIN STREET	\$ 4,150
10398	16	62	1095F		717	MAIN STREET	\$ 1,709
10399	17	62	1095F		713	MAIN STREET	\$ 2,929
10401	19,20	62	1095F		701 & 705	MAIN STREET	\$ 4,395
10402	1	63	1095F		702, 901, 903	MAIN STREET	\$ 3,050
10403	2,3,4	63	1095F		710	MAIN STREET	\$ 5,676
10405	5	63	1095F		718	MAIN STREET	\$ 1,038
10406	6	63	1095F		722	MAIN STREET	\$ 2,929
10407	7,8	63	1095F		726	MAIN STREET	\$ 1,038
10408	8 PRT	63	1095F		730	MAIN STREET	\$ 1,038
10409	9,10	63	1095F		738	MAIN STREET	\$ 5,099
10413	3	64	1095F		709	9TH STREET	\$ 1,464
10415	5	64	1095F	201 - 203	717	10TH STREET	\$ 1,891
10416	6	64	1095F		721	10TH STREET	\$ 5,500
10417	7	64	1095F		725	9TH STREET	\$ 1,526
10419	9W,10	64	1095F		737	10TH STREET	\$ 1,160
10420	1	65	1095F		702	10TH STREET	\$ 915
10426	7	65	1095F		726	10TH STREET	\$ 793
10427	8	65	1095F		730	10TH STREET	\$ 3,905
10428	9	65	1095F		734	10TH STREET	\$ 3,905
10429	10	65	1095F		738	10TH STREET	\$ 3,905
10451	8	69	1095F		629	10TH STREET	\$ 2,500
10452	9	69	1095F		633	10TH STREET	\$ 793
10453	10	69	1095F		1000	6TH AVENUE	\$ 2,014
10454	3, 4, 5	70	1095F		610	MAIN STREET	\$ 14,849
10456	6	70	1095F		622	MAIN STREET	\$ 1,038
10457	7	70	1095F		626	MAIN STREET	\$ 2,624
10458	8	70	1095F		630	MAIN STREET	\$ 1,526
10460	9,10	70	1095F		638	MAIN STREET	\$ 1,038
10469	11	71	1095F		637	MAIN STREET	\$ 1,648
10470	12	71	1095F		633	MAIN STREET	\$ 1,830
10471	13	71	1095F		629	MAIN STREET	\$ 733
10472	14,15	71	1095F		621	MAIN STREET	\$ 3,905
11088	3	3	3608GP		902	MAIN STREET	\$ 1,282
11836	11	62	1095F		737	MAIN STREET	\$ 4,271
13814	1		9311903	1	718	10TH STREET	\$ 854
13815	2		9311903	2	718	10TH STREET	\$ 854
14781	1		9512682	1	714	10TH STREET	\$ 672
14782	2		9512682	2	714	10TH STREET	\$ 488

SCHEDULE 'A' LEVY
2025

Roll #	Lot	Block	Plan	Unit #	Building #	Street	Tax Rate Levy
14783	3		9512682	3	714	10TH STREET	\$ 488
16356	1		9811639	100A	729	10TH STREET	\$ 5,004
17727	1		212378	101	1000	7TH AVENUE	\$ 854
17728	2		212378	105	1000	7TH AVENUE	\$ 488
17729	3		212378	109	1000	7TH AVENUE	\$ 549
17730	4		212378	113	1000	7TH AVENUE	\$ 549
17731	5		212378	117	1000	7TH AVENUE	\$ 549
17732	6		212378	121	1000	7TH AVENUE	\$ 488
17775	1		213573	100	709	MAIN STREET	\$ 610
17776	2		213573	104	709	MAIN STREET	\$ 672
17777	3		213573	108	709	MAIN STREET	\$ 733
17778	4		213573	208	709	MAIN STREET	\$ 733
17779	5		213573	300	709	MAIN STREET	\$ 733
17780	6		213573	308	709	MAIN STREET	\$ 733
19217	1		514329	105	1001	6TH AVENUE	\$ 977
19218	2		514329	109	705	10TH STREET	\$ 793
19219	3		514329	113	705	10TH STREET	\$ 488
19220	4		514329	117	1001	6TH AVENUE	\$ 915
19221	5		514329	101	1001	6TH AVENUE	\$ 549
19222	6		514329	217	1001	6TH AVENUE	\$ 488
19223	7		514329	221	1001	6TH AVENUE	\$ 428
19224	8		514329	225	1001	6TH AVENUE	\$ 366
19225	9		514329	201	1001	6TH AVENUE	\$ 793
19226	10		514329	205	1001	6TH AVENUE	\$ 366
19227	11		514329	206	1001	6TH AVENUE	\$ 733
19228	12		514329	213	1001	6TH AVENUE	\$ 610
19609	1		710982	104	621	10TH STREET	\$ 366
19610	2		710982	101	621	10TH STREET	\$ 428
20406	31		813748	107	829	10TH STREET	\$ 610
20407	32		813748	109	829	10TH STREET	\$ 672
20408	33		813748	111	829	10TH STREET	\$ 610
20409	34		813748	113	829	10TH STREET	\$ 672
20410	35		813748	101	1002	8TH AVENUE	\$ 854
20411	36		813748	103	1002	8TH AVENUE	\$ 854
20726	4		911653	109	710	10TH STREET	\$ 610
20727	5		911653	101	710	10TH STREET	\$ 549
20728	6		911653	209	710	10TH STREET	\$ 671
21243	6		1012362	101	901	8TH AVENUE	\$ 1,831
23125	47	2	2311669		901	MAIN STREET	\$ 3,905
TOTAL LEVY							\$ 178,938



