



TOWN OF CANMORE

AGENDA

Special Meeting of Council

Council Chamber at the Civic Centre, 902 – 7 Avenue

Tuesday, September 16, 2025 at 1:00 p.m.

Times are estimates only.

- 1:00 – 1:05 **A. CALL TO ORDER AND APPROVAL OF AGENDA**
1. Land Acknowledgement
 2. Agenda for the September 16, 2025 Special Meeting of Council
- 1:05 – 1:35 **B. PUBLIC HEARINGS**
1. **Revised Land Use Bylaw Amendment 2025-27 – Three Sisters Gateway District Additional Uses**
 - (1) Call to order
 - (2) Administration Summary
 - (3) Public Verbal Submissions
 - (4) Public Written Submissions
 - (5) Closing Comments from Administration
 - (6) Council Questions of Administration
 - (7) Adjournment of the Public Hearing
- 1:35 **C. DELEGATIONS – none**
- 1:35 **D. APPROVAL OF MINUTES**
1. Minutes of the August 19, 2025 Regular Meeting of Council
- 1:35 **E. BUSINESS ARISING FROM THE MINUTES – none**
- 1:35 **F. UNFINISHED BUSINESS – none**
- 1:35 – 2:05 **G. BYLAW APPROVAL**
1. **Revised Land Use Bylaw Amendment 2025-27 – Three Sisters Gateway District Additional Uses**

Recommendation:

 - 1) That Council give second reading to Revised Land Use Bylaw Amendment 2025-27 – Three Sisters Gateway District Additional Uses.
 - 2) That Council give third reading to Revised Land Use Bylaw Amendment 2025-27 – Three Sisters Gateway District Additional Uses.
- 2:05 – 2:15 **Meeting Break**

- 2:15 – 2:25 **H. NEW BUSINESS**
- 1. FRIAA Grant Application – FireSmart Projects**
 Recommendation:
 1) That Council approve the submission of an Expression of Interest for the 2025 Forest Resource Improvement Association of Alberta grant for a Vegetation Management/Fuel Modification project.
 2) That Council approve the submission in response to the FireSmart Request for Proposal for the 2025 Forest Resource Improvement Association of Alberta grant for an interagency wildfire exercise.
 3) That Council approve the submission in response to the FireSmart Request for Proposal for the 2025 Forest Resource Improvement Association of Alberta grant for a Wildfire Mitigation Strategy update.
 4) That Council approve the submission in response to the FireSmart Request for Proposal for the 2025 Forest Resource Improvement Association of Alberta grant for a 2026 Community FireSmart Events program.
- 2:25 – 2:40 **2. 2025 Capital Project – CAP 7461 Regional FireSmart Coordinator**
 Recommendation: That Council approve a new 2025 capital project for the Regional FireSmart Coordinator funded by the Forest Resource Improvement Association of Alberta in the amount of \$200,000.
- 2:40 – 3:10 **I. REPORTS FROM ADMINISTRATION**
- 1. Wastewater Treatment Plant Odour Control Phase 3**
 Purpose: To provide Council with an update on odour control measures implemented at the Wastewater Treatment Plant to date and outline the rationale for proceeding with Phase 3 in 2026.
- 3:10 – 3:15 **2. July/August/September 2025 Councillor Updates**
- 3:15 – 3:20 **3. July/August/September 2025 Administrative Update**
- 3:20 **4. Council Resolution Action List as of September 10, 2025**
- J. NOTICES OF MOTION - None**
- K. CLOSED SESSION - None**
- 3:20 **L. ADJOURNMENT**

**TOWN OF CANMORE
MINUTES**

Regular Meeting of Council
Council Chamber at the Civic Centre, 902 – 7 Avenue
Tuesday, August 19, 2025 at 9:00 a.m.

COUNCIL MEMBERS PRESENT

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

COUNCIL MEMBERS ABSENT

None

ADMINISTRATION PRESENT

Sally Caudill	Chief Administrative Officer
Stephen Hanus	Acting General Manager of Municipal Infrastructure / Manager of Facilities
Scott McKay	General Manager of Municipal Services
Dustin Schinbein	General Manager of Corporate Services
Cheryl Hyde	Manager of the Municipal Clerk's Office
Ben Stiver	Municipal Clerk (recorder)
Briar Jones	Deputy Municipal Clerk
Greg Burt	Municipal Enforcement Supervisor
Jennica Collette	Development Planner
Harry Shnyder	Manager of Planning and Development
Caitlin Van Gaal	Environment and Sustainability Supervisor
Amy Fournier	Energy and Climate Action Coordinator
Ian Sinclair	Municipal Energy Coordinator
Adam Driedzic	Town Solicitor

Mayor Krausert called the August 19, 2025 regular meeting to order at 9:00 a.m.

A. CALL TO ORDER AND APPROVAL OF AGENDA

1. Land Acknowledgement
2. Agenda for the August 19, 2025 Regular Meeting of Council

210-2025 Moved by Mayor Krausert that Council approve the agenda for August 19, 2025 regular meeting, amended by adding item H3 Wastewater Treatment Plant Odour.

CARRIED UNANIMOUSLY

B. PUBLIC HEARINGS – none

Minutes approved by: _____

C. DELEGATIONS – none

D. APPROVAL OF MINUTES

1. Minutes of the July 8, 2025 Regular Meeting of Council

211-2025 Moved by Mayor Krausert that Council approve the minutes of the July 8, 2025 regular meeting as presented.

CARRIED UNANIMOUSLY

E. BUSINESS ARISING FROM THE MINUTES – none

F. UNFINISHED BUSINESS

1. Revised Land Use Bylaw Amendment 2025-21 – Tourist Home Enforcement

212-2025 Moved by Mayor Krausert that Council give second reading to Revised Land Use Bylaw Amendment 2025-21 – Tourist Home Enforcement.

CARRIED UNANIMOUSLY

213-2025 Moved by Mayor Krausert that Council give third reading to Revised Land Use Bylaw Amendment 2025-21 – Tourist Home Enforcement.

CARRIED UNANIMOUSLY

G. BYLAW APPROVAL

1. Enforcement Appeal Review Committee Bylaw Amendment 2025-25 - Omnibus

214-2025 Moved by Mayor Krausert that Council give first reading to Enforcement Appeal Review Committee Bylaw Amendment 2025-25 – Omnibus.

CARRIED UNANIMOUSLY

215-2025 Moved by Mayor Krausert that Council give second reading to Enforcement Appeal Review Committee Bylaw Amendment 2025-25 – Omnibus.

CARRIED UNANIMOUSLY

216-2025 Moved by Mayor Krausert that Council give leave to go to third reading of Enforcement Appeal Review Committee Bylaw Amendment 2025-25 – Omnibus.

CARRIED UNANIMOUSLY

217-2025 Moved by Mayor Krausert that Council give third reading to Enforcement Appeal Review Committee Bylaw Amendment 2025-25 – Omnibus.

CARRIED UNANIMOUSLY

2. Community Standards Bylaw Amendment 2025-26 – General Holidays

218-2025 Moved by Mayor Krausert that Council give first reading to Community Standards Bylaw Amendment 2025-26 – General Holidays.

CARRIED UNANIMOUSLY

219-2025 Moved by Mayor Krausert that Council give second reading to Community Standards Bylaw Amendment 2025-26 – General Holidays.

CARRIED UNANIMOUSLY

Minutes approved by: _____

220-2025 Moved by Mayor Krausert that Council give leave to go to third reading of
Community Standards Bylaw Amendment 2025-26 – General Holidays.
CARRIED UNANIMOUSLY

221-2025 Moved by Mayor Krausert that Council give third reading to Community Standards
Bylaw Amendment 2025-26 – General Holidays.
CARRIED UNANIMOUSLY

**3. Revised Land Use Bylaw Amendment 2025-27 – Three Sisters Gateway
District Additional Uses**

222-2025 Moved by Mayor Krausert that Council give first reading to Revised Land Use
Bylaw Amendment 2025-27 – Three Sisters Gateway District Additional Uses.
CARRIED UNANIMOUSLY

223-2025 Moved by Mayor Krausert that Council schedule a public hearing for Revised Land
Use Bylaw Amendment 2025-27 – Three Sisters Gateway District Additional Uses
on September 16, 2025.
CARRIED UNANIMOUSLY

Meeting Break 9:53 a.m – 10:05 a.m.

H. NEW BUSINESS

1. Property Tax Taskforce Terms of Reference

224-2025 Moved by Mayor Krausert that Council approve the Property Tax Taskforce Terms
of Reference as presented.

224A-2025 Moved by Mayor Krausert to direct administration to strike out “General
Manager of Municipal Infrastructure” and substitute “Manager of Finance” from
the Structure section 2 of the Property Tax Taskforce Terms of Reference.
CARRIED UNANIMOUSLY

224B-2025 Moved by Councillor Graham that Council direct administration to add “and
review alternatives” between “approach” and “for” in Objective 5 of the
Property Tax Taskforce Terms of Reference.
CARRIED UNANIMOUSLY

224-2025 The vote followed on motion 224-2025 that Council approve the Property Tax
Taskforce Terms of Reference amended as follows:

- By striking out “General Manager of Municipal Infrastructure” and
substituting “Manager of Finance” from the Structure 2 of the Property Tax
Taskforce Terms of Reference.
- By adding “and review alternatives” between “approach” and “for” in
Objective 5 of the Property Tax Taskforce Terms of Reference.

CARRIED UNANIMOUSLY

225-2025 Moved by Mayor Krausert that Council direct administration to advertise for the
recruitment of public members to be appointed to the Property Tax Taskforce at
the October 30, 2025 Annual Organizational Meeting of Council.
CARRIED UNANIMOUSLY

Minutes approved by: _____

- 226-2025 **2. Letter of Intent for Conservation Easement (800-3rd Avenue)**
Moved by Mayor Krausert that Council direct administration to remove item H2 Letter of Intent for Conservation Easement (800-3rd Avenue) from the agenda as the item has been resolved and no longer requires Council direction.
CARRIED UNANIMOUSLY

- 227-2025 **3. Wastewater Treatment Plant Odour**
Moved by Mayor Krausert that Council direct administration to prepare a capital project for Phase 3 Odour Upgrade at the Wastewater Treatment Plan for the 2026 budget amendment process and work with EPCOR to bring a report to the September 2025 Committee of the Whole outlining what has been done to date to address odour and an explanation of why odour issues persist.
CARRIED UNANIMOUSLY

Meeting Break 11:06 a.m. – 11:15 a.m.

I. REPORTS FROM ADMINISTRATION

- 1. 2024 Climate Emergency Action Plan Annual Status Update**
Written report, received as information.

Meeting Break 11:55 p.m. – 1:00 p.m.

- 228-2025 **2. Offsite Levy Bylaw Appeal Decision**
Written report, received as information.
- Moved by Mayor Krausert that Council close the meeting to the public at 1:19 p.m. to prevent the disclosure of information that is subject to any type of legal privilege, including solicitor-client privilege or parliamentary privilege in accordance with section 32(1)(a) of the *Access to Information Act*.
CARRIED UNANIMOUSLY

Administration present at the closed session: Sally Caudill, Stephen Hanus, Scott McKay, Dustin Schinbein, Adam Robertson, Briar Jones, and Ben Stiver.

- 229-2025 Moved by Mayor Krausert that Council return to the public meeting at 2:09 p.m.
CARRIED UNANIMOUSLY

J. NOTICES OF MOTION – none

K. CLOSED SESSION

- 1. Offsite Levy Bylaw Appeal Decision**
Addressed during item I2.

Minutes approved by: _____

L. ADJOURNMENT

230-2025

Moved by Mayor Krausert that Council adjourn the August 19, 2025 regular meeting
at 2:10 p.m.

CARRIED UNANIMOUSLY

Sean Krausert
Mayor

Ben Stiver
Municipal Clerk

Minutes approved by: _____



Request for Decision

DATE OF MEETING: September 16, 2025 **AGENDA #: G 1**

TO: Council

SUBJECT: Revised Land Use Bylaw Amendment 2025-27 – Three Sisters Gateway District Additional Uses

SUBMITTED BY: Jennica Collette, Development Planner, Planning and Development

RECOMMENDATION: That Council give second reading to Revised Land Use Bylaw Amendment 2025-27 – Three Sisters Gateway District Additional Uses.

That Council give third reading to Revised Land Use Bylaw Amendment 2025-27 – Three Sisters Gateway District Additional Uses.

EXECUTIVE SUMMARY

Revised Land Use Bylaw Amendment 2025-27 – Three Sisters Gateway District Additional Uses received first reading on August 19, 2025 and is the subject of a public hearing on September 16, 2025.

Administration's analysis on this matter was presented at first reading. Please see the attachments for the Request for Decision (RFD) and related materials presented at first reading.

ATTACHMENTS

- 1) RFD from the August 19, 2025 Regular Council Meeting.
- 2) Revised Land Use Bylaw Amendment 2025-27 – Three Sisters Gateway District Additional Uses
- 3) Revised Land Use Bylaw 2018-22 (Redline Excerpt)

AUTHORIZATION

Approved by: Sally Caudill
Chief Administrative Officer

Date September 4, 2025



Request for Decision

DATE OF MEETING: August 19, 2025 **AGENDA #:** G 3

TO: Council

SUBJECT: Revised Land Use Bylaw Amendment 2025-27 – Three Sisters Gateway District Additional Uses

SUBMITTED BY: Jennica Collette, Development Planner, Planning and Development

RECOMMENDATION: That Council give first reading to Revised Land Use Bylaw Amendment 2025-27 – Three Sisters Gateway District Additional Uses.

That Council schedule a Public Hearing for Revised Land Use Bylaw Amendment 2025-27 – Three Sisters Gateway District Additional Uses on September 16, 2025.

EXECUTIVE SUMMARY

The purpose of Bylaw 2025-27 is to amend Revised Land Use Bylaw 2018-22 to permit a wider range of uses in the Three Sisters Gateway Commercial District (TS-GD). The Bylaw proposes to add “Pet Care Facility”, “Storage Facility”, and “Veterinary Clinic” as permitted uses, and “Care Facility”, “Kennel”, and “Laboratory” as discretionary uses to the TS-GD District.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Council passed the Stewart Creek Area Structure Plan (Bylaw 24-2004) on September 21, 2004.

Council passed the Canmore Land Use Bylaw (Bylaw 2016-03) on December 10, 2019.

Council passed Revised Land Use Bylaw Amendment (Bylaw 2020-19) for Three Sisters Mountain Village Sites 2 and 5 (DC1-98 to TS-GD), and added additional uses to the TS-GD District on April 6, 2021.

DISCUSSION

Three Sisters Mountain Village Properties Ltd. has applied for an amendment to Land Use Bylaw 2018-22. The intent of this amendment is to add permitted and discretionary uses to the TS-GD District. The TS-GD District is located between Three Sisters Parkway and Highway 1 and is adjacent to Cascade Drive (see Figure 1). The amendment is in response to leasing requests and to add compatible land uses to those already existing in the district.

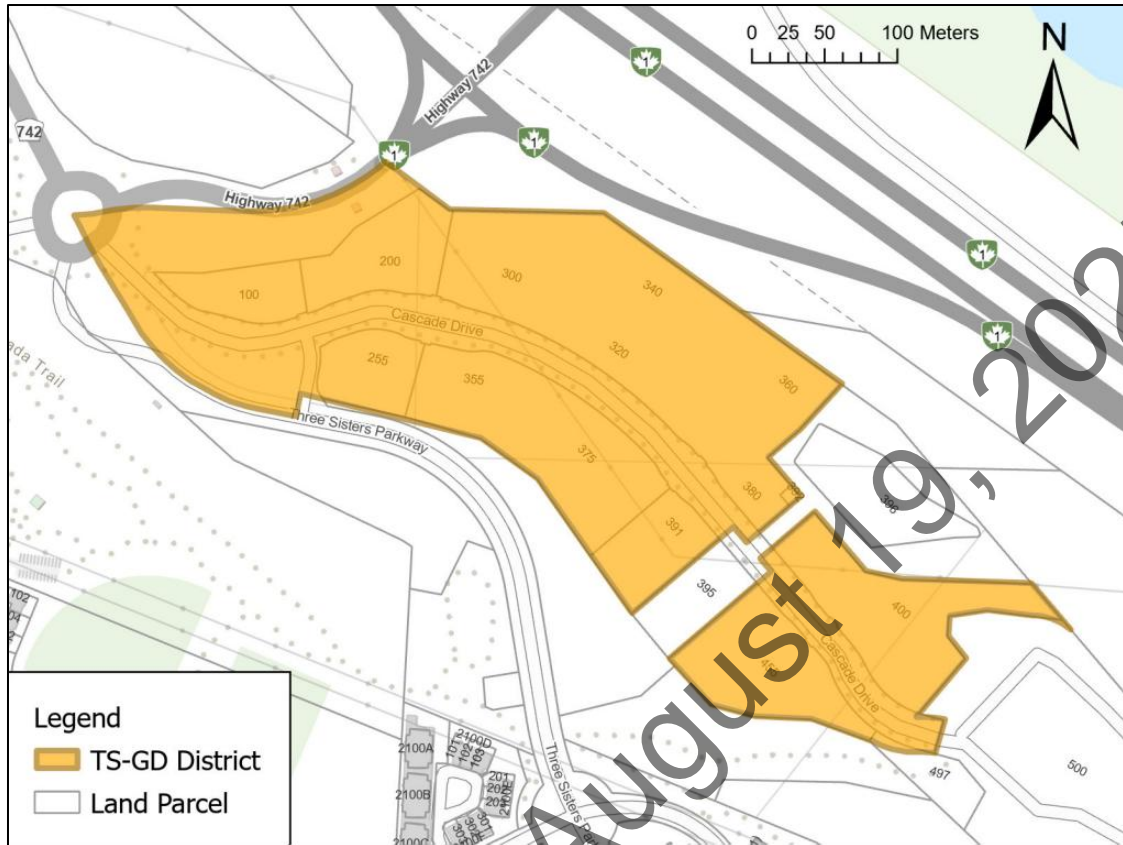


Figure 1: Subject Property showing TS-GD Three Sisters Gateway Commercial District

The proposed additional land uses include three permitted and three discretionary uses. These are shown in Table 1 below. These are existing land uses in the Land Use Bylaw and there are no proposed changes to their definitions or requirements. Table 1 also includes similar land use districts and indicates whether these land uses are included.

Land Use	Proposed TS-GD Three Sisters Gateway Commercial District	BVT-G Bow Valley Trail General Commercial District	BVT-T Bow Valley Trail Teepee Town Commercial District	IND 1 Light Industrial District	IND 2 General Industrial District	SB Southern Business District
Pet Care Facility	●	○	-	○	○	○
Storage Facility	● (Indoor)	-	-	○	○	-
Veterinary Clinic	●	●	●	-	-	●
Care Facility	○	○	○	-	-	-
Kennel	○	○	-	○	○	○
Laboratory	○		-	●	●	●
● Permitted ○ Discretionary - Not a listed use						

Table 1: Proposed Land Use comparison with existing Land Use Districts

Pet Care Facility, Veterinary Clinic and Kennel

The above districts all provide pet services in some capacity. Pet Care Facilities would include cleaning, grooming and care of pets without overnight kenneling. This use is proposed as a permitted use but is frequently a discretionary use in other districts. Veterinary Clinic allows for overnight stays of pets but does not allow outdoor runs or pens. This use is frequently permitted in similar districts due to lack of impact on surrounding properties. Kennel is the most potentially impactful land use, since it allows for the overnight stay of pets. This use is frequently discretionary in other districts, which allows the Development Authority to require mitigation (for example, limiting noise during certain hours) as conditions of approval.

Storage Facility (Indoor)

Storage Facility is a discretionary in several industrial districts but is not contemplated in districts with a more commercial nature. However, the proposed amendment restricts storage facility to “Indoor” in the TS-GD District. Access to storage units would be from an interior hallway, and not from an exterior door to each unit. This will restrict potential outdoor storage. Administration expects the design of the facility to be consistent with the architecture of the commercial centre.

Care Facility

Care Facilities are residential in nature and are a public or private health facility containing overnight accommodation. These are listed as discretionary uses in the majority of residential districts and in some transitional districts, such as BVT-T.

Laboratory

A laboratory is a facility for “scientific or technical research, investigations or experimentation.” These are permitted uses in most industrial districts. The addition as a discretionary use to the TS-GD District allows the Development Authority to assess potential impacts of an application for a Laboratory and approve, refuse, or approve with conditions.

The purpose of the TS-GD District is:

“To provide for a *range of commercial, entertainment, cultural and residential uses* in a comprehensively planned area that is designed to encourage new commercial, visitor markets and reduce leakage from Canmore. This district is intended to accommodate *commercial development, primarily retail, personal services, entertainment and office uses* on comprehensively designed sites. Residential, institutional, Visitor Accommodation and recreational uses should be encouraged and supported to complement core commercial development in mixed use buildings. This district is intended to complement commercial activity in the existing town Centre.”

[Emphasis added]

The proposed land uses are consistent with the purpose statement of the TS-GD District. They all provide either a commercial or, in the case of Care Facility, partially residential use. Administration notes that there is already a residential component to the proposed development, with Employee Housing approved in the first phase of development. Overall, Administration considers the additional uses to be complementary to the existing uses and will not change the function of the commercial district.

ANALYSIS OF ALTERNATIVES

None.

FINANCIAL IMPACTS

None.

INTEREST HOLDER ENGAGEMENT

The proposed amendment was circulated to internal interest holders on July 29, 2025, and notification letters to property owners within 60m of the TS-GD District sent on July 30, 2025. The applicant is required to post a sign at the beginning of Cascade Drive to inform passersby of the proposed amendment. As of the date of this report, no feedback has been received.

ATTACHMENTS

- 1) Revised Land Use Bylaw Amendment 2025-27 – Three Sisters Gateway District Additional Uses
- 2) Revised Land Use Bylaw 2018-22 (Redline Excerpt)

AUTHORIZATION

Submitted by:	Jennica Collette Development Planner	Date:	<u>July 31, 2025</u>
Approved by:	Harry Shnider, RPP, MCIP Manager of Planning and Development	Date	<u>July 31, 2025</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date:	<u>July 31, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>August 11, 2025</u>



BYLAW 2025-27

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 “Revised Land Use Bylaw Amendment 2025-27 – Three Sisters Gateway District Additional Uses.”

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 4.9.1 is amended as follows:
 - a) by inserting “Pet Care Facility” below “Personal Service Business” and above “Printing Establishment”;
 - b) by inserting “Storage Facility (Indoor)” below “Retail Sales (GFA up to 2000m²)” and above “Temporary Business”; and
 - c) by inserting “Veterinary Clinic” below “Transportation Terminal” and above “Visitor Accommodation”.
- 5 Section 4.9.2 is amended as follows:
 - a) by inserting “Care Facility” below “Cannabis Retail Store (maximum GFA 150m²)” and above “Drive-in/Drive-through Food Service [2002-19]”; and
 - b) by inserting “Kennel” below “Home Occupation – Class 2” and above “Light Manufacturing [2002-19]”; and
 - c) by inserting “Laboratory” below “Kennel” and above “Light Manufacturing [2002-19]”.

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

FIRST READING: August 19, 2025

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

Bylaw approved by: _____

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4.9 TS-GD THREE SISTERS GATEWAY COMMERCIAL DISTRICT

Purpose

To provide for a range of commercial, entertainment, cultural and residential uses in a comprehensively planned area that is designed to encourage new commercial, visitor markets and reduce leakage from Canmore. This District is intended to accommodate commercial development, primarily retail, personal services, entertainment and office uses on comprehensively designed sites. Residential, institutional, Visitor Accommodation and recreational uses should be encouraged and supported to complement core commercial development in mixed use buildings. This District is intended to complement commercial activity in the existing Town Centre.

4.9.1 Permitted Uses

Amenity Space/Plaza
Amusement Arcade
Arts and Crafts Studio
Athletic and Recreational Facility, Indoor
Athletic and Recreational Facility, Outdoor
Cultural Establishment
Day Care
Dwelling Unit (above the ground floor)
Eating and Drinking Establishment
Educational Institution
Employee Housing
Entertainment Establishment
Financial Institution
Home Occupation – Class 1
Hostel
Laundry Facility
Live/Work Studio
Medical Clinic
Office
Open Space
Personal Service Business
Pet Care Facility
Printing Establishment
Public Building
Public Utility
Resort Accommodation - TSMV
Retail Sales (GFA up to 2000m²)
Storage Facility (Indoor)
Temporary Business
Tourist Home
Transportation Terminal
Veterinary Clinic
Visitor Accommodation

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4.9.2 Discretionary UsesAccessory BuildingAdministrative/Sales OfficeApartment BuildingAutomotive Sales and RentalBrewery/Distillery [2002-19]Cannabis Retail Store (maximum GFA 150m²)Care FacilityDrive-in/Drive-through Food Service [2002-19]Gas Bar and Service StationHome Occupation – Class 2KennelLaboratoryLight Manufacturing [2002-19]Liquor StoreLogging OperationRetail Sales (GFA greater than 2000m² to 5000m²)TownhouseTownhouse, Stacked**4.9.3 Regulations**

- 4.9.3.1 The maximum GFA ratio shall be two times the site area, except in areas that have not been subdivided, where the maximum GFA shall be determined based on the extent of construction.
- 4.9.3.2 The maximum GFA for commercial uses shall be 32,515 m².
- 4.9.3.3 The front setback shall be the back of the sidewalk where the Development Authority is satisfied that the building provides sufficient architectural features and articulation in accordance with 4.9.5.3b.
- 4.9.3.4 The minimum rear yard setback shall be 10.0 m where a yard abuts a residential district.
- 4.9.3.5 The minimum side yard setback shall be 3.0 m where a yard abuts a residential district.
- 4.9.3.6 The maximum building height shall be 16.0 m or three storeys plus loft.
- 4.9.3.7 The maximum building height of a Landmark building, as defined in 4.9.5.1, may be 22.0 m for a maximum of 25% of the roof area.
- 4.9.3.8 The maximum base eaveline height shall be 7.0 m for a portion of the roof.
- 4.9.3.9 The overall maximum eaveline height shall ensure that a substantial pitched roof element comprises the significant majority of the roof to meet the intent of the “Massing and Scale Guidelines” in Section 11: Community Architectural and Urban Design Standards, to the satisfaction of the Development Authority.
- 4.9.3.10 A minimum of 20% of the site area shall be landscaped.

4.9.4 Use Performance Guidelines

- 4.9.4.1 The maximum GFA of an Automotive Sales and Rentals development is 150 m².
- 4.9.4.2 The maximum GFA of a Cannabis Retail Store development is 150 m².
- 4.9.4.3 The maximum GFA of a Printing Establishment is 150 m².

- 4.9.4.4 The maximum GFA of a Retail Sales development is 5,000 m².
- 4.9.4.5 A residential use in a mixed-use building shall comprise a minimum of 20% of the GFA of the commercial uses.
- 4.9.4.6 A maximum of 20% of the ground floor area of a building along the principal commercial street may be occupied for Office purposes.
- 4.9.4.7 Buildings along the principal commercial street should be predominantly mixed-use buildings. For purposes of this Bylaw, a principal commercial street is defined as a vehicular / pedestrian thoroughfare containing the primary commercial or other activity frontage within the comprehensive development area.
- 4.9.4.8 Dwelling Units shall not be located below the second storey of a building along the principal commercial street. Live/Work Studios shall be restricted to street level locations.
- 4.9.4.9 A Temporary Business can be erected in the district area for commercial uses and for the purpose of assembly, recreational, social, educational events in accordance with Section 2: General Regulations.
- 4.9.4.10 Any single commercial retail space larger than 2000 m² shall require a retail impact study to be retained and managed by the Town of Canmore, but paid for by the applicant, and consider prior retail impact analyses. Where an undue economic impact on existing commercial areas in the Downtown (TC District) and Gateway (GD District) is identified, measures such as the following may be undertaken:
 - a. Restrictions on particular commercial uses;
 - b. Restrictions on the size of commercial uses or types of uses;
 - c. Phasing of commercial development with the area;
 - d. Other methods deemed mutually acceptable to the Town of Canmore and the Developer/Applicant; or
 - e. Refusal of Development Permit.
- 4.9.4.11 Where commercial tenancy in a single commercial retail space over 2000 m² changes, a revised retail impact study may be required at the discretion of the Town of Canmore.

4.9.5 Urban Design Guidelines

- 4.9.5.1 The site layout shall:
 - a. Outline the principal commercial street.
 - b. Utilize building placement and appropriate urban and architectural design features to promote a sense of arrival at the entrance to the development and to create a formal landmark / focal point at the south end of the Principal commercial street. Landmark buildings may be utilized to achieve the appropriate entry condition and focal point at the south end of the principal commercial street. For purposes of this District a landmark building shall normally comprise a freestanding commercial building which is significantly taller than surrounding buildings and exhibit enhanced architectural detailing in order to create the necessary distinction. Where the Development Authority

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is satisfied that the intent of a Landmark Building is met, a maximum of 25% of the roof area may exceed the maximum building height to a maximum of 22.0 m.

- c. Make provision for active space and passive outdoor public space for community activity within the commercial / mixed-use area and encourage the use of building position to create a sense of place and define the space in accordance with Subsection 4.9.6.7, below.

4.9.5.2 Parking Areas

- a. The parking areas shall be predominantly located behind the buildings to the periphery of the site.
- b. [Repealed by 2020-19]
- c. Intercept parking areas to accommodate day use of the resort centre may be constructed within this District and therefore justifies additional parking. These areas may be provided reasonably close to the entrance to the District, or may be located on adjacent areas north of the Parkway connection to the highway, or any location where the applicant can demonstrate that the parking can accommodate the traffic and would be complementary with the commercial development to the satisfaction of the Development Authority.

4.9.5.3 Building Orientation and Design

- a. The primary entry of all buildings shall face a street or a public space.
- b. Ground floor façades along the principal commercial street shall incorporate a high degree of visual interest through articulation including such design features as enhanced building or unit entries, arcades, display windows, porches, patios, projected windows, colonnades and canopies or other such features along no less than 40% of the horizontal length of the building. Horizontal articulation in the façade should be no less than 1.0 m;
- c. Side and rear elevations shall include architectural feature, material and treatment that complement the principal façade of the building;
- d. Buildings shall incorporate through access providing connections to the parking areas behind the principal commercial street.
- e. The integration of sustainable design principles in infrastructure and building design is required. Additional variances for parking, setbacks and building heights may be considered by the Development Authority for “green” buildings.
- f. Prior to the issuance of a Development Permit “green building” standards agreeable to the developer and the Town of Canmore must be established. The agreement will establish construction standards which achieve, as a minimum, a “Built Green” silver certification or equivalent. Monitoring and reporting on compliance with the “green building” standards shall be the responsibility of the developer. The development of standards and the monitoring requirements shall be a condition of any Development Permit issued in this Land Use District.

4.9.5.4 Pedestrian Connections

- a. The Concept Plan shall demonstrate that the concept provides the appropriate

connections to the Stewart Creek trail network. The trail locations shall meet the objectives of the Stewart Creek ASP;

- b. The internal pedestrian connection shall provide direct access to transit routes and efficient connection between the commercial and residential uses and parking areas;
- c. Sidewalks with a minimum of 1.8 m in width shall be provided along the full length of any building facades featuring a customer entrance.

4.9.5.5 Street Design

- a. The street network shall be designed to minimize the impact on the pedestrian connectivity and to take advantage of the significant landmarks and focal points within the bylaw area where appropriate;
- b. The street design should minimize the road width to maintain the connectivity in the plan to the satisfaction of the Development Authority.

4.9.5.6 Transit Node

Provision should be made to accommodate transit operations at the entrance of the District. Transit operation functions could be integrated within a commercial building and / or site and shall provide the appropriate road connections for large vehicle access. These areas may be provided reasonably close to the entrance to the district, or may be located on adjacent areas north of the Parkway connection to the highway, or any location where the applicant can demonstrate that the transit node can accommodate the traffic and would be complementary with the commercial development to the satisfaction of the Development Authority.

4.9.6 Design Requirements

- 4.9.6.1 All developments shall conform to Section 11: Architectural and Urban Design Standards as a minimum.
- 4.9.6.2 Architectural controls for development will be developed and administered by the Developer.
- 4.9.6.3 Where the Development Authority is satisfied that the architectural integrity of a building would be enhanced, variances may be granted to allow 20% of the building to exceed the maximum height by up to 20%.
- 4.9.6.4 Exceptions to the maximum building height may be permitted to allow vertical architectural feature elements such as spires, towers and iconic building elements. Such structures shall not be signs and shall not comprise more than 5% of the total roof area within this District and are distinct from Landmark buildings as defined in 4.9.5. Proposals for vertical elements which exceed the maximum building height under 4.9.5.1b and other height exceptions pursuant to this provision shall be to the satisfaction of the approving authority.
- 4.9.6.5 A pedestrian-oriented streetscape shall be established to allow for or encourage pedestrian traffic. The streetscape should incorporate design elements such as: wide sidewalks, outdoor furniture, patios, pedestrian scale street lighting, bicycle parking, canopies, vestibules, formal trail connections, façade treatments that are sensitive to sidewalk location on a site specific basis, and permeability of facades by the use of glass and doors subject to Section 11: Community Architectural and Urban Design Standards.

04 COMMERCIAL LAND USE DISTRICTS

- 4.9.6.6 The Development Authority may allow a portion of the parking required by the development to be provided in an off-site location.
- 4.9.6.7 The site shall be landscaped in accordance with a comprehensive landscaping plan. Outdoor Amenity Space including, but not limited to, plazas, patios, and other pedestrian gathering places may be substituted for some natural landscaping to the extent that it achieves a blend of environment and value as a people place. Outdoor Amenity Space must be located in proximity to a sidewalk or public trail in order to be considered landscaping.
- 4.9.6.8 Roofs shall reflect function and the architectural requirement and tradition of providing sheltering roofs in a mountain environment, but may also incorporate flat sections where architecturally suitable. The minimum roof pitch shall be 6:12 for all visually prominent portions of the roof and dormers. Roof lines shall be articulated and larger structures shall incorporate roof designs that break up massing and add visual interest.
- 4.9.6.9 Electrical and mechanical equipment located on rooftops shall be enclosed and screened so as not to be visible from public sidewalks or commercial areas of similar elevation.
- 4.9.6.10 Dwelling Units and Tourist Homes shall:
 - a. Have an entrance that is separate and distinct from the entrance to any commercial component of the building;
 - b. Not be located on the same floor as a non-residential use unless there is a physical separation of uses and separate entrances to the satisfaction of the Development Authority.
- 4.9.6.11 A comprehensive site signage package including proposed architectural details for freestanding, directional, and fascia signage shall be developed as part of a development permit application.
- 4.9.6.12 Garbage containers and waste material shall be stored either inside a principal building or, at the discretion of the Development Authority, in a weatherproof and animal-proof garbage enclosure as part of an approved collective garbage facility. Garbage enclosures shall be designed and located to be visually integrated with the site

4.9.7 Additional Requirements

- 4.9.7.1 All developments shall conform to Section 2: General Regulations. Where there are contradictions in the regulations, those stated in this District shall take precedence.
- 4.9.7.2 [Repealed by 2020-19]

4.9.8 Concept Plan

- 4.9.8.1 In conjunction with the first Subdivision Plan and/or first Development Permit application, a concept plan shall be submitted to the satisfaction of the Town of Canmore for the entire area of this District conceptually illustrating the proposed:
 - a. Building footprint and sizes;
 - b. Principal commercial street, including mixed use buildings;

- c. Parking areas and transit node location;
- d. Internal roads;
- e. Access/egress points;
- f. Regional and internal pathway connections;
- g. Public spaces (which may include community/recreational floor space).

4.9.8.2 The concept plan may be revised and resubmitted to the satisfaction of the Town, as required by the developer, with subsequent Development Permit applications for the site.

4.9.9 Phasing Plan

4.9.9.1 In conjunction with the initial Development Permit application, a Phasing Plan shall be submitted showing:

- a. Phasing of development within the area of this District;
- b. Anticipated GFA of development within each phase.

4.9.10 Slope Stability

4.9.10.1 Alterations of existing natural contours and grades shall occur in accordance with a comprehensive grading plan, which shall take into account drainage and soil erosion.