Request for Decision

DATE OF MEETING: April 22, 2025 **AGENDA #:** H 1

TO: Council

SUBJECT: PL20200280 Securities & CAP 7424 Budget Amendment – Renaissance Development

SUBMITTED BY: Trevor Reeder, Engineering Project Manager

RECOMMENDATION: That Council increase the budget for CAP 7424 Pathway Network Connectivity (2025) by \$105,000, for a total of \$590,000, with the increase funded from forfeited securities from the Renaissance Development.

EXECUTIVE SUMMARY

A budget increase will facilitate completion of offsite improvements related to Development Permit PL20200280 Canmore Renaissance Corp. for a development located at 101 Stewart Creek Rise. Initially approved in 2009, development at this site has been delayed by several extended periods of inactivity. The developer committed to construct offsite improvements, specifically including a pedestrian walkway system, to serve the development. These offsite improvements have not yet been constructed. Financial challenges halted construction of the development in 2024, and the site has been acquired by new owners. Administration recommends retaining previous developer securities and proceeding to construct the offsite improvements under the scope and budget of CAP 7424 Pathway Network Connectivity (2025).

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

- 28 October 2020 Canmore Planning Commission Development Permit approval for PL20200280.
- 28 September 2021 Development Agreement Executed for PL20200280.
- 11 February 2025 Council approved the 2025 Capital Budget, which included CAP 7424 Pathway Network Connectivity (2025)

DISCUSSION

On October 28, 2020, the Canmore Planning Commission approved Development Permit PL20200280 for a 67-unit stacked townhouse and apartment building. The development at this location was initially approved under DP2009-268, but construction halted after the completion of two buildings. The previous developer then sought a new permit, PL20200280, with a revised development concept. Construction of Building #3 began but was halted in 2024, leaving the building incomplete.

The Development Permit and Development Agreement commit the developer to construct offsite improvements specifically including a pedestrian walkway system to serve the development. These offsite improvements have not yet been constructed.

The site has been acquired by new owners and the Canmore Planning Commission has approved the renewal of Development Permit PL20200280.

The Town holds \$105,000 in securities from the previous developer and recommends those funds be allocated as recommended to ensure completion of the previously agreed offsite improvements without impacting completion of the development by the new owners.

ANALYSIS OF ALTERNATIVES

Responsibility for the offsite improvements could be assigned to the new owners under the registered Development Agreement. Administration does not recommend this alternative to avoid any impact to completion of the development by the new owners.

FINANCIAL IMPACTS

No impacts are anticipated. Securities are currently held in a Town account. Scope is similar to other work planned under CAP 7424 and efficiencies are anticipated. Operational impacts have been previously anticipated and accounted for.

INTEREST HOLDER ENGAGEMENT

Administration has communicated with previous and new ownership of the development.

ATTACHMENTS

- 1) CAP 7424 Capital Detail Sheet – Updated

AUTHORIZATION

Submitted by:	Trevor Reeder Project Manager	Date: <u>March 31, 2025</u>
Approved by:	Chelsey Gibbons Manager of Financial Services	Date: <u>March 28, 2025</u>
Approved by:	Brian Kinzie Manager of Engineering (Acting)	Date: <u>March 31, 2025</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date: <u>March 31, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>April 14, 2025</u>

Budget Year:	2025	Budget:	\$485,000 \$590,000
Department:	Engineering	Project Type:	Asset Replacement
Questica Reference:	ENG-25-06	Priority:	B

Project Description:

Scope of work includes:

- Completion of key pathway and sidewalk connections and improvements in the active transportation network according to priority and constructability, potential projects include:
- Cougar commuter west pathway - alignment, widening, and grade improvements (TCH underpass to Mystic Springs), agreement in principle has been obtained from Alberta Transportation and Economic Corridors to make improvements in provincial road right of way.
- Pathway connections around Canmore Collegiate High School and along 17th Street
- Pathway connections around the new Bow River west pathway, especially at Rummel Place, and upper Prospect Heights
- Priority Three Sisters and Stewart Creek area pathway connections
- ~~Complete pedestrian walkway system at 101 Stewart Creek Rise.~~
- End of trip facilities such as bicycle racks
- Signage, education, and messaging opportunities aimed at improving the active transportation network

Budget maximizes available Investing in Canada Infrastructure Program (ICIP) grant funding which must be spent in Federal fiscal 2025. ICIP funding is obtained via the Bow Valley Regional Transit Commission. ICIP funding is available for up to 40% of project costs with the remaining 60% funded from other non-Federal sources.

END.

Budget Funding:

	2025	2026	2027	2028	2029	2030	Total
Federal Grants	\$192,000	0	0	0	0	0	\$192,000
Operating (Capital)	\$293,000	0	0	0	0	0	\$293,000
Other	\$105,000	0	0	0	0	0	\$105,000
Total	\$485,000 \$590,000	0	0	0	0	0	\$485,000 \$590,000

Operating Budget Impact:

Where projects include enhancements and new operational costs those impacts are factored into operational department budgets.

END.

Project Rationale:

Projects are informed by the Integrated Transportation Plan (ITP) with a goal of supporting 2030 mode shift and Climate Action Plan targets and in consultation with operating departments to support improvements with a positive operations impact.

Key factors in encouraging mode shift include completing routes, providing end of trip facilities, and improving user experiences through signage, education and messaging.

END.

Options Considered:

Specific projects and locations are prioritized based on various considerations including the recommendations of the 2018 ITP, operational department feedback, opportunities to leverage developer projects, ongoing monitoring and community feedback, safety and accessibility considerations, mode shift opportunities and impacts, cost and ease of implementation, and stand-alone complete streets rehabilitation projects.

END.



Request for Decision

DATE OF MEETING: April 22, 2025 **AGENDA #:** H 2

TO: Council

SUBJECT: Short-Term Rental Enforcement Fund (STREF) – Budget Approval

SUBMITTED BY: Caitlin Miller, Manager of Protective Services
Chelsey Gibbons, Manager of Finance

RECOMMENDATION: That Council approve the expenditure of \$1,109,885 on short-term rental and primary residence compliance to be funded by the Short-Term Rental Enforcement Fund (STREF) Grant.

EXECUTIVE SUMMARY

The Town of Canmore's submission to the Government of Canada's Short Term Rental Enforcement Fund (STREF) was successful. The Town will receive \$1,109,885 over two years (April 1, 2025-March 31, 2027) to assist in short-term rental and primary residence compliance. The grant funding is intended to support efforts to make more long-term housing units available in Canada and include the planning, implementation, enhancement, and review of short-term rental enforcement and compliance measures as well as increasing short-term rental enforcement and compliance capacity.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Motion 6-2025: That Council approve the submission of an application to the Housing, Infrastructure, and Communities Canada (HICC) Short Term Rental Enforcement Fund (STREF).

Motion 16-2024: That Council accept the Livability's Task Force's recommendations for information as presented and direct administration to develop an implementation plan.

DISCUSSION

The objective of the activities outlined in the Town's submission to the STREF are to protect new and existing units in the long-term housing stock by helping better enforce the short-term rental regulations in Canmore. This objective will be accomplished by increasing the capacity of enforcement and compliance of short-term rental regulations already in place.

Using the funding from the STREF, the Town of Canmore will carry out the following activities:

- Activities designed to support the planning, implementation, improvement and review of short-term rental enforcement and compliance measures, including:
 - Raising awareness and educating the public
 - Conducting investigations and inspections
 - Supporting legal proceedings

- Activities designed to increase short-term rental enforcement and compliance capacity, including:
 - Procuring or developing software and digital tools
 - Developing, testing and scaling new innovative tools, resources, and processes
 - Creating and implementing an evaluation framework
 - Creating and implementing a monitoring and performance measurement framework in order to measure the performance of the initiative
 - Building and disseminating knowledge on short-term rental enforcement

ANALYSIS OF ALTERNATIVES

None.

FINANCIAL IMPACTS

The expenditures on these additional activities are to be funded entirely through the grant received. The following is an illustrative table of the categories of the expenditures, based on identified activities and the grant agreement.

Estimated Expenditures	
Salaries, Wages and Benefits	\$439,662
Admin and General Services	\$65,000
Contracted Services	\$582,141
Internal Transfers	\$23,082
Total Expenditures	\$1,109,885

It is unclear if any ongoing expenses are expected beyond March 31, 2027 as a result of the work that will be done under the grant. Any future operational expenses will be brought forward as a part of a future budget process.