4.9.10.2 The criteria for building setbacks shall be slope stability.

4.9.11 Entry Level Housing

4.9.11.1 25% of all Residential Units approved by Development Permit during any particular year within the bylaw area must qualify as Entry Level Housing units (single and multi-unit residential projects) under the terms set out within the Town of Canmore Bylaw 1-98(DC).

4.9.11.2 Provision of PAH units shall be creditable towards the required Entry Level Housing at a ratio mutually agreeable to the Town of Canmore and the applicant at the subdivision or Development Permit stage. The PAH ratio shall be significantly lower than the entry-level ratio, notwithstanding a minimum of ratio 5% of all residential units within the bylaw area shall qualify as entry-level units. Should a Town-wide municipal policy on PAH units be adopted by Council, the Town-wide policy will supersede any provisions of this District and any development within this District will comply with the Town-wide policy.

4.9.11.3 Entry Level Housing units and PAH units provided within the bylaw area shall be excluded from the annual growth management quotas. PAH units shall be excluded from total unit counts pursuant to Bylaw 1-98 DC.

4.9.12 Employee Housing

4.9.12.1 On-site Employee Housing, where accessory to a principal use, may be integrated into the principal building.

4.9.12.2 When incorporated into the principal building, Employee Housing shall be functionally separated from Visitor Accommodation units and/or other commercial uses.

04 COMMERCIAL LAND USE DISTRICTS

- 4.9.12.3 The maximum number of persons per bedroom in all forms of Employee Housing shall be two (2).
- 4.9.12.4 The Development Authority shall allow a portion of the required Employee Housing to be provided in an off-site location. Employee Housing required for uses located outside this District shall be permitted within this District.
- 4.9.12.5 In the absence of a Town wide policy, the provision of Employee Housing for commercial developments within the bylaw area shall be based on an employee generation analysis provided by the applicant at the time of subdivision or Development Permit.
- 4.9.12.6 The methodology, criteria and requirements indicated by the employee generation analysis shall be to the mutual satisfaction of the Applicant and the Town of Canmore.
- 4.9.12.7 Employee Housing shall reasonably accommodate those full time employees unable to afford market housing or community Entry Level Housing as determined by the employee generation analysis, which shall consider factors such as detailed assessments of occupation types, expected incomes, market demand and available housing supply factors throughout the Town of Canmore.
- 4.9.12.8 Employee Housing should be provided in a range of multi-unit residential unit types and sizes to accommodate range of employment positions and range of incomes as determined by the employee generation analysis. – e.g. Dormitories, Apartments to Townhouses.
- 4.9.12.9 The Developers agree that they shall establish and be responsible for the operation of a Staff Accommodation Authority or similar authority whose functions shall include the operation and maintenance of Staff Accommodation.
- 4.9.12.10 Specific details of the provision type, size and location of the units shall be determined by the Town of Canmore and the applicant at the Development Permit stage.
- 4.9.12.11 Employee Housing shall be provided concurrently with the proposed commercial development.
- 4.9.12.12 Employee Housing units provided within the bylaw area shall be excluded from the annual growth management quotas.

4.9.13 Market Impact Analysis

- 4.9.13.1 Prior to the first subdivision application or the first Development Permit application, the applicant must submit a market impact analysis study. The study will evaluate the market demand and evaluate the impact on the existing commercial areas, and consider prior retail impact analyses and demonstrate compatibility with commercial development in the downtown and Gateway areas, and economic impact on the Resort Centre. The study must be consistent with the objectives and policies outlined in the Stewart Creek ASP. Where an undue impact on the Downtown or Gateway areas is identified, measures such as the following may be undertaken:
 - a. Phasing of commercial development within the area;
 - b. Restrictions on particular commercial uses;

- c. Restrictions on the size of commercial uses or types of uses;
- d. Resort management of commercial tenancies; and
- e. Other methods deemed mutually acceptable to the Town of Canmore and the applicant.

4.9.14 Development Authority

- 4.9.14.1 The Development Officer shall be the Development Authority for all Development Permit applications within this District, and may refer applications to the Canmore Planning Commission.



Request for Decision

DATE OF MEETING: September 16, 2025 **AGENDA #:** H 1

TO: Council

SUBJECT: FRIAA Grant Application – FireSmart Projects

SUBMITTED BY: Caitlin Miller, Manager of Protective Services

RECOMMENDATION: That Council approve the submission of an Expression of Interest for the 2025 Forest Resource Improvement Association of Alberta grant for a Vegetation Management/Fuel Modification project.

That Council approve the submission in response to the FireSmart Request for Proposal for the 2025 Forest Resource Improvement Association of Alberta grant for an interagency wildfire exercise.

That Council approve the submission in response to the FireSmart Request for Proposal for the 2025 Forest Resource Improvement Association of Alberta grant for a Wildfire Mitigation Strategy update.

That Council approve the submission in response to the FireSmart Request for Proposal for the 2025 Forest Resource Improvement Association of Alberta grant for a 2026 Community FireSmart Events program.

EXECUTIVE SUMMARY

The Forest Resource Improvement Association of Alberta (FRIAA) has announced current FireSmart funding opportunities for 2025. Subject to Council approval, administration will submit four applications for FRIAA's consideration, one in the Vegetation Management/Fuel Modification discipline, and three in the Planning, Public Education, Interagency Co-operation and Cross-Training, Legislation and Development disciplines. Council resolutions in support of the projects are required with the application submissions.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Since 2007, the Town of Canmore has applied for and received FRIAA grant funding for numerous FireSmart initiatives. These grants have ranged in funding amounts from \$3,000 to \$200,000 depending on the project type and scope.

The Council approved Climate Emergency Action Plan:

- Review and update FireSmart guidelines for new developments in the Land Use Bylaw and explore options for more stringent requirements for both building hardening and landscaping.

- Work with the Province to develop a region-wide FireSmart program, exploring broad landscape FireSmarting and Fireguards, with scheduled monitoring to ensure continued compliance with FireSmart regulations.
- Review the Engineering Design and Construction Guidelines to identify opportunities to enhance multi-hazard protection, including FireSmart, drought management, wildlife safety etc.

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 completed as part of the Climate Emergency Action Plan. The Town has applied for and received various FRIAA grants over the years to increase Canmore’s preparedness to the threat of wildfire. Notably, the Town has completed several vegetation management and fuel modification projects, large-scale functional exercises, a FireSmart forum, a FireSmart municipal document review, and updates to wildfire preparedness plans and the creation of a Wildfire Mitigation Strategy, all of which have been funded through FRIAA grants.

The projects that administration proposes submitting grant applications for this year are as follows:

1) *Vegetation Management/Fuel Modification – Canyon Ridge Maintenance*

The vegetation management/fuel modification project will be a continuation of the project that was started in Canyon Ridge area in the fall of 2025 to reduce wildfire hazard. This project will consist of:

- Thinning of understory evergreen trees
- Pruning of limbs on remaining evergreen trees
- Removal of dead/down logs and dead standing trees
- Disposal of debris by pile/burn, and chip and remove

2) *Interagency Wildfire Exercise*

In 2022, the Town of Canmore held an interagency wildfire exercise that was jointly planned with Alberta Forestry and Parks. The exercise provided an excellent opportunity to practice a wildfire response with the Town’s mutual aid partners. This project will test the implementation of the recommendations made after the 2022 exercise, provide another opportunity to work closely with our mutual aid partners, and provide new recommendations for improvements on wildfire and emergency management planning. The Town of Banff will be jointly submitting this application with the Town of Canmore. Alberta Forestry and Parks and Parks Canada – Banff Field Unit supports this project and has expressed their desire to collaborate on the planning and execution of the exercise. This project has also been supported by the MD of Bighorn who are interested in participating with the planning and participation in the exercise. The exercise would occur in 2026 with an exact date to be determined during the planning process.

3) *Wildfire Mitigation Strategy – Update*

Now that the majority of the recommendations in the Town of Canmore’s Wildfire Mitigation Strategy have been actioned, there is a need to update this document. To continue to build the community’s resilience to wildfire, this document is necessary to guide and focus work done across multiple departments. This work will be led by the Regional FireSmart Coordinator and will be supported by various internal departments.

4) *2026 Community FireSmart Events Program*

The Regional FireSmart Coordinator is expected to organize and attend public events to help educate the public about FireSmart principles in an effort to increase community resiliency. This grant application is to help support the community events through public information materials and other expenses to support a community event program in Canmore, the MD of Bighorn, and the Kananaskis Improvement District.

ANALYSIS OF ALTERNATIVES

None.

FINANCIAL IMPACTS

The final numbers for each grant application (either Expression of Interest or Request for Proposal) are still being determined. The requests will be subject to availability of funds across the award process. If the FRIAA grants are approved, Administration will return with a request to add new capital projects to be funded from the FRIAA grant. If the grants are not approved, applications will be submitted for future rounds of funding.

INTEREST HOLDER ENGAGEMENT

Letters of support from Alberta Forestry and Parks will be included for all applications.

The Town of Banff will be jointly submitting the Interagency Wildfire Exercise application and is seeking Town of Banff Council approval for this project as well.

The MD of Bighorn and Kananaskis Improvement District support the 2026 Community Events Program application to support the goals of the Regional FireSmart Coordinator.

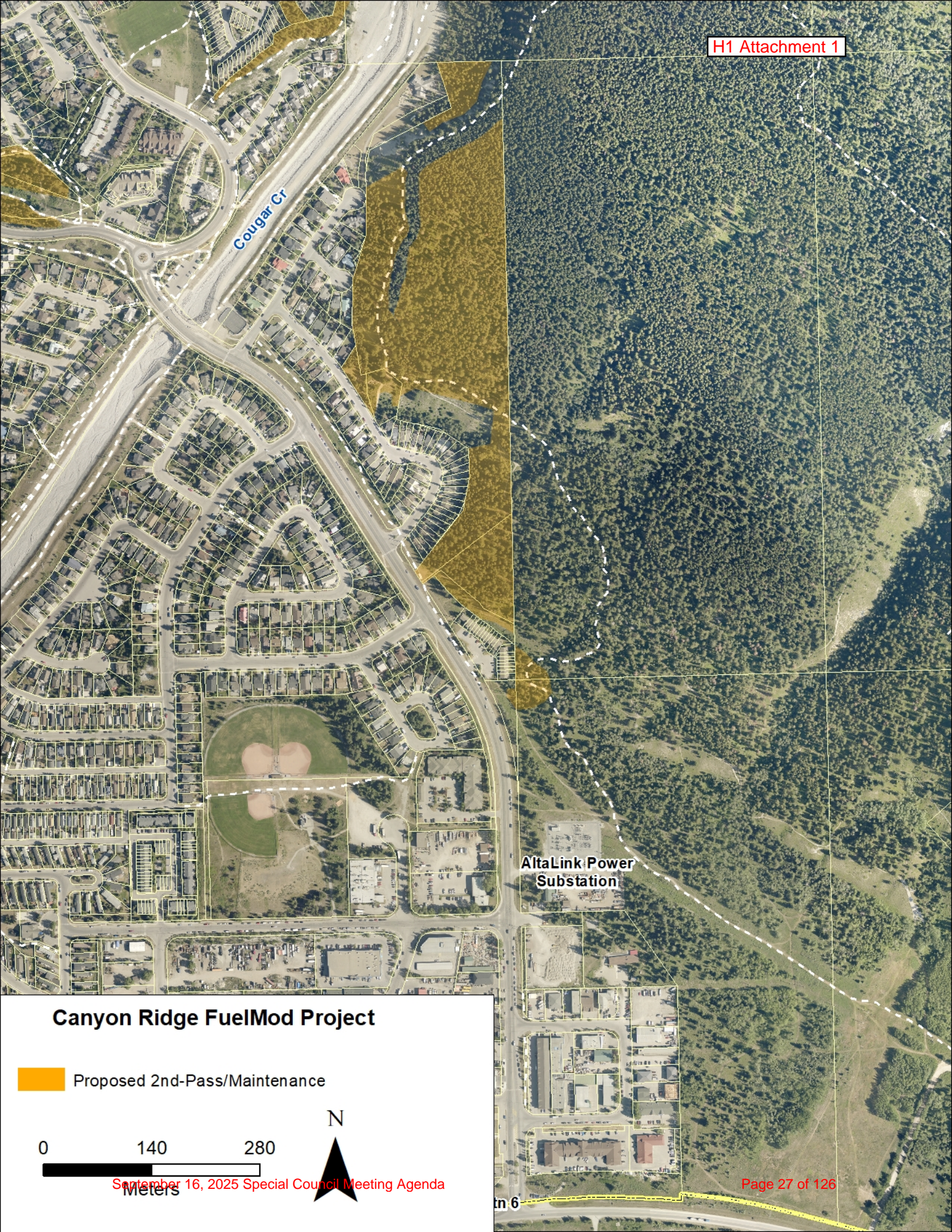
Canmore Fire-Rescue Services has been engaged throughout the application process.

ATTACHMENTS

- 1) Map of Canyon Ridge Fuel Modification Projects

AUTHORIZATION

Submitted by:	Caitlin Miller Manager of Protective Services	Date:	<u>August 22, 2025</u>
Approved by:	Scott McKay General Manager of Municipal Services	Date:	<u>August 28, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>September 4, 2025</u>



Cougar Cr

AltaLink Power Substation

Canyon Ridge FuelMod Project

Proposed 2nd-Pass/Maintenance

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Request for Decision

DATE OF MEETING: September 16, 2025 **AGENDA #:** H 2

TO: Council

SUBJECT: 2025 Capital Project – CAP 7461 Regional FireSmart Coordinator

SUBMITTED BY: Caitlin Miller, Manager of Protective Services

RECOMMENDATION: That Council approve a new 2025 capital project for the Regional FireSmart Coordinator funded by the Forest Resource Improvement Association of Alberta in the amount of \$200,000.

EXECUTIVE SUMMARY

Administration's application for funding to the Forest Resource Improvement Association of Alberta for a Regional FireSmart Coordinator to be shared with the MD of Bighorn and Kananaskis Improvement District has been approved. This two-year grant-funded position will be responsible for enhancing wildfire preparedness, mitigation, and community engagement across the Town of Canmore, MD of Bighorn, and Kananaskis Improvement District.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

175-2025 – That Council direct administration to apply for the Forest Resource Improvement Association of Alberta (FRIAA) FireSmart Regional Coordinator Grant in partnership with the MD of Bighorn and Kananaskis Improvement District.

DISCUSSION

Wildfire continues to be the top-rated hazard for communities in the Bow Valley and there is a shared understanding that collaboration between communities is imperative in increasing resilience to wildfire. The municipalities in the Bow Valley have long-standing mutual aid agreements to respond to wildfires and disasters and there has been recent participation on interagency mitigation projects like the Bow Valley Community Fireguard and committees like the Bow Valley Interagency Wildfire Committee. The Regional FireSmart Coordinator is the next iteration of the collaboration between Bow Valley Communities and has been approved and funded by the Forest Resource Improvement Association of Alberta.

FireSmart planning remains a top priority for the Town of Canmore and the region. This project will provide the capacity to raise awareness, increase education and understanding, and engage residents through grassroots FireSmart education. Conducting one-on-one home assessments with homeowners has proven to be successful in engaging the homeowner regarding protection of their property as FireSmart begins at home but a whole-of-community approach is required to more fulsomely reduce wildfire risk in the Bow Valley. This project would continue to enhance these efforts to mitigate fire risk to the community. The plan funded by FRIAA is to support a Regional Community FireSmart Coordinator position over a two-year period that will serve the communities of Canmore, MD of Bighorn (Hamlets of Harvie Heights, Exshaw, Dead Man's

Flats, and Lac Des Arcs), and Kananaskis Improvement District (Kananaskis Village and other residential areas within the district).

The scope of the proposed activities under the FRIAA FireSmart program focuses on wildfire mitigation, community education, emergency preparedness, and interagency collaboration across the Bow Valley. The project aims to strengthen local resilience by implementing FireSmart principles in coordination with municipal governments, fire emergency services, and stakeholders. Activities will include public outreach, wildfire hazard assessments, vegetation management, policy integration, and cross-training exercises to enhance community preparedness and response capabilities.

The activities performed by the Regional FireSmart Coordinator will fall into the following categories:

- 1) Community FireSmart Education and Engagement
 - Includes organizing and participating in community preparedness days, classroom/school education, community training sessions, and helping develop and distribute educational materials
- 2) FireSmart Community Preparedness Plan
 - Includes wildfire mitigation strategies, conducting and updating Neighbourhood Wildfire Hazard & Risk Assessments, reviewing and updating community wildfire preparedness guides
- 3) Emergency Preparedness and Response Coordination
 - Includes assisting with updating response plans, planning and executing emergency exercises, and working to improve wildfire response capabilities across jurisdictions
- 4) Policy and Development Integration
 - Includes supporting updates to legislation, bylaws, plans, policies and development standards, chairing relevant FireSmart meetings, and collaborating with all interest holders to reduce wildfire risk
- 5) Vegetation Management and Fire Risk Reduction
 - Includes reviewing and updating vegetation management plans and schedules and overseeing vegetation management projects
- 6) Interagency Collaboration and Program Leadership
 - Establishes and chairs FireSmart Committees and seeks new FireSmart grant opportunities

This position will play a crucial leadership role in reducing wildfire risk, fostering interagency cooperation, and advancing the long-term sustainability of wildfire preparedness efforts in the region. This position is being put forward as a capital project due to the two-year term of the funding and the project-based objectives expected as a part of the grant agreement.

ANALYSIS OF ALTERNATIVES

None.

FINANCIAL IMPACTS

The grant amount of \$200,000 for this two-year term position (2025-2027).

It is estimated that the Town of Canmore will contribute approximately \$40,000 in in-kind/operating expenses to support this position. This includes recruitment costs, hardware and office space, vehicle usage, and other operational costs. The MD of Bighorn and Kananaskis Improvement District will help to fund initiatives that take place solely within their jurisdictions (e.g. community events).

INTEREST HOLDER ENGAGEMENT

The Regional FireSmart Coordinator grant was applied for with support from the MD of Bighorn and Kananaskis Improvement District.

ATTACHMENTS

- 1) CAP Sheet #7461 FRIAA Regional FireSmart Coordinator

AUTHORIZATION

Submitted by:	Caitlin Miller Manager of Protective Services	Date: <u>August 8, 2025</u>
Approved by:	Chelsey Gibbons Manager of Financial Services	Date: <u>August 29, 2025</u>
Approved by:	Scott McKay General Manager of Municipal Services	Date: <u>August 28, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>September 4, 2025</u>

Budget Year:	2025	Budget:	\$200,000
Department:	Fire Services	Project Type:	Health & Safety
Questica Reference:	PRO-25-08	Priority:	B

Project Description:

This project is for a Regional FireSmart Coordinator.

The activities performed by the Regional FireSmart Coordinator will fall into the following categories:
Community FireSmart Education and Engagement

Includes organizing and participating in community preparedness days, classroom/school education, community training sessions, and helping develop and distributing educational materials

FireSmart Community Preparedness Plan

Includes wildfire mitigation strategies, conducting and updating Neighbourhood Wildfire Hazard & Risk Assessments, reviewing and updating community wildfire preparedness guides

Emergency Preparedness and Response Coordination

Includes assisting with updating response plans, planning and executing emergency exercises, and working to improve wildfire response capabilities across jurisdictions

Policy and Development Integration

Includes supporting updates to legislation, bylaws, plans, policies and development standards, chairing interdepartmental FireSmart meetings, and collaborating with all departments to reduce wildfire risk

Vegetation Management and Fire Risk Reduction

Includes reviewing and updating vegetation maintenance plans and schedules and overseeing vegetation management projects

Interagency Collaboration and Program Leadership

Establishes and chairs FireSmart Committees and seeks new FireSmart grant opportunities

This position plays a crucial leadership role in reducing wildfire risk, fostering interagency cooperation, and advancing the long-term sustainability of wildfire preparedness efforts in the region

END

Budget Funding:

	2025	2026	2027	2028	2029	2030	Total
Provincial Grants	\$200,000	0	0	0	0	0	\$200,000
Total	\$200,000	0	0	0	0	0	\$200,000

Operating Budget Impact:

It is estimated that the Town of Canmore will contribute approximately \$40,000 in in-kind/operating expenses to support this position. This includes recruitment costs, hardware and office space, vehicle usage, and other operational costs.

END

Project Rationale:

Wildfire continues to be the top-rated hazard for communities in the Bow Valley and there is a shared understanding that collaboration between communities is imperative in increasing resilience to wildfire. The municipalities in the Bow Valley have long-standing mutual aid agreements to respond to wildfires and disasters and there has been recent participation on interagency mitigation projects like the Bow Valley Community Fireguard and committees like the Bow Valley Interagency Wildfire Committee. The Regional FireSmart Coordinator is the next iteration of the collaboration between Bow Valley Communities and has been approved and funded by the Forest Resource Improvement Association of Alberta.

FireSmart planning remains a top priority for the Town of Canmore and the region. This project will provide the capacity to raise awareness, increase education and understanding, and engage residents through grassroots FireSmart education. Conducting one-on-one home assessments with homeowners has proven to be successful in engaging the homeowner regarding protection of their property as FireSmart begins at home but a whole-of-community approach is required to more fulsomely reduce wildfire risk in the Bow Valley. This project would continue to enhance these efforts to mitigate fire risk to the community. The plan funded by FRIAA is to support a Regional Community FireSmart Coordinator position over a two (2) year period that will serve the communities of Canmore, MD of Bighorn (Hamlets of Harvie Heights, Exshaw, Dead Man's Flats, and Lac Des Arcs), and Kananaskis Improvement District (Kananaskis Village and other residential areas within the district).

END

Options Considered:

None. This application and project closely follows the grant requirements.

END



Briefing

DATE OF MEETING: September 16, 2025 **AGENDA #: I 1**

To: Council

SUBJECT: Wastewater Treatment Plant Odour Control Phase 3

SUBMITTED BY: Shannon Woods, Water Resource Engineer

PURPOSE: To provide Council with an update on odour control measures implemented at the Wastewater Treatment Plant to date and outline the rationale for proceeding with Phase 3 in 2026.

EXECUTIVE SUMMARY

The Town of Canmore Wastewater Treatment Plant (WWTP) has been the subject of ongoing odour complaints from residents, with reports steadily increasing since 2021. In response, Council and Administration have prioritized odour mitigation, undertaking a study in 2023 that identified key odour sources and recommended a phased approach to control measures. Phase 1 (chemical injection at the influent, commissioned July 2024) successfully reduced hydrogen sulfide concentrations within the wet well but did not significantly reduce nuisance odour complaints. Phase 2 (photoionization at the solids-handling building, commissioned June 2025) has improved internal air quality and eliminated odours from building exhaust but has not fully addressed community impacts. This report provides background on the phased odour control strategy, results to date, and the rationale for advancing Phase 3 implementation in 2026.

BACKGROUND/HISTORY

In 2023, a study was undertaken to identify the primary odour sources at the WWTP, complete dispersion modelling of emissions, and recommend odour control measures. A phased implementation strategy was proposed to allow for staged mitigation and assessment of the need for further controls.

In 2024, **Odour Control Phase 1** for \$400,000 was implemented. A chemical injection system was installed at the WWTP influent and commissioned on **July 8, 2024**. The system has been in continuous operation since commissioning, with a brief shutdown in spring 2025 to allow for construction of a permanent concrete equipment pad.

In 2025, **Odour Control Phase 2** for \$2,200,000 was implemented. A photoionization system was installed at the solids-handling building and commissioned on **June 26, 2025**. The system has been in continuous operation since that date.

At the **August 19, 2025 Council meeting**, Council directed Administration to *“prepare a capital project for Phase 3 Odour Upgrade at the Wastewater Treatment Plant for the 2026 budget amendment process and work with EPCOR to bring a report to the September 2025 Committee of the Whole outlining what has been done to date to address odours and an explanation of why odour issues persist.”*

DISCUSSION

Since 2021, residents of the Town of Canmore have been increasingly reporting nuisance odours emanating from the WWTP. In 2022, odour mitigation became a formal priority for Council and administration. Odour control is a complex matter, as emissions at a WWTP come from multiple sources and contain various constituents that contribute to odours.

Factors that are believed to exacerbate odour impacts include:

- Changing weather and wind patterns; and
- A higher frequency and duration of extreme heat events, along with atmospheric inversions and low venting indexes, which prevent odours from dispersing quickly.

Odour control has therefore been implemented in a phased approach to:

- Observe the effectiveness of each phase individually to determine the need for subsequent measures; and
- Manage utility funds prudently to balance mitigation with affordability for residents.

Phase 1 (2024): Hydrogen peroxide injection at the WWTP influent. This process treats odours in the liquid phase before hydrogen sulfide (H_2S) is released through oxidation. Continuous H_2S monitoring and dose adjustments are in place. Results show a ~74% reduction in concentrations in the influent wet well, meeting Occupational Health and Safety limits for this hazardous substance. Despite this success at the point of treatment, nuisance odour complaints from the community were largely unaffected.

Phase 2 (2025): Installation of a photoionization unit at the solids-handling building. Commissioned on June 26, 2025. Full system control and regulatory inspections were completed in July, and substantial completion issued in August. The system has provided notable improvements to air quality within the building, and vented air from the building is now essentially odourless. However, resident odour complaints continued throughout July and August 2025, indicating additional sources require control.

Phase 3 (2026): Recommended for inclusion in the 2026 capital budget, this phase will address odours from the digesters. These two tanks are currently open to the atmosphere and contain aeration systems that continuously release vapour. Simply capping the tanks alone is not sufficient, as the aeration system introduces oxygen, requiring the resulting vapour to be treated. It is therefore recommended that another photoionization system be installed to treat digester emissions (in conjunction with the installation of tank caps). Town administration has engaged engineering services to complete scoping and develop budgetary cost estimates for both implementation and ongoing operation.

It has recently been determined that the existing digesters will continue to be used following the planned WWTP expansion and regulatory technology upgrade, which is scheduled for an on-stream date of 2031. As such, any capital improvements made to the digesters as part of Phase 3 will remain valuable beyond the interim period and continue to provide long-term benefit to the WWTP operations and the surrounding residents.

Administration is also investigating the procurement of several mobile H_2S monitoring devices. These units would be placed at strategic external locations around the WWTP to provide more robust scientific observation of H_2S levels, support performance monitoring of the odour control systems, identify emission trends, and correlate measured concentrations with resident complaints.

FINANCIAL IMPACTS

A **Phase 3** Odour Control capital project will be proposed to be added to the 2026 budget. Engineering services have been retained to complete preliminary scoping and to develop budgetary cost estimates for execution and continuous operation. Administration will present this capital project for approval during the budget process.

INTEREST HOLDER ENGAGEMENT

External engagement: A new online portal has been created for residents to report odour observations in one consolidated location ([Odour Observation Form](#)). Previously, observations were compiled manually by administration through verbal and written reports received via multiple channels.

Internal engagement: Town administration, EPCOR operations, and external engineering consultants continue to collaborate on Phase 1 and Phase 2 operations and performance monitoring. Scoping for Phase 3 is underway in preparation for 2026 budget approval and execution.

ATTACHMENTS

None.

AUTHORIZATION

Submitted by:	Shannon Woods Water Resource Engineer	Date: <u>August 25, 2025</u>
Approved by:	Andreas Comeau Manager of Public Works	Date: <u>August 26, 2025</u>
Approved by:	Stephen Hanus, Manager of Facilities/ Acting General Manager of Municipal Infrastructure	Date: <u>August 26, 2025</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>September 9, 2025</u>



Councillor Updates

DATE OF MEETING: September 16, 2025

Agenda #: I 2

1. Mayor Krausert

- a) Bow Valley Regional Transit Services Commission
 - I defer to Councillor Foubert's report.
- b) Tourism Canmore Kananaskis
 - I was unable to attend the August meeting due to being out of town at the time.
 - Some interesting statistics:
 - Hotel occupancy in Canmore remains very high year over year . . . 87.4% in July 2024 and 87.1% in July 2025 (compared to 70.2% and 69.6% in Alberta for those months; and 82.6% and 83.8% in Banff for those months); and
 - Visitor spend was up 9.4% through June 2025 compared with the previous year, which includes increased spending on accommodation (up 11.9%), food & beverage (up 5.9%); recreation and entertainment (up 1.1%); retail (up 25.9%), and transportation (up 8.3%).
- c) Emergency Management Committee
 - A meeting of the Regional Emergency Advisory Committee (Canmore & Banff) was held on June 5, 2025.
 - The next quarterly meeting is to be held on August 29, 2025 (after submission of this report) and will be reported on with the next update.
- d) Human Wildlife Co-existence Roundtable
 - The next meeting is to be held on September 18, 2025, and will be reported on with the next update.
- e) Town of Canmore – MD of Bighorn Inter-Municipal Committee
 - A meeting was held in Exshaw on June 30, 2025.
 - The committee is currently working on looking at the renewal of the Recreation Services Agreement and updating the map in the Intermunicipal Development Plan. When finalized, these matters will come to the respective Councils for approval.
- f) Mid-Sized Cities Mayors' Caucus (MCMC)
 - From May 21 – 23, 2025, along with the CAO, I attended a gathering of MCMC mayors and CAOs hosted by Sylvan Lake. During the gathering, we discussed a number of common issues, had educational presentations, and hosted a bear pit session with several MLAs. including the Premier, Minister of Municipal Affairs, and the Minister of Transportation and Economic Corridors.

- Preparation is underway to support post-election transition/on-boarding as there will likely be some changes to mayors from some member municipalities.
- A summit for all member Councils is being planned for early 2026.

g) Advocacy on Behalf of the Town of Canmore (in addition to MCMC activities)

- On June 3, 2025, the CAO and I had a virtual meeting with Minister Nixon's office to discuss the Livability Tax Program.
- On June 5, 2025, I had lunch with MLA Elmeligi to discuss local issues.
- On June 19, 2025, the CAO and I had a virtual meeting with Minister Neudorf (Affordability and Utilities) to discuss the Livability Tax Program.
- On July 3, 2025, the CAO and I attended a gathering of the Bow Valley Leaders Caucus (Canmore, Banff, MD of Bighorn, ID #9, and Kananaskis Improvement District) held in Exshaw.
- On July 16, 2025, I attended a meeting of the Bow Corridor Alliance (Canmore, Banff, Cochrane, and Calgary) with respect to advocacy regarding the potential Calgary to Banff passenger rail.
- On July 28, 2025, the CAO and I had a virtual meeting with BILD Alberta ED, Scott Fash, to discuss the Livability Tax Program
- On July 28, 2025, the CAO and I had a virtual meeting with Minister Boitchenko (Tourism & Sport) to discuss the Livability Tax Program, which was also attended by Minister Williams (Municipal Affairs).
- On July 29, 2025, I had lunch with Mayors DiManno (Banff) and Genung (Cochrane) to discuss shared issues.
- On July 30, 2025, I had an in-person meeting with Minister Williams (Municipal Affairs) at the Alberta Legislature Building to discuss the Livability Tax Program.
- On July 31, 2025, the CAO and I had a virtual meeting with Minister Schow (Jobs, Economy, Trade and Immigration) to discuss the Livability Tax Program.
- On July 31, 2025, I had lunch with Mayor Ireland (Jasper) to discuss local issues.
- On July 31, 2025, Mayor Ireland and I met with MP Stevenson to discuss mountain community issues.

h) Events

- From May 28 to June 2, 2025, I attended the Federation of Canadian Municipalities Conference in Ottawa along with members of Council and some senior Town Administration.
- On June 4, 2025, I attended and brought remarks to the opening reception for the Indigenous Perspectives Showcase at Elevation and the Kick-Off to National Indigenous History Month.
- On June 5, 2025, I attended and brought remarks to the Our Lady of the Snows High School Graduation Ceremony.
- On June 18, 2025, I participated in the Grand Entry of a Traditional Pow wow hosted by the Stoney Nakoda First Nations in Mini Thni for National Indigenous Peoples Day, and brought remarks on behalf of the Town of Canmore.

- On June 19, 2025, I attended the Rooted & Rising – A Spring Social hosted by the Banff Canmore Foundation.
- On June 28, 2025, I attended, brought remarks, and participated in the signing of the Canmore-Sedona Sister Cities Agreement held at the Canmore Public Library.
- On July 1, 2025, I participated in the Canada Day Parade, riding with two elders and a councillor from the Stoney Nakoda First Nations.
- On July 15, 2025, I attended the “I Didn’t Know that was Racist” event hosted by community members at the Canmore Civic Centre.
- On August 2, 2025, I attended and brought welcome remarks to the Canmore Folk Music Festival.
- On August 21, 2025, I attended the morning presentations of the Opening Day for Canadian Rockies Public Schools staff held at CCHS.

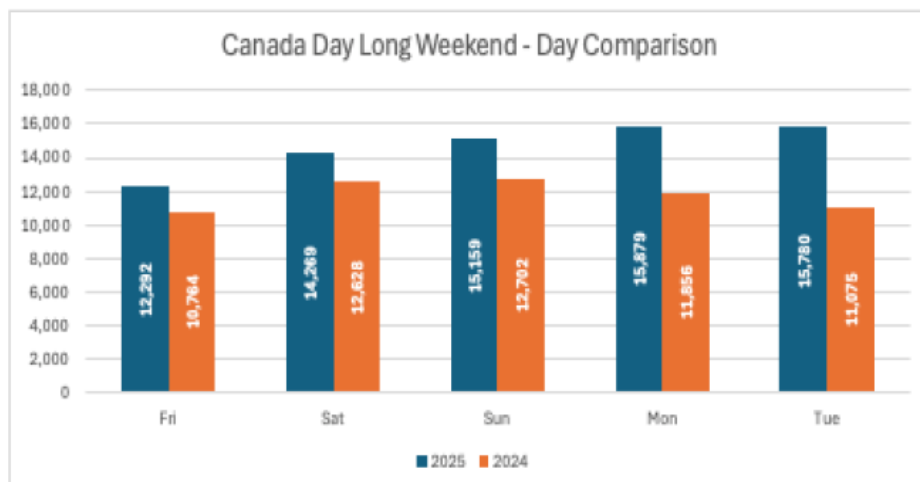
i) Miscellaneous

- I had my regular and final appearance on Mountain FM with Rob Murray.
- I conducted various media interviews, including: Rocky Mountain Outlook (various items), CBC News (YWCA & Moustache Lands); CBC Radio – Calgary Homestretch (Town Centre ARP); Postmedia (Town Centre ARP); CTV News (Fruit Tree Removal and Replacement); City TV (Fruit Tree Removal and Replacement); QR77 Radio (Fruit Tree Removal and Replacement); CBC News (Wastewater Treatment Plant Odours).

2. Councillor Foubert

a) Bow Valley Regional Transit Services Commission

- Ridership reached peak daily levels Roam has never seen before on the July long weekend on the majority of routes.
- An articulated bus was taken for a test drive in Banff to determine if it would be appropriate for the resort community's road network.
- This is the last year for the On-It contract.
- The Canadian Urban Transit Research and Innovation Consortium presented a fleet electrification planning project, specifically looking at Roam.



- b) Community Grants Selection Committee
 - Community grants were selected and awarded for 2025. This year, the committee used the Banff Canmore Foundation portal to adjudicate the selections, which was a welcome improvement on the process.
- c) Canmore Museum Society
 - The Museum introduced summer kids' camps.
 - The Museum board is working toward a new strategic plan to help guide the organization into the future.
- d) Downtown Canmore Business Improvement Area
 - The BIA is focused on delivering programs that support its members, including late-night music during the August long weekend at different venues, organizing an event for December (light up event) and a new mural for Main Street.
- e) Subdivision and Development Appeal Board
 - No appeals.
- f) Other points of interest
 - Attended the Federation of Canadian Municipalities Conference in Ottawa at the end of May. It was a worthwhile educational, professional development and networking event where I was able to connect with colleagues from around the country and learn about issues affecting all municipalities. In particular, I found session on AI and the need for policy around the digital transformation we are seeing as a result of it; a report from the nightlife commissioner in Ottawa tasked with increasing vibrancy and the economy of that city's nightlife; speeches from Prime Minister Mark Carney and the Green Party's Elizabeth May; a session on using a digital twin or 3D geospatial replica to analyze better and visualize proposed development, solar capacity, traffic analysis etc.
 - Attended the ice cream social for Senior's Week hosted at the civic centre
 - Attended the Bow River Seniors Lodge Spring Garden Party
 - Attended the National Indigenous History Month Celebration in Canmore
 - Attended an Indigenous Cultural Awareness Training
 - Attended the BOWDA annual barbecue
 - Attended the announcement of the new wildlife overpass being named after former Premier Peter Lougheed
 - Brought greetings to the Local Government Administrators of Alberta annual conference at the Coast Hotel
 - Participated in the Canada Day parade
 - Attended the ABMunis Governance Committee meeting in Edmonton.