INTEREST HOLDER ENGAGEMENT

Internal coordination between the Finance, Human Resources, Information Technology, Legal, Communications, Economic Development, and Planning and Development departments has occurred.

ATTACHMENTS

None.

AUTHORIZATION

Submitted by:	Caitlin Miller Manager of Protective Services	Date: <u>March 31, 2025</u>
Submitted by:	Chelsey Gibbons Manager of Financial Services	Date: <u>April 1, 2025</u>
Approved by:	Scott McKay General Manager of Municipal Services	Date: <u>April 3, 2025</u>
Approved by:	Dustin Schinbein General Manager of Corporate Services	Date: <u>April 3, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>April 14, 2025</u>



Request for Decision

DATE OF MEETING: April 22, 2025 **AGENDA #:** H 3

TO: Council

SUBJECT: CAP 7428 South Millennium Reclamation Project Cancellation

SUBMITTED BY: Chelsey Gibbons, Manager of Finance

RECOMMENDATION: That Council direct administration to cancel capital project CAP 7428 South Millennium Reclamation Project.

EXECUTIVE SUMMARY

The accounting requirement to report a liability and accompanying expense in the 2024 financial year for the reclamation of the South Millennium lands was discovered in preparation of the 2024 financial statements. As such, this requirement is already on the books and will not require a separate capital project in 2025. Administration is recommending the previously approved 2025 project be cancelled.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

On February 11, 2025, Council approved the 2025 Capital Budget for \$38,423,398 and 2026 Capital Budget for \$43,232,506 and adopted the 2027-2030 Capital Plans (35-2025), which included CAP 7428.

DISCUSSION

The province has directed the Town to reclaim the leased land at South Millennium back to its natural state after it has been used as an unofficial dumping site for many years. Originally, this was put forward as a new capital project for 2025 and was approved with the capital budget. However, in the preparation of the 2024 financial statements and the accompanying work with our auditors, administration realized that this obligation had arisen in 2024. As a result, it would need to be recognized with the 2024 operating results, including the recognition of the liability and the accompanying expense. As such, the separately created and funded capital project for 2025 will not be required. When the work then occurs as originally intended, instead of being recorded as a new capital project, it will extinguish this liability.

ANALYSIS OF ALTERNATIVES

As the province has directed this work under the terms of the lease, and the treatment of the obligation is dictated under accounting standards, no alternatives have been identified.

FINANCIAL IMPACTS

No changes to the intended scope or budget as initially identified by the capital project are intended, only the change in accounting approach. The estimated cost of the work to be completed remains at \$1.4 million.

As the estimate for the work was expensed in 2024, it reduced the overall surplus. With the cancellation of the capital project, the funds committed under the capital project will become available in the Asset Rehab and Replacement Reserve.

INTEREST HOLDER ENGAGEMENT

N/A

ATTACHMENTS

- 1) CAP 7428 South Millennium Project Detail Sheet

AUTHORIZATION

Submitted by:	Chelsey Gibbons Manager of Financial Services	Date:	<u>April 1, 2025</u>
Approved by:	Dustin Schinbein General Manager of Corporate Services	Date:	<u>April 1, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>April 14, 2025</u>

Budget Year:	2025	Budget:	\$1,400,000
Department:	Parks	Project Type:	Legal/Regulatory
Questica Reference:	PAR-25-05	Priority:	A

Project Description:

Project plan to rehabilitate leased provincial land to the southeast of Millennium Sports field.

Tentative timeline for this project is as follows:

- 2025/2026: Soil stockpile removal, groundwater analysis and assessment, and development of the Risk Management Plan.
- End of 2026: Completion of the Risk Management Plan and submission to Alberta Environment and Protected Areas for acceptance.
- 2027: Implementation of the Risk Management Plan and completion of reclamation activities (site rehab)

Ongoing: groundwater monitoring, with a frequency base on initial findings.

An additional 500-800k may be required (not currently budgeted for) to dispose of the soil due to contamination/inability to store and use for Town projects.

END

Budget Funding:

	2025	2026	2027	2028	2029	2030	Total
Asset Rehab - Replacement	\$1,400,000	0	0	0	0	0	\$1,400,000
Total	\$1,400,000	0	0	0	0	0	\$1,400,000

Operating Budget Impact:

Ongoing groundwater monitoring approximately \$15,000 every 3 to 5 years by consultant. This was added to Parks operational budget.

END

Project Rationale:

Regulatory: The province has directed the Town to reclaim the leased land back to its natural state after it has been used as a dumping site for many years.

END

Options Considered:

No alternatives considered because action is required as directed from the Province.

END