- Assisted with the awarding of the Bert Dyck Leadership Bursary to Grade 12 CCHS student Jade Talbot who is attending the University of Calgary in the fall (Photo)



3. Councillor Graham

- a) Biosphere Institute of the Bow Valley
 - No meetings.
- b) Bow Valley Wildsmart
 - June 25th Board Meeting
 - Update on the Keep Wildlife Alive Ambassador Program
 - Update on Technical Working Group/Roundtable Meetings
 - Update & Feedback on CATS
 - Wildlife Ambassador Program Update
 - How to be a WildSmart Community Best Practices and Tier Discussion
 - Update group on some of WildSmart's upcoming plans and events
- c) Canmore Mountain Arts Foundation
 - June 18th Board Meeting
 - Update on Financial Policies
 - August 20th Board Meeting
 - Welcome Tineke van der Merwe
 - Extending Our Reach continues to evolve. Meeting with Council on September 9th.
 - All CMAF public reports can be found here: <https://artsplacecanmore.com/about-us/reports>
- d) Other points of interest
 - June 18th – Mîni Thnî Powwow
 - July 1st – Canada Day Parade

- July 2nd – CAO Breakfast
- August 16th – United Fest – Ukrainian Festival
 - Gave remarks on behalf of the Town of Canmore
- August 21st – Filipino Frankie’s Donut Night

4. Councillor Hilstad

- a) Canmore Community Housing
 - Please see Attachment 1 for CCH Operations Reports for June, July, and August.
 - CCH has finalized funding for 100 Palliser Lane, with construction anticipated to start soon!
 - Construction is going strong at the Ptarmigan Pointe project on Stewart Creek Rise.
(Pictures attached to the Operations Report)
- b) Canmore Planning Commission
 - Nothing new to report.
- c) CAO Performance Review Committee
 - Nothing new to report.
- d) Municipal Emergency Advisory Committee
 - I defer to Mayor Krausert’s report.
- e) Enforcement Appeal Review Committee
 - Nothing new to report.
- f) Heliport Monitoring Committee
 - Nothing new to report.
- g) Other points of interest
 - The Bumblebee bat, also known as Kitt’s hog-nosed bat, is the world’s smallest flying mammal. It weighs between 0.05 - 0.07 ounces (roughly 1.4 to 2 grams), between 1.14 to 1.29 inches long (roughly 2.9 to 3.3 centimetres) with a wingspan of 5.1 to 5.7 inches (roughly 13 to 14.5 centimetres). To see one in person, you will need to take a trip to southwest Thailand in one of the select limestone caves on the Khwae Noi River.

5. Councillor Mah

- a) Bow Valley Waste Management Commission
 - The Commission met on June 19th, 2025 and monthly financial updates confirm that the Commission is on firm financial footing.
 - There was a roundtable discussion amongst the various member municipalities and their respective administration teams regarding the future of Southern Alberta Energy from Waste Association (SAEWA). Significant questions remain on what future participation may look like. It has been confirmed to have SAEWA’s potential vendor come speak with BVWMC administration.

- b) Canmore Community Housing
 - I defer to Councillor Hilstad's report for operations summary.
 - Multiple meetings were had to consolidate funding for the 100 Palliser Lane project. I am ecstatic to confirm that the project is moving forward and we are having a groundbreaking ceremony on September 16, 2025 at 4:00 p.m. This project will have a significant impact on addressing people on CCH's rental waitlist which steadily grows.
- c) CAO Performance Review Committee
 - Nothing new to report.
- d) Cultural Advisory Committee
 - The Cultural Advisory Committee met on Monday, June 9th, 2025. The committee is excited to see the micro-grant program come to fruition.
 - Options and alternatives for the New Year's Light Installation are beginning to be explored.
- e) Emergency Management Committee
 - I defer to Mayor Krausert's report.
- f) Other points of interest
 - Attended the Newcomer Orientation Event for Settlement Services in Banff with Banff Mayor DiManno. This was a high-energy gathering where we met with youth new to the community who are learning to make a life in the Bow Valley. Highlights were judging quality handshakes and handing out certificates. One sobering thought is that many of these youth have been separated from their parents for 2-5 years as they work through the immigration process. Yet, despite that, smiles all round!

6. Councillor Marra

- a) Assessment Review Board
 - Appeals will continue to be heard through September 2025.
- b) Bow Valley Regional Housing
 - The Policy Review Committee has been busy reviewing all 150+ policies.
 - The Spring Garden Party was well attended by residents, their families and community members. Music, refreshments, snacks and music was enjoyed by all. Big hit again was the petting zoo!
 - The province will be funding new windows and stucco for Woodlands.
 - No meeting was held in July; a brief update was offered to the board by the CEO.
 - Please see Attachment 2 for the latest minutes, bulletin, and occupancy and waitlist report.
- c) Bow Valley Waste Management Commission
 - No meeting in July.
 - I defer to Councillor Mah's report.

- d) Canmore/MD of Bighorn Intermunicipal Committee
 - The Committee met to review current agreements:
 - Business Registry Services
 - Harvie Heights Water Supply
 - Recreation Services
 - Intermunicipal Development Plan Map
 - I also defer to Mayor Krausert's report.
- e) Canmore Public Library
 - Canmore Public Library now has a Sister City agreement with Sedona.
 - There are now 84 new large print titles added to our collection, thank you to The Canmore Lions Club.
 - New items are now available from our Library of Things.
 - Lucky Councillor Hilstad won a draw of Children's Books at the FCM convention in Ottawa and has donated them to the library.
- f) Southern Alberta Energy from Waste Association
 - Discussions on AGM dates.
 - What are next steps for SAEWA?
- g) Subdivision and Development Appeal Board
 - I refer to Councillor Foubert.
- h) Other points of interest
 - I attended the Indigenous Cultural Awareness Training #2
 - I attended the Sedona Sister City signing.
 - I attended the Bow Valley Regional Housing Spring Garden Party.
 - I participated in the Canmore Minors Day parade and Social.
 - I was pleased to attend the Canmore Folk Festival.
 - I attended the M.D. of Bighorn Opening of their new Operations Facility.
 - I attended the Experience of Donut Decorating, celebrating Filipino Culture event.

7. Councillor McCallum

- a) Assessment Review Board
 - Nothing to report at this time.
- b) Bow Valley Regional Housing
 - I defer to Councillor Marra's report.
- c) Canmore Planning Commission
 - Nothing to report at this time.

d) Canmore Community Housing

- I defer to Councillor Hilstad's report.

e) Other points of interest

- July 1st – I enjoyed piloting golf carts with CAO Caudill to support weary dancers. It was a beautiful day to enjoy my last Canada Day as a Canmore Councillor.

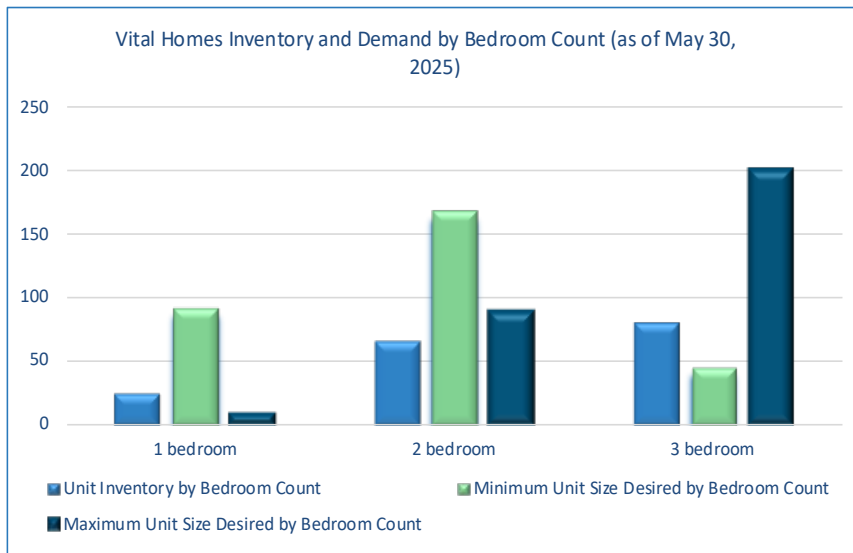


Housing Operations

The final units owned by CCH at the Wolf Willow condominium project both moved to conditional sales in May, with both expected to go to firm sales in early June. This would mean that all 17 units that had been acquired by CCH from the Mountain Haven Co-Operative while it was converting to the Wolf Willow condominium have now been fully added to our Vital Homes Ownership program. The firm sale of the unit listed by CCH at a Spring Creek Mountain Village condominium also closed during the month of May, but no new resale listings came to market during this time. As noted in the chart below, applications for both programs saw a small uptick over the previous month, but rather than being due to lower interest, this is more because of CCH administration looking to transition to a fully online application process in June and ending the process of paper applications during May. Based on inquiries with our office, CCH administration expects a large influx of new applications when the online portal launches and would expect the pace of applications to continue at the same rate it has for the past two years. The CCH website will have an announcement posted when the new online application portal is ready to accept new submissions, and in the meantime, administration continues to work with Arcori to resolve remaining technical issues with our existing waitlist management.

CCH OPERATIONS REPORT May 2025							
	OWN Program		RENT Program				
Wait List:	321	+1 over last month	253				
Applications YTD:	40	+2 over last month -16 over same time last year	78			+4 over last month -13 as same time last year	
Applications Received/Processed 2024:	120		147				
Current Occupancy:			100%	Hector		100%	McArthur
Total Vital Home Units:	173	2 conditional sales, 1 sale closed	60			48	
Turnover YTD:	2%	5	5%		3	6%	3
Turnover 2024:	6%	11 sales (19/173)	5%		3 Units (3/60)	6%	3 units (3/48)
↑ Above numbers updated as of May 31, 2025 ↑							

Vital Homes Ownership Program

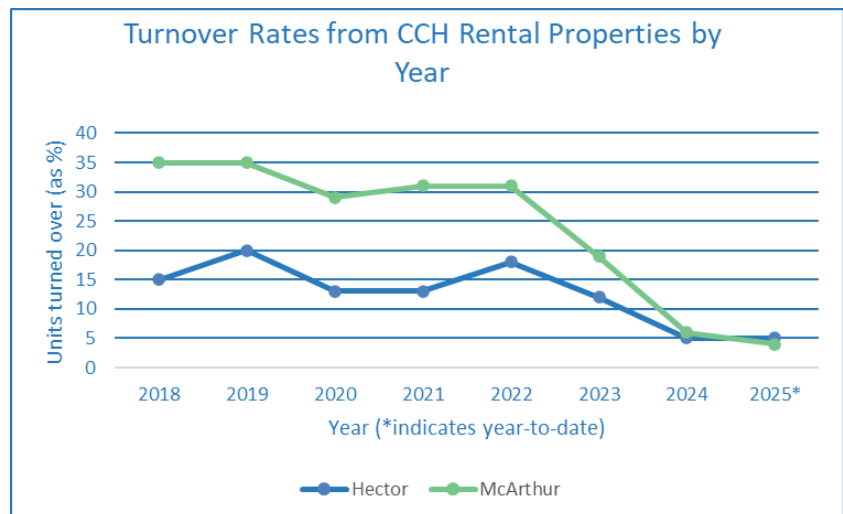


As noted earlier in this report, new application submissions were low for the month of May, however this is driven by the upcoming transition to the new online application process so new submissions were paused in the middle of May. Given that both May and June saw/are seeing nearly full registration for our online Information Sessions, we expect that applications will continue to be high in 2025. Aside from two sales for Wolf Willow units that went conditional in May and the closing of one other sale taking place, the other exciting news for our Vital

Homes Ownership program was the final sale at Ptarmigan Pointe going firm, meaning all 18 units are now officially sold! As per the chart above, the most in-demand units by maximum unit size are by far 3-bedroom units in our program, so we are thrilled that we can add 10 more units of this style to our Vital Homes Ownership portfolio with Ptarmigan Pointe.

Vital Homes Rental Program

While tenancy turnovers are trending higher than 2024, this still won't have much of an effect on our waitlist as we still will only have seen 6 total turnovers in 2025 through the first 5 months of the year. Our most recent household that has been able to receive their opportunity to rent with us waited a little over 25 months, and we would expect any new tenants moving in this year will have waited approximately the same time. While our 100 Palliser project will of course have a significant impact on the waitlist when it is ready for occupancy, CCH administration does not expect to see any other factors influencing major movement on our waitlist until that time. As with the Own program, applications for 2025 are down slightly compared to the same time last year, but with in-person applications being ended by the middle of the month, this is not indicative of declining interest in the program.



Canmore Rental Statistics for 2025

Canmore Rental Statistics for 2025		Jan.	Feb.	Mar.	Q1 Averages	Apr.	May
1 Bedroom	Average	\$ 2,428.33	\$ 2,575.00	\$ 2,200.00	\$ 2,401.11	\$ 2,065.00	\$ 2,403.33
	Median	\$ 2,410.00	\$ 2,575.00	\$ 2,200.00	\$ 2,410.00	\$ 2,200.00	\$ 2,500.00
	Units Available	6	3	4	4	3	6
2 Bedroom	Average	\$ 3,163.57	\$ 3,515.83	\$ 3,029.25	\$ 3,236.22	\$ 3,343.18	\$ 3,302.27
	Median	\$ 3,500.00	\$ 3,497.50	\$ 2,950.00	\$ 3,497.50	\$ 3,465.00	\$ 3,300.00
	Units Available	7	6	9	7	11	11
3 Bedroom	Average	\$ 4,125.00	\$ 4,847.50	\$ 4,650.00	\$ 4,540.83	\$ 6,133.33	\$ 4,283.25
	Median	\$ 3,775.00	\$ 4,945.00	\$ 4,650.00	\$ 4,650.00	\$ 5,400.00	\$ 4,100.00
	Units Available	4	4	2	3	3	12
4+Bedroom	Average	\$ 3,575.00	-	\$ 5,250.00	\$ 4,412.50	\$ -	\$ 4,825.00
	Median	\$ 3,650.00	-	\$ 5,250.00	\$ 4,450.00	\$ -	\$ 4,825.00
	Units Available	4	0	1	2	0	2
Summary Total		21	13	16	17	17	31

As noted in the April report, advertised listings for May 2025 were higher in three of the four different unit types that CCH administration tracks than at any point in the year, with 3-bedroom units seeing a relatively significant influx of advertised units. While having listings in double digits did bring the average and median rental rates down from rates of the prior few months, CCH administration still noted that these rates were more than \$4,000/month for this size of unit. Increased inventory in other areas do not appear to have brought down advertised rates in any significant way, however, with 1-bedroom rates still well above \$2,000/month for both the average and median rates.

Rental statistics have historically been recorded by CCH administration on a weekly basis by reviewing local property management websites and online resources such as RentFaster and Kijiji, with every care taken to not include those listings that may only be 30 days in length (the minimum required to qualify for a long-term rental in Canmore). While these sites are not reviewed daily, CCH administration is confident that the statistics recorded are providing a good depiction of market rates in the Canmore area.

Asset Management

Given the time of year and in consideration of the fact that CCH is not planning any significant maintenance work on our existing rental buildings for 2025, the focus continues to be addressing any short-term maintenance issues that have arisen. No significant issues have been reported over the past month, and PEKA continues to address all maintenance issues that come up with CCH administration involvement as necessary.

Housing Development

CCH has been actively pursuing the development of new housing inventory for the CCH ownership and rental programs. This is an involved, multi-stage process and includes preparing applications with technical studies and design development, to gain approvals with the Town for land use bylaw amendments, approval for Development and Building permits and securing funding and a variety of grants.

205 Stewart Creek Rise – Ownership Townhouse Project

The interiors of the South Building units are progressing with finish carpentry, cabinetry, countertops, and flooring all underway. Final mechanical and electrical items are getting completed in some of the units. The North building is into finishing work – bathrooms, kitchens and living areas are all well underway.

Major utility tie-ins are planned for the coming weeks, there will be a temporary road closure along Stewart Creek Rise to allow for domestic water and sewage connections.

All framing and roofing scopes have been completed, the outdoor common area walkway between the two buildings is framed and decking is being installed.




205 Stewart Creek Rise is an 18-unit townhouse new residential project that will add inventory to the Vital Homes ownership program. There will be 10 three-bedroom row houses (each roughly 1,450 sq ft with attached garage) and 8 two-bedroom stacked townhouses (ranging from 780 – 840 sq ft with surface parking and dedicated, covered storage). The CCH Development

team is working with Ashton Construction Services and Montane Architecture in an integrated framework to expedite the project.

100 Palliser Lane - Purpose Built Rental Development


The Notice of Decision for the Development Permit application has been posted. A variance has been granted to allow flexibility on architectural design which was needed to optimize building energy performance and adhere to near net zero energy targets as required under the Palliser Trail ASP.


The next several months are key for the successful completion of this project. A formal ground breaking ceremony is expected to be held within the coming weeks of which formal community notification will be distributed.

NOTICE OF DECISION


Something different is coming.

PL20240204
File Reference





Development has been approved for this site.

A Perpetually Affordable Housing project has been approved by the development authority. This application does not comply with the Town's Land Use Bylaw and requires the following variances:

- Variance to architectural character requirements of Section 11 of the Land Use Bylaw

100 Palliser Lane

For questions or comments, please contact:
 Anika Drost at 403.678.8943
anika.drost@canmore.ca

To appeal: Submit a Notice of Appeal application form and appeal fee within 21 days from the date this notice was posted.
 Visit canmore.ca/sdab for more information.



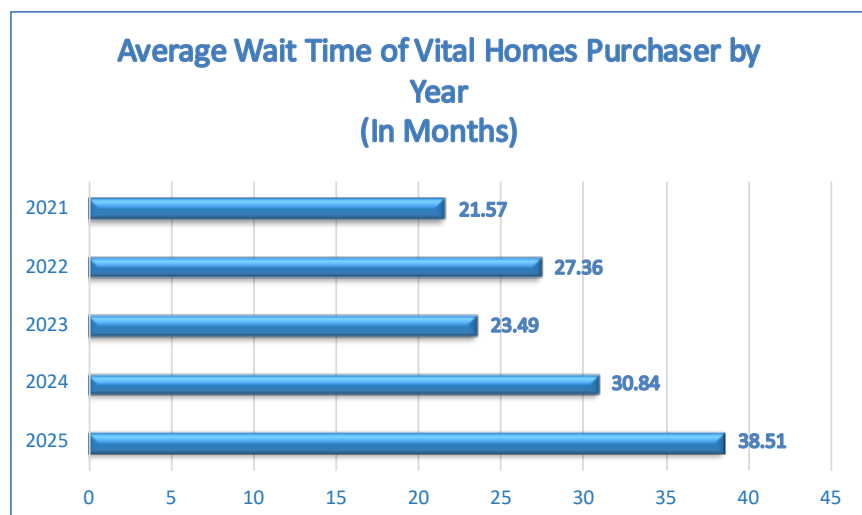
100 Palliser Lane will be a 144-unit purpose built rental complex located in the Palliser area on the north side of the Trans-Canada Highway. This project will fill a significant demand in the rental housing program and will include two buildings: one 6 storeys and one 4 storeys. Underground and surface parking will be provided along with on-site amenity areas, permanent and dedicated bicycle storage and landscaping. This project is in detailed design development and CCH is working with Prime Architectural Consultant, GGA Architecture, and construction partner, Leducor Construction Inc.

Housing Operations

With one sale closing at the end of the month, and one going firm, the last of the Wolf Willow units that were acquired by CCH will be divested by the end of July and all units will be part of the Vital Homes Ownership program going forward. The only new listing to come on during the month of June was a former market unit that is brand new to our program, with a high level of interest of those the listing was sent to and sale expected to be in place for August shortly. As planned, CCH administration launched the online Arcori application portal in the second half of June, with 13 new Rental applications being submitted during the last week alone. As the portal was launched later in the month, those submitted applications are still being processed so no new completed applications were added to the wait list totals for last month, but we of course expect these totals to be much higher before the end of July. For CCH's rental properties, we are seeing an increase in tenancy turnovers this year vs. 2024 but still at a relatively low rate compared to previous years. CCH administration does know that there are some more upcoming turnovers over the next couple of months so we are hopeful that our year-end tenancy turnovers will start to approach the levels of prior years so that more of our waitlist can find stable and secure accommodation within our program.

CCH OPERATIONS REPORT							
June 2025							
	OWN Program		RENT Program				
Wait List:	321		253				
Applications YTD:	40	-25 over same time last year	91		+13 over last month	-13 as same time last year	
Applications Received/Processed 2024:	120		147				
Current Occupancy:			100%	Hector		100%	McArthur
Total Vital Home Units:	173	1 firm sale; 1 sale closed	60			48	
Turnover YTD:	3%	6	7%		4	6%	3
Turnover 2024:	6%	11 sales (19/173)	5%		3 Units (3/60)	6%	3 units (3/48)
↑ Above numbers updated as of June 30, 2025 ↑							

Vital Homes Ownership Program

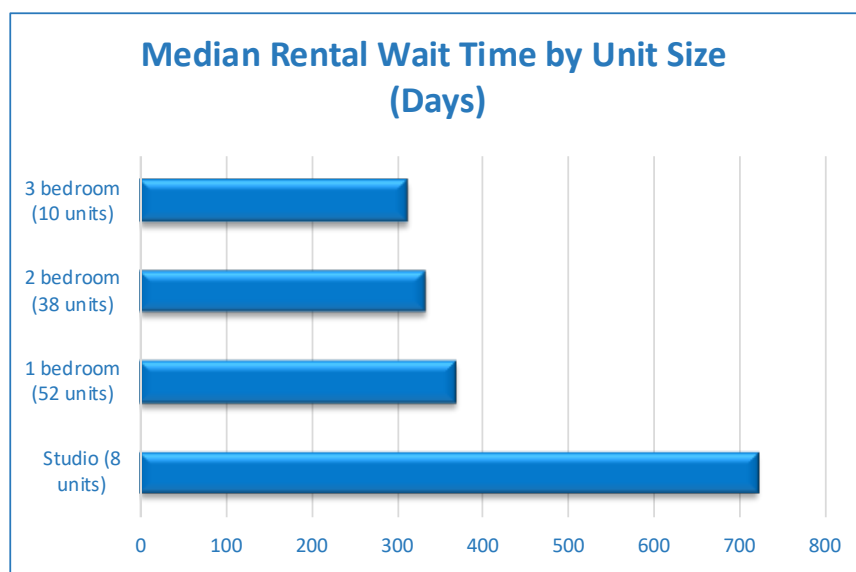


As noted above, CCH did not add any new applicants to the waitlist during the month of June due to the implementation of the new online portal, however with over 300 households already on the list and only 1 new listing coming on, we still expect to see longer wait times for purchasing opportunities, as per the chart shown here. Once the new owners move into Ptarmigan Pointe in the fall, these wait times will be revisited to see if the average wait time comes down at all but CCH does not expect a large drop.

June's Ownership Information Session did see full registration, so expect that the pace of applications will pick up again through the summer and fall months. No other resale opportunities are known to CCH administration at this time, however the earlier summer months have traditionally been a slower period for sales and listings, mirroring market conditions in Canmore.

Vital Homes Rental Program

Median wait times all types of units in the Vital Homes Rental program continue to exceed 300 days, with only Studio units seeing a much higher time frame (though it should be noted that this is only calculated on the basis of those that have expressed an interest only for a studio unit, as most single applicants will apply for both a studio and 1-bedroom at initial application). This means that of the approximately 235 households on the waitlist, over



half have been waiting for more than 300 days for a rental opportunity in our program. As per the first page summary, the majority of applications received via our new online portal to date have been for the Rental program, showing that despite wait times, eligible households are still keen to join the waitlist. With the start of the 100 Palliser project growing closer, CCH administration is hopeful that we can make major strides in reducing the number of people seeking below-market rental accommodation in the years ahead.

Canmore Rental Statistics for 2025

Canmore Rental Statistics for 2025		Jan.	Feb.	Mar.	Q1 Averages	Apr.	May	June	Q2 Averages
1 Bedroom	Average	\$ 2,428.33	\$ 2,575.00	\$ 2,200.00	\$ 2,401.11	\$ 2,065.00	\$ 2,403.33	\$ 2,390.00	\$ 2,286.11
	Median	\$ 2,410.00	\$ 2,575.00	\$ 2,200.00	\$ 2,410.00	\$ 2,200.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
	Units Available	6	3	4	4	3	6	5	5
2 Bedroom	Average	\$ 3,163.57	\$ 3,515.83	\$ 3,029.25	\$ 3,236.22	\$ 3,343.18	\$ 3,302.27	\$ 2,914.00	\$ 3,186.48
	Median	\$ 3,500.00	\$ 3,497.50	\$ 2,950.00	\$ 3,497.50	\$ 3,465.00	\$ 3,300.00	\$ 2,897.50	\$ 3,300.00
	Units Available	7	6	9	7	11	11	10	11
3 Bedroom	Average	\$ 4,125.00	\$ 4,847.50	\$ 4,650.00	\$ 4,540.83	\$ 6,133.33	\$ 4,283.25	\$ 4,812.50	\$ 5,076.36
	Median	\$ 3,775.00	\$ 4,945.00	\$ 4,650.00	\$ 4,650.00	\$ 5,400.00	\$ 4,100.00	\$ 4,700.00	\$ 4,700.00
	Units Available	4	4	2	3	3	12	4	6
4+Bedroom	Average	\$ 3,575.00	-	\$ 5,250.00	\$ 4,412.50	\$ -	\$ 4,825.00	\$ 5,000.00	\$ 3,275.00
	Median	\$ 3,650.00	-	\$ 5,250.00	\$ 4,450.00	\$ -	\$ 4,825.00	\$ 5,000.00	\$ 4,825.00
	Units Available	4	0	1	2	0	2	1	1
Summary Total		21	13	16	17	17	31	20	23

Compared to Q1 of 2025, Q2 average market rental rates have declined slightly outside of 3-bedroom units, and in the case of 1-bedroom units is several hundred dollars below the Q2 average of 2024 (\$2,680.00). Advertised availability of 1- and 2-bedroom units is also higher this year, with 14 1-bedroom units being advertised in Q2 vs. only 4 during the same time last year and 32 2-bedroom units being advertised vs. 28 in Q2 of 2024. Only 4-bedroom units have seen a significant decline in available units compared to last year, with only 8 units having been advertised during the first half of 2025 vs. the 34 units that were available during the first half of 2024.

Rental statistics have historically been recorded by CCH administration on a weekly basis by reviewing local property management websites and online resources such as RentFaster and Kijiji, with every care taken to not include those listings that may only be 30 days in length (the minimum required to qualify for a long-term rental in Canmore). While these sites are not reviewed daily, CCH administration is confident that the statistics recorded are providing a good depiction of market rates in the Canmore area.

Asset Management

CCH administration recently completed the annual spring walkaround of both properties with representatives of PEKA to identify any of the smaller maintenance and landscaping work to be undertaken during summer 2025, with minimal work to be undertaken vs. the more significant projects from last year. No major issues have been reported over the past month, and PEKA continues to address all maintenance issues that come up with CCH administration involvement as necessary.

Housing Development

CCH has been actively pursuing the development of new housing inventory for the CCH ownership and rental programs. This is an involved, multi-stage process and includes preparing applications with technical studies and design development, to gain approvals with the Town for land use bylaw amendments, approval for Development and Building permits and securing funding and a variety of grants.

205 Stewart Creek Rise – Ownership Townhouse Project

The interiors of the South Building units are seeing great progress and nearing completion, with appliance installs and finish carpentry happening. The North Building is similarly moving along to schedule with cabinetry installs followed by countertops and flooring.

Exterior siding installation continues, as well as the final layer of second level courtyard decking. Garage doors have been fitted for all of the three-bedroom units and a majority of the driveways have been poured.

Major utility tie-ins are still in progress, including the temporary road closure along Stewart Creek Rise to allow for domestic water and sewage connections.




205 Stewart Creek Rise is an 18-unit townhouse new residential project that will add inventory to the Vital Homes ownership program. There will be 10 three-bedroom row houses (each roughly 1,450 sq ft with attached garage) and 8 two-bedroom stacked townhouses (ranging from 780 – 840 sq ft with surface parking and dedicated, covered storage). The CCH Development team is working with Ashton Construction Services and Montane Architecture in an integrated framework to expedite the project.

100 Palliser Lane - Purpose Built Rental Development


The Notice of Decision for the Development Permit application has been posted. A variance has been granted to allow flexibility on architectural design which was needed to optimize building energy performance and adhere to near net zero energy targets as required under the Palliser Trail ASP.

The next several months are key for the successful completion of this project. A formal ground breaking ceremony is expected to be held within the coming weeks of which formal community notification will be distributed.

NOTICE OF DECISION


Something different is coming.

PL20240204
File Reference



✓

Development has been approved for this site.

A Perpetually Affordable Housing project has been approved by the development authority. This application does not comply with the Town's Land Use Bylaw and requires the following variances:

- Variance to architectural character requirements of Section 11 of the Land Use Bylaw

100 Palliser Lane

For questions or comments, please contact:
Anika Drost at 403.678.8943
anika.drost@canmore.ca

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Visit canmore.ca/sdab for more information.



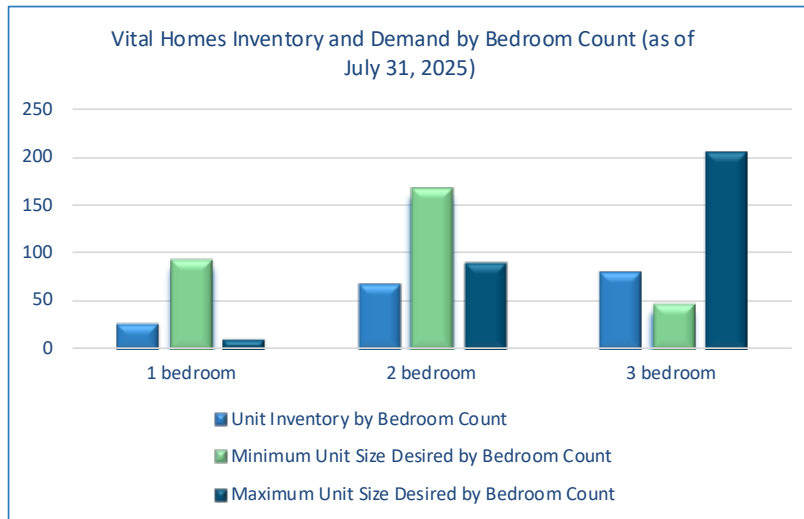
100 Palliser Lane will be a 144-unit purpose built rental complex located in the Palliser area on the north side of the Trans-Canada Highway. This project will fill a significant demand in the rental housing program and will include two buildings: one 6 storeys and one 4 storeys. Underground and surface parking will be provided along with on-site amenity areas, permanent and dedicated bicycle storage and landscaping. This project is in detailed design development and CCH is working with Prime Architectural Consultant, GGA Architecture, and construction partner, Ledcor Construction Inc.

Housing Operations

As noted in the July Operations Brief, the last of the 17 units that Canmore Community Housing owned in the Wolf Willow development on Dyrgas Lane has now transferred to the new owner, meaning that all 45 units are part of our Vital Homes Ownership program. By also adding a new resale property that came to CCH through the Town of Canmore, our total number of homes in our inventory is now 174, with another 18 units soon to be added through our Ptarmigan Pointe project at Stewart Creek Rise. On the rental side, 2 units turned over at McArthur Place during the month of July which has brought the turnover rate to approximately 10% for the year. While this number is still very low compared to previous years, we have already exceeded the number of units turned over compared to all last year (9 units vs. 6 units in 2024). While total wait list numbers are still relatively static compared to last month as the first of new applications through the Arcori platform were processed, this is by no means indicative of waning interest in our programs as we had 26 new applications started and/or submitted for our Vital Homes Own program in the month of July, and 76 new applications started and/or submitted for the Vital Homes Rental program. With 9 new signing appointments booked for the first week of August alone, CCH administration expects to see the total waitlist numbers climb significantly before the end of summer.

CCH OPERATIONS REPORT July 2025							
	OWN Program			RENT Program			
Wait List:	321			259			
Approved Applications YTD:	44	+4 over last month, -29 over same time last year		94		+3 over last month, same amount as July 2024	
Applications Started/Submitted:	26			76			
Applications Received/Processed 2024:	120			147			
Current Occupancy:			100%	Hector		100%	McArthur
Total Vital Home Units:	174	1 sale closed; 1 firm sale	60			48	
Turnover YTD:	3%	7	7%		4	10%	5
Turnover 2024:	6%	11 sales (19/173)	5%		3 Units (3/60)	6%	3 units (3/48)
↑ Above numbers updated as of July 31, 2025 ↑							

Vital Homes Ownership Program

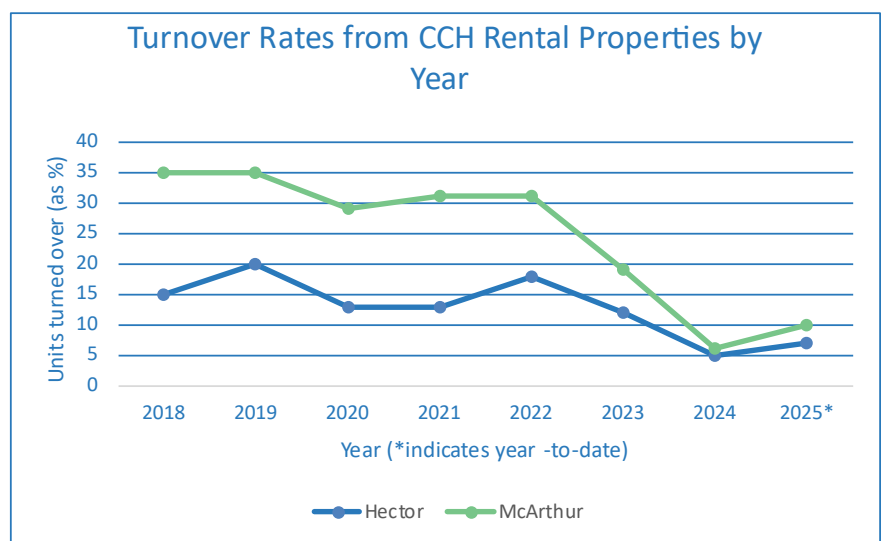


Unchanged from previous trends, the demand for 2- and 3-bedroom units within the Vital Homes Ownership program remains high. While registrations for our Vital Homes Ownership sessions have been lower in recent months compared to prior years, with 26 new applications either started and/or submitted during the month of July, it's clear that a high demand remains in Canmore for below-market housing. Anecdotally, the question CCH administration fields more often than any other at the time new applicants are completing their final Statutory

Declaration signing is "Do you have any plans for new building coming up?" so we know that new developments, either through CCH directly or through allocations from private developers, would be welcome in the community. From a resale perspective, it has been a slow year in the Ownership program, as only 3 sales this year were from non-CCH owned units and nothing imminently coming available. As the gap between Vital Homes and market pricing continues to grow, CCH administration would not be surprised to see limited resale opportunities come during the balance of 2025.

Vital Homes Rental Program

While still far off from previous years, as noted above and on the chart here, tenant turnover rates have seen the upward movement for the first time since 2022. Given that we have started renewing eligibility for tenants with October 1st lease renewals, CCH administration would not anticipate that this trend will bring turnover rates in line with pre-pandemic levels this year but we are happy to be able to provide more opportunities for those on our



waitlist to secure housing. Wait times are still in excess of 2 years, but as we get closer to being able to break ground on our 100 Palliser Trail project, CCH is hopeful to significantly reduce wait times in the years ahead. With 76 (!) new applications started and/or submitted for our Vital Homes Rental program via our new Arcori platform in July alone, we could potentially set a record for applications in a single year in 2025.

Canmore Rental Statistics for 2025

Canmore Rental Statistics for 2025		Jan.	Feb.	Mar.	Q1 Averages	Apr.	May	June	Q2 Averages	July
1 Bedroom	Average	\$ 2,428.33	\$ 2,575.00	\$ 2,200.00	\$ 2,401.11	\$ 2,065.00	\$ 2,403.33	\$ 2,390.00	\$ 2,286.11	\$ 2,670.00
	Median	\$ 2,410.00	\$ 2,575.00	\$ 2,200.00	\$ 2,410.00	\$ 2,200.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,600.00
	Units Available	6	3	4	4	3	6	5	5	5
2 Bedroom	Average	\$ 3,163.57	\$ 3,515.83	\$ 3,029.25	\$ 3,236.22	\$ 3,343.18	\$ 3,302.27	\$ 2,914.00	\$ 3,186.48	\$ 3,318.33
	Median	\$ 3,500.00	\$ 3,497.50	\$ 2,950.00	\$ 3,497.50	\$ 3,465.00	\$ 3,300.00	\$ 2,897.50	\$ 3,300.00	\$ 3,150.00
	Units Available	7	6	9	7	11	11	10	11	6
3 Bedroom	Average	\$ 4,125.00	\$ 4,847.50	\$ 4,650.00	\$ 4,540.83	\$ 6,133.33	\$ 4,283.25	\$ 4,812.50	\$ 5,076.36	\$ 3,910.71
	Median	\$ 3,775.00	\$ 4,945.00	\$ 4,650.00	\$ 4,650.00	\$ 5,400.00	\$ 4,100.00	\$ 4,700.00	\$ 4,700.00	\$ 3,825.00
	Units Available	4	4	2	3	3	12	4	6	14
4+ Bedroom	Average	\$ 3,575.00		\$ 5,250.00	\$ 4,412.50		\$ 4,825.00	\$ 5,000.00	\$ 4,912.50	\$ 5,700.00
	Median	\$ 3,650.00		\$ 5,250.00	\$ 4,450.00		\$ 4,825.00	\$ 5,000.00	\$ 4,912.50	\$ 5,700.00
	Units Available	4	0	1	2	0	2	1	1	2
Summary Total		21	13	16	17	17	31	20	23	27

Matching the usual real estate trend of more units available meaning lower rates, 3-bedroom units far outpaced all other unit types in terms of advertised availability in the month of July, as it was the only type to hit double digits in terms of units available. In fact, at 14 unique units being advertised for July lease starts, this was the highest number of units available in a single month in 2025 across all unit types. As a result, this was the only unit type to see a decrease in both average and median rental rates for July, with all other unit types seeing anywhere from an approximate 10-13% increase in rates from June to July. As there have already been more properties advertised with an August 1st lease start date recorded by CCH administration than July, we will be keen to see at the end of this month if increased inventory has any impact on market lease rates heading into the fall.

Rental statistics have historically been recorded by CCH administration on a weekly basis by reviewing local property management websites and online resources such as RentFaster and Kijiji, with every care taken to not include those listings that may only be 30 days in length (the minimum required to qualify for a long-term rental in Canmore). While these sites are not reviewed daily, CCH administration is confident that the statistics recorded are providing a good depiction of market rates in the Canmore area.

Asset Management

CCH administration has been advised by representatives of PEKA that identified work from the spring walkarounds at both properties is well underway, and CCH is currently reviewing the costs of any remaining landscaping work that may be undertaken. No major issues have been reported over the past month, and PEKA continues to address all maintenance issues that come up with CCH administration involvement as necessary.

Housing Development

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205 Stewart Creek Rise – Ownership Townhouse Project

The interiors of the South Building units continue to see great progress with appliance installs, finish carpentry, and paint touch-ups ongoing. The North Building is similarly moving along to schedule including cabinetry, countertops, and flooring installs.

Exterior siding and stone installation continues, as well as the final layer of second level courtyard decking. The three stairways for common access to the second level are in progress. Final installs for deep utilities and water meters are expected to be completed shortly.




205 Stewart Creek Rise is an 18-unit townhouse new residential project that will add inventory to the Vital Homes ownership program. There will be 10 three-bedroom row houses (each roughly 1,450 sq ft with attached garage) and 8 two-bedroom stacked townhouses (ranging from 780 – 840 sq ft with surface parking and dedicated, covered storage). The CCH Development team is working with Ashton Construction Services and Montane Architecture in an integrated framework to expedite the project.

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100 Palliser Lane

For questions or comments, please contact:
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Regular Board Meeting Minutes
Thursday, May 15, 2025, 10:00 a.m.
Bow River Seniors Lodge, Canmore AB

PRESENT: Karen Marra (Chair), Lisa Rosvold, Joanna McCallum, Ted Christensen, and Don Beaulieu

ALSO PRESENT: Ian Wilson (CEO), Greg Hutchings (Operations Manager), Jennifer Comighod (Client Services Manager) and Vicki Lockwood (Controller)

REGRETS: Chip Olver and Kateri Cowley

1. CALL TO ORDER

Chairperson K. Marra called the meeting to order at 10:23 a.m.

2. ADOPTION OF AGENDA

Motion 25-025: L. Rosvold to approve the agenda. Carried unanimously.

3. PRESENTATION AND GUESTS

- a. **Vicki Lockwood** presented and discussed the Q1 2025 Financial Update (unaudited).
Motion 25-026: T. Christensen to accept the report as information. Carried unanimously.
- Vicki Lockwood left the meeting at 10:38 a.m.

4. APPROVAL OF THE MINUTES

Motion 25-027: D. Beaulieu to approve the minutes of April 24, 2025, the regular meeting of the board as presented. Carried unanimously.

5. COMMITTEE REPORT

- a. **Policy Committee:** report provided and discussed.
Motion 25-028: L. Rosvold to approve the policy package as presented, representing the first set of policies under BVRH's comprehensive policy review initiative. Carried unanimously.

6. CAO REPORT

- a. **2025 Resident Events:** verbal update provided and discussed.

7. CORRESPONDENCE AND INFORMATION

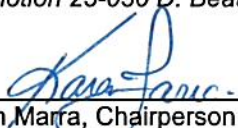
- a. **Q1 2025 Strategic Plan Progress Report:** report provided and discussed.
- b. **May 2025 BVRH Bulletin:** presented and reviewed.
- c. **May 2025 Occupancy and Waitlist Report:** presented and reviewed.
Motion 25-029: J. McCallum to accept the Q1 2025 Strategic Plan Progress Report, May 2025 BVRH Bulletin and May 2025 Occupancy and Waitlist Report as information. Carried unanimously.

8. DATE AND LOCATION OF NEXT MEETING

- a. **Regular Meetings of the Board:** June 26, 2025, starting at 10:00 a.m. in Bow River Lodge, Canmore.

9. ADJOURNMENT

Motion 25-030 D. Beaulieu that the meeting adjourn at 11:32 p.m. Carried unanimously.


Karen Marra, Chairperson


Ian Wilson, CEO

MINUTES PREPARED BY: Jennifer Comighod, Client Services Manager

Monthly Bulletin

August 2025



NEWS, INITIATIVES, AND EVENTS

Continuing Care Wing Occupancy

The first floor continues to fill at a measured pace. As of writing 70% of the spaces are occupied and we anticipate full occupancy this year. We, along with our partners SE Health have proven that employee housing is key to maintaining the staff levels required to operate the care facility; BVRH has recently increased the number of double-occupancy employee housing spaces from four to seven.

Major Renovation Planned for Woodlands

The province has approved the replacement of all windows and exterior stucco, which will significantly improve the sustainability of the housing.

PROGRAM OCCUPANCY RATES

Bow River Lodge - SL	100%
Bow River Lodge – CCHTB	83%
Cascade House	85%
Bow River Homes	100%
Mount Edith House	100%
Community Housing	100%
Rent Supplement	100%

SPECIAL PROJECTS

This is Home (Phase 3+)

Considering ongoing, stubborn uncertainty in the interest rate markets, rising construction costs and challenges aligning GOA and CMHC funding, as well as funding program requirements, we will not submit our proposal to Alberta Seniors, Community, and Social Supports until the next round. Upon consultations with senior staff from the Ministry and housing consultants, we will revise some components of our proposal and provide more detail for others. Our proposal will be reinforced with an enhanced business case in development in collaboration with a broad-scale construction and design firm, who are lending us their expertise on a voluntary basis. *Meanwhile, we have applied for but were unsuccessful in attaining CMHC seed funding to advance our planning to get to constructions-ready status.*

These projects will allow us to develop greater certainty toward future capital and operational sustainability. These projects, if approved, will refresh much of our Community and Seniors' Independent Housing stock while adding different types and affordability levels of housing to the region in Canmore and perhaps elsewhere. We hope that the GOA will appreciate and be able to approve the opportunity here and that we will be able to collaborate with them, the Town of Canmore, and ideally other Housing Agencies to address some of the housing crisis in the Bow Valley.

BOW VALLEY REGIONAL HOUSING

Alberta's HMBs were created by the Government of Alberta (GOA) to operate and administer provincially owned social housing facilities and programming. The province holds an extensive portfolio of these facilities through the Alberta Social Housing Corporation (ASHC), serving many needy and vulnerable Albertans. Each HMB is a not-for-profit self-governing corporation under the Alberta Housing Act that manages ASHC assets in their respective region. HMBs may operate various housing programs and own facilities. HMBs function as property managers for the province, often working to address relevant housing needs in their region.

Every municipality in Alberta is a contributing member of their regional HMB and, as such, must have at least one appointee serving on the governing board. HMB board members are responsible for acting in the best interests of the body and the entire region.

HMB operational funding sources can vary. Tenants pay accommodation fees, which are usually subject to affordability limits. These limits typically lead to operating deficits by constraining the ability to collect fees sufficient to cover operations costs fully. Provincial grants and municipal requisitions subsidize seniors' lodge deficits, whereas the province alone funds deficits in independent seniors and community housing programs.

As the HMB for the Bow Valley region, BVRH is responsible for social housing and affordable supportive living accommodation for seniors throughout Kananaskis Country, the Bow Corridor, the MD of Bighorn, and all of Banff National Park. The region covers an area of 13,700 square kilometers that has two towns and seven hamlets that contain approximately 27,000 people. Our five contributing municipalities are Kananaskis ID, MD of Bighorn, Banff, Canmore, and Improvement District No9. Residents of the region can access our programs, subject to eligibility requirements.

We are an independent body that collaborates with two provincial ministries, five municipal governments, numerous agencies in our region, and provincial organizations to provide and promote safe and appropriate housing. Please see www.bvrh.ca for contact information.

OUR MISSION STATEMENT

Bow Valley Regional Housing provides accommodation services, including seniors' supportive living for Bow Valley region residents who struggle to secure and maintain income-appropriate housing.

We provide housing-related programs to approximately 400 residents in the Bow Valley region, delivered through our four programs. These programs are housed across seven properties in Banff and Canmore that contain thirty-four separate buildings, twenty of which are stand-alone houses.

Our projects include the following:

- Seniors' lodges in Canmore and Banff provide room and board to the 140 residents.
 - The Continuing Care Home Type B with Secure Space wing at Bow River Lodge in Canmore delivers 24-hour care accommodations to the region through sixty suites that provide appropriate care and accommodation to our most vulnerable seniors.
 - Cascade House in Banff has four apartments for independent seniors.
- Seniors' self-contained independent housing buildings in Canmore and Banff that include a total of 62 one-bedroom apartments.
- Family housing residences in Canmore include 38 townhouses and 20 houses.
- Employee housing units in Canmore include eight double-occupancy units.

- Rent Supplement Programs currently provide financial assistance to approximately 70 households in the Bow Valley.
- Planning is underway for re-profiling a part of the Bow River Lodge site to increase the number of seniors' self-contained suites while adding other affordable housing options.

OUR VISION STATEMENT

Bow Valley Regional Housing collaborates with relevant agencies, ensuring that suitable programming mitigates the housing needs of our client base.

- We make decisions and recommendations using relevant and valid community trends and housing needs data.
- We obtain funding to develop infrastructure that meets identified needs in social and supportive income-appropriate housing programs.
- We embrace principles that incorporate innovation, service excellence, best practices, and energy efficiency.
- We attract, retain, and support highly qualified and caring staff.

The BVRH team includes approximately sixty employees based at Bow River Seniors Lodge in Canmore and Cascade House in Banff. Our Central Administration and Maintenance Teams are based in Canmore and serve all our projects. We have dedicated Housekeeping and Food Services Teams at both lodges.

OUR VALUES



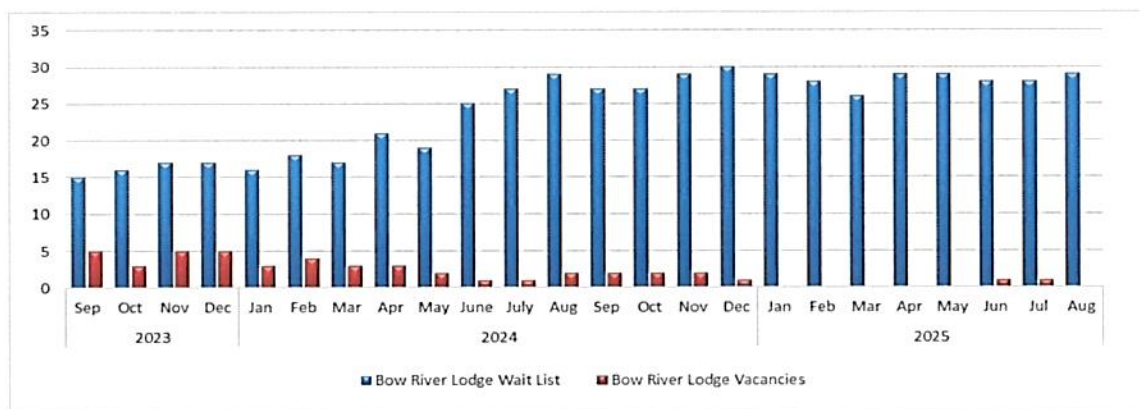
August 2025 Occupancy & Waitlist Report



Bow River Seniors Lodge in Canmore

Occupancy and waitlist as of August 20, 2025:

- The lodge has sixty-three residential suites.
- Of those suites, fifty-nine are occupied or available for occupancy.
- The other suites are not available for occupancy. They are not captured in the chart below, but include the following:
 - Three are utilized as storage or amenity space.
 - One is being rehabilitated.
- 100% of the habitable suites are occupied or awarded pending move-in.
- Twenty-nine candidate households are wait-listed.



Bow River Seniors Lodge – Continuing Care Home Type B (formerly Designated Supportive Living - DSL) in Canmore

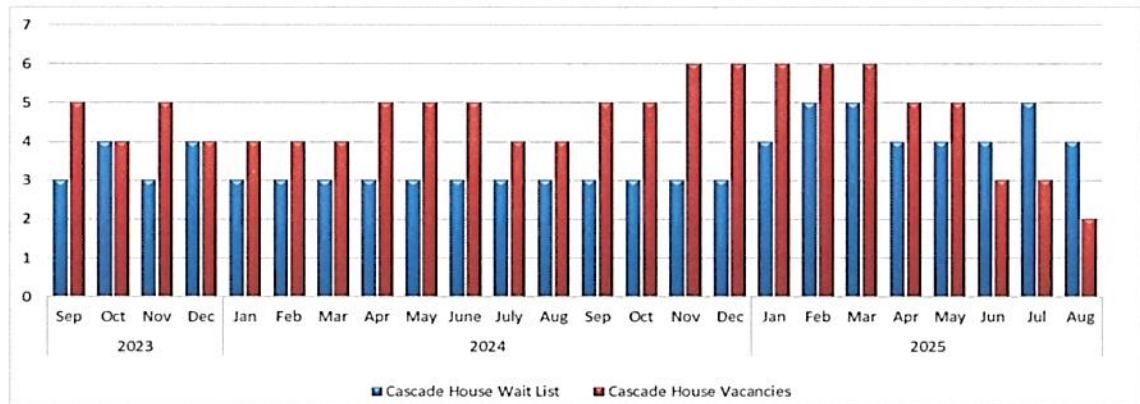
Occupancy as of August 20, 2025:

- There are sixty units in Continuing Care Home Type B.
- First floor – Type B (Secure Space) has thirty units at 67% occupancy.
- Second floor – Type B (formerly DSL4) has thirty units at 100% occupancy.
- AHS controls the admissions process; we are not privy to the waitlist information.

Cascade House (Seniors Lodge) in Banff

Occupancy and waitlist as of August 20, 2025:

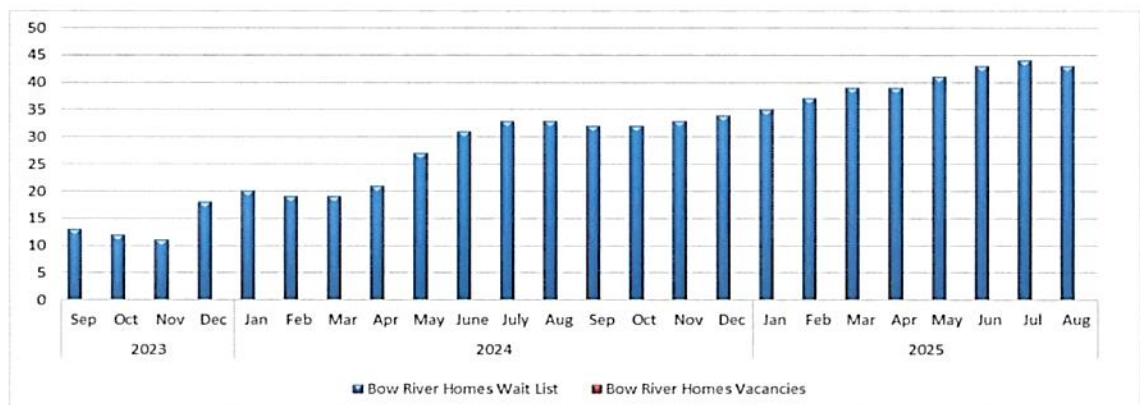
- The lodge has twenty-three residential suites.
- Of those suites, twenty are occupied or available for occupancy.
- The other suites are not available for occupancy. They are not captured in the chart below, but include the following:
 - Three are being rehabilitated.
- 85% of the habitable suites are occupied or awarded pending move-in.
- Four candidate households are wait-listed, and all of them are yet ready to move in.



Bow River Homes (Seniors Self-Contained) in Canmore

Occupancy and waitlist as of August 20, 2025:

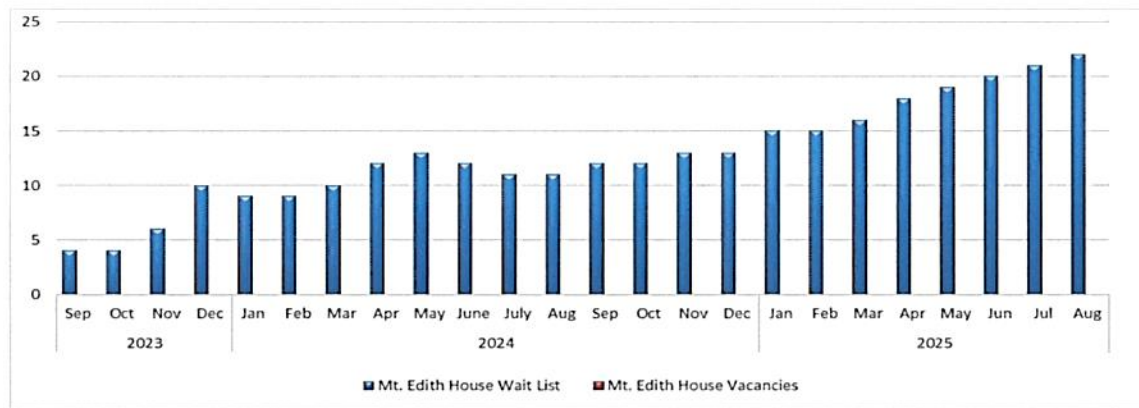
- The project has twenty-eight self-contained residential units.
- 100% of the habitable units are occupied or awarded pending move-in.
- Forty-three candidate households are wait-listed.



Mount Edith House (Seniors Self-Contained) in Banff

Occupancy and waitlist as of August 20, 2025:

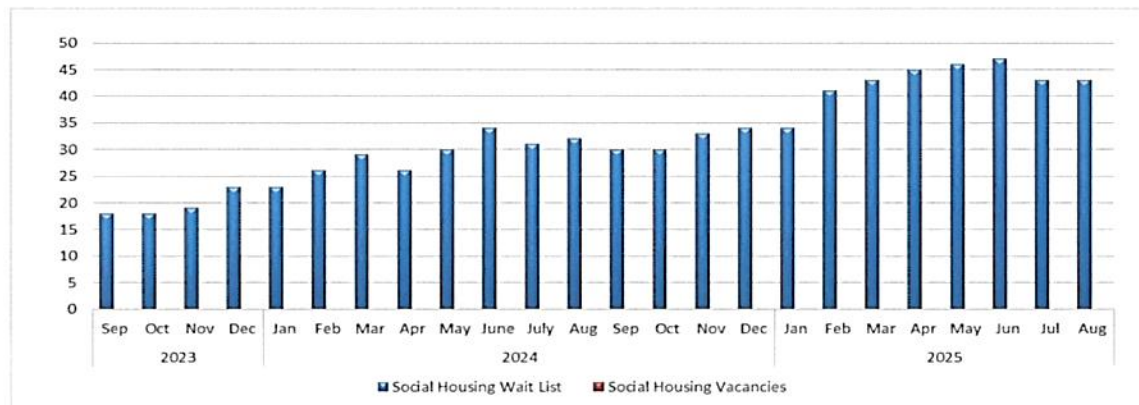
- The building has thirty-four self-contained residential units.
- Of those units, thirty-two are occupied or available for occupancy.
- The other units are not available for occupancy. They are not captured in the chart below, but include the following:
 - Two are being rehabilitated.
- 100% of the habitable units are occupied or awarded pending move-in.
- Twenty-two candidate households are wait-listed.



Community Housing Projects in Canmore

Occupancy and waitlist as of August 20, 2025:

- The portfolio has fifty-eight individual residential units.
- Of those fifty-eight units, fifty-five are occupied or available for occupancy.
- The other units are not available for occupancy. They are not captured in the chart below but include the following:
 - Three are being rehabilitated.
- 100% of the habitable units are occupied.
- Forty-three candidate households are wait-listed.



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

Occupancy and waitlist as of August 20, 2025:

- A monthly budget of \$47,134.25.
- Providing financial subsidies to seventy-five active client households.
- Twenty-two candidate households are wait-listed.
- The monthly subsidy totalled \$42,442.00, averaging \$566.00 per client household.
- Of our active RS client households:
 - 61 live in Canmore
 - 11 live in Banff
 - 1 lives in Deadman's Flat
 - 2 live in Exshaw



Administrative Update

DATE OF MEETING: September 16, 2025

AGENDA #: I 3

A. CORPORATE STRATEGIC TEAM

1. CAO

- a) The Corporate Strategic Team held an offsite day to focus on elements of high-performance teams
- b) Attending BVRTSC meetings until General Manager of Corporate Services fully oriented
- c) Attended meeting of CAO's from the Midsized Cities Mayor's Caucus
- d) Ongoing meetings with artsPlace Extending our Reach working group
- e) Collaboration with CCH and Partners for Affordable Housing on sod turning for 100 Palliser Project
- f) With Mayor Krausert attended several meetings with Provincial ministers
- g) With Mayor Krausert attended Bow Valley Leaders Caucus
- h) With Mayor Krausert and Councillor Marra attended Intermunicipal Committee meeting with MD of Bighorn
- i) Part of team working on land agreement for Moustache Lands with YWCA
- j) Part of team working on consultation meetings related to re-passing Offsite Levy Bylaw
- k) Drove a golf cart in the Canada Day parade
- l) See Attachment 1 for the quarterly update from Partners for Affordable Housing

2. General Manager of Municipal Services

- a) Attended the following information/engagement sessions:
 - Alberta Emergency Management Agency – Emergency Management Legislative and Regulatory Amendments
 - Government of Alberta – Fire Department Level of Service Engagement
 - Government of Alberta – Transportation Network Company Regulation Review
- b) Met with Kananaskis Mountain Rescue to review joint responses and interoperability.
- c) Assisted with the Canada Day Parade in the Event Command Centre.

3. General Manager of Corporate Services

- a) The second phase to an external comparison of the value of the Town's RRSP program to the value of the Local Authorities Pension Plan (LAPP) was completed and presented to the retirement committee. This work provided valuable insight into the unique benefits associated with the two approaches to retirement funding and included a review of individuals who may benefit the least, and the most from a transition to LAPP. Due to significant hypotheticals, like length of employment, it is not possible to calculate a clear percentage of those who will and will not benefit from a transition. The current RRSP program remains a competitive benefit and provides unique advantages over a pension plan including autonomy and flexibility. At this time, no definitive rationale can be provided to justify moving away from our current approach to

retirement saving. The retirement committee will continue to monitor how competitive and satisfactory our retirement approach is for Town employees.

4. Legal

- a) Administration and the Banff YWCA are negotiating a Memorandum of Understanding (MOU) to advance the development of the Moustache Lands for an affordable housing project. Council directed the appointment of the Banff YWCA as the developer for this project following administration's presentation of a feasibility study for development of the Moustache Lands. The lands are currently owned by the Province and are being held for transfer to the Town under the terms of a Reservation Agreement. The MOU will enable work to advance the project as expected by the Reservation Agreement.
- b) Administration and CCH have signed a Loan Agreement for the construction of an affordable housing project on lands owned by CCH at 100 Palliser Trail as authorized by Loan Bylaw 2025-07. CCH's primary lender for the project will be Servus Credit Union, not CMHC as presented in administration's Request for Decision for the Loan Bylaw; however, the lender's proposed terms do not require any changes to the Loan Bylaw. Administration reviewed a letter of interest and a credit facility letter from the primary lender before finalizing the Loan Agreement between the Town and CCH. The Loan Agreement between the Town and CCH adopts the purposes and terms directed by the Loan Bylaw.
- c) The Town and CCH have completed the acquisition of a residential unit provided by an anonymous donor for less than market value in exchange for a tax receipt issued by the Town. CCH has sold the unit to a participant in the Vital Homes program and has repaid the Town for having acquired the unit from the donor.

B. MUNICIPAL SERVICES

1. Community Social Development

- a) Canmore Community Grants were adjudicated in May. Please refer to the table below for the list of successful applicants.

2025 Town of Canmore Grant Recipient List:

Applicant	Project Name	Project Description
Homelessness Society of the Bow Valley	Community Clothing and Gear Swaps	The Clothing and Gear Swaps promote equity, diversity, and inclusion by creating a welcoming environment where all Canmore residents, including those facing financial barriers or social exclusion, can participate meaningfully.
Homelessness Society of the Bow Valley	Community Food Cupboard Pilot Program	The Community Cupboard Pilot Program promotes equity by offering free access to food for anyone in need and direct Outreach services for individuals experiencing housing insecurity, which is deeply intertwined with food insecurity.

Biosphere Institute of the Bow Valley	Harnessing the Power of Food	The Co+Kitchen and Biosphere Institute will host a series of workshops that provide an inclusive space for participants, particularly new Canadians, to learn, share, and celebrate food together.
Canmore Folk Music Festival	Festival Friday	Festival Friday is an annual, free community celebration presented by the Canmore Folk Festival that highlights local talent and fosters inclusivity through the arts.
Canmore Museum	Community Programming as the Barracks Gardens	Workshops such as Indigenous-led medicinal plant knowledge sharing will amplify Indigenous knowledge sharing and traditional knowledge. All programming will be free or low-cost/by donation to ensure accessibility for all community members.
Canmore Young Adults Network (CYAN) – Ralph Connor United Church	CYAN – ‘How-To’ Series: Education Workshops with Locals Businesses	CYAN’s “How-To” Series will offer 10 free, hands-on workshops in partnership with local businesses to teach everyday skills (e.g. changing a tire, winter gardening, roasting coffee).
Ralph Connor United Church	Outfit Upper Room for Community learning	Contributions will enable us to complete the purchase of the essential equipment required to make the Upper Room at Ralph Connor the best outfitted and least expensive room in the Bow Valley for hybrid (networked) meetings and working groups up to 24 persons.
Canmore Pride Society	Canmore Pride: Monthly Make and Mingle	Canmore Pride Society's monthly Make and Mingle events started in Nov 2024 as a consistent space for the 2SLGBTQIA+ community to connect with each other and support one another. each month. We welcome our participants to bring their own projects to work on while providing a space as well as snacks/refreshments for participants. The events are free to attend and open to all ages.
Ukrainian Canadian Congress Bow Valley Association	United Fest 2025	Ukrainian Independence Day Festival aims to highlight the beauty of Ukraine beyond its tragic conflicts. The goal is to showcase the richness of Ukrainian culture to our local community.
Bow Valley Adult Learning Centre	Community Capacity Building Workshops	These funds are to offer two community workshops: Civic Literacy and Understanding the Role of a Board of Directors. Both workshops will be open to all community members, but as our primary learner base is English language learners and newcomers.

Bow Valley Kayak Club	Women in Kayaks	We are seeking support to expand our women-specific programming at the Bow Valley Kayak Club, by training female instructors with the goal of fostering a stronger sense of belonging and maintaining affordability within the paddle sports community.
Bow Valley Equine Adaptive Association	BVEA Programming	For 24 years, Bow Valley Equine Adaptive Association (formerly Rundle Riders) has opened the world of horseback riding and horsemanship to children and adults in Canmore living with physical, developmental, or mental health challenges.
Three Sisters Scottish Festival	Canmore Highland Games	The Canmore Highland Games foster equity, diversity, and inclusion by creating a welcoming space that celebrates both Scottish culture and the multicultural identity of the broader Canmore community. While rooted in Celtic heritage, the Games are designed to be inclusive and accessible to people of all backgrounds.
Rocky Mountain Adaptive	RMA-Summer Staff training and certification	Rocky Mountain Adaptive (RMA), based in Canmore, was founded 15 years ago with the dream of increasing self-esteem, independence, physical health, mental well-being, and a sense of belonging in the community for individuals with physical, neuro-divergent, or sensory challenges. RMA provides subsidized adaptive programs at low cost for people of all ages.
Total Funded - \$40,000.00		

- b) Q2 Updates on Objectives and Key Results (OKR's) that track progress towards goals in Council's strategic plan are included as Attachment 2 to these administrative updates (both the Q2 OKR updates and the Q2 OKR tracking).
- c) The **Safe Park program** is operational for the fifth consecutive summer, using the same locations as last year. Program dates are May 1 - September 30. This program is run on a cost recovery basis and is on track to cover the cost of contracted expenses again this year. To date, 55 vehicles have registered in the program. **As of August 2025.*

Safe Park Program Years	2021	2022	2023	2024	2025*
# of inquiries	17	39	71	81	83
# of applications	7	26	61	75	73
# of registered vehicles	< 5	11	50	61	55

- d) We are gearing up to support **the Provincial Housing and Service Needs Estimation**. The Rural Development Network (RDN) is conducting another Provincial Housing and Service Needs Estimation, following previous estimations in 2018, 2020 and 2023. This is a method of enumerating housing insecurity in communities across Alberta. Community Social Development staff are collaborating with the Banff YWCA, the Homelessness Society of the Bow Valley

- (HSBV), in partnership with the RDN. Surveys will be distributed through local service providers during the month of October. Final reports are expected in spring 2026.
- e) **Family and Community Support Services Association of Alberta (FCSSAA) Impact Tool** – With stagnant FCSS funding the need for advocacy continues to be a primary focus for the FCSSAA. The FCSSAA Communications Committee, of which the Town of Canmore's FCSS Supervisor is a member, has worked with a contractor over the last year and a half to create an advocacy tool that displays the impact of FCSS across the province and in local communities. The impact tool does not yet have data from all communities (as indicated by the map) but does help to articulate the impact of FCSS in Alberta. [FCSS Impact](https://impact.fcssaa.org/overview?location%5B0%5D=Town%20of%20Canmore) (Alberta – wide impact) <https://impact.fcssaa.org/overview?location%5B0%5D=Town%20of%20Canmore> (local impact).
 - f) **Do Good In Your Hood (DGIYH)** - The “Do Good in Your Hood” program encourages building relationships and natural supports at the neighbourhood level. The DGIYH components have been well utilized this summer season. The Block Party Trailer has been used 27 times (with a few outstanding bookings in the fall), the movie kit has been used 4 times, and the games kit has been used 3 times.
 - g) **Age Friendly Canmore** – FCSS received 15 applications from members of the public interested in joining the Age Friendly Committee, the applicants were invited to an information session and a follow-up interview. Committee appointments will be made by the end of September. Community member appointees will join a FCSS staff member and representatives from other seniors serving organizations to form the Age Friendly Canmore Committee.
 - h) **Non-Profit Support** – Throughout the spring and summer, FCSS has actively participated in facilitated conversations with non-profit leaders, funders, municipalities, and foundations to develop a coordinated approach that strengthens the capacity of the non-profit sector in the Bow Valley. As a result of this collaboration, two pilot projects are now underway. The first is the establishment of a leadership table to provide strategic support, sector monitoring, and advisory functions. Being led by the Banff Canmore Community Foundation, the second initiative involves offering fractional shared services to non-profits in key operational areas such as finance, human resources, and communications/marketing.
 - i) **Men's Shed Initiative** – FCSS is exploring the potential for establishing a Men's Shed in Canmore. Men's Shed is a group of men who get together in their community to develop new skills, discover new interests, and make new friends. Men's Sheds have been shown to make a profound impact on men's health and well-being by fostering connection, purpose, and community. To learn more about the transformative power of Men's Sheds, we invite you to watch the linked video - [2025 Men's Sheds Canada Impact Video](#).

2. Recreation Services

- a) Aquatics programmed a variety of *National Drowning Prevention Week* activities July 20-26 including information booths, a swim to survive challenge, and boating/PFD safety sessions.
- b) Annual maintenance of the Aquatics Centre will take place August 26-September 26, 2025. The lap pool will re-open on Sept 20, with the leisure pool re-opening on Sept 26.
- c) The Climbing Gym will be closed from September 22 -October 10, 2025. This temporary closure will allow for the replacement of the climbing gym floor and other maintenance.
- d) Big Fun Day Camps wrapped up with a total of 978 registrations. Numbers were down by approximately 5% from 2024. Campership supported 47 children from 36 different families. The

Canmore Rotary Club, through their Community Grant Program, provided \$1,500 in financial support for Campership this year.

3. Fire-Rescue

- a) Collective agreement negotiations with International Association of Firefighters – Local 4705 have begun, three negotiation meetings have been held to date.

4. Protective Services

- a) The Towns of Canmore and Banff have hired a Regional Emergency Management Coordinator who started in their role in August 2025.
- b) The Bow Valley Community Fireguard construction kicked off at the Nordic Centre on August 18. A “Pub(lic)” Information Night was held on August 14 at the Bill Warren Training Centre and saw between 100-150 individuals come and engage with the Bow Valley Fireguard team and ask questions about wildfire resilience within the community.
- c) The Neighbourhood Recognition Program (NRP) page on the Town of Canmore website went live in August. Community members are encouraged to engage with their neighbours on becoming wildfire resilient by forming FireSmart Committees. To help neighbourhoods plan and participate effectively, the Neighbourhood Recognition Program in Canmore follows a seasonal cycle:

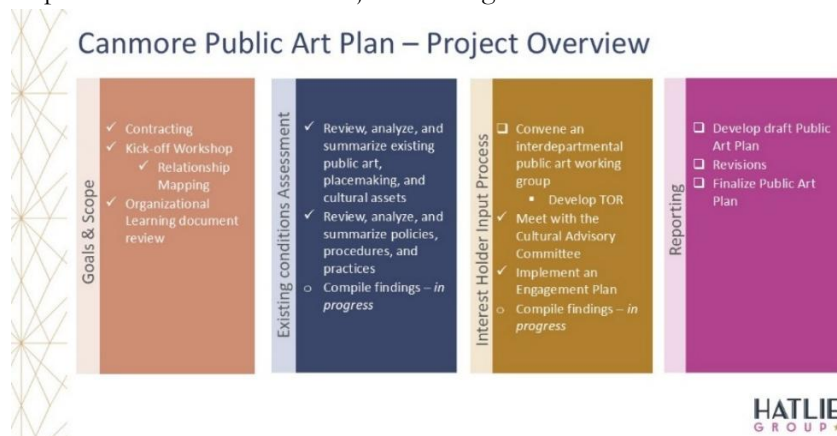
Timeline	Activities
July – September	Establish a Neighbourhood Champion and Committee. Submit a NRP Interest Form to the Town of Canmore.
October – January	A NRP Specialist is assigned to each neighbourhood that has submitted an interest form. The specialist will complete a Wildfire Hazard Assessment and assists the Neighbourhood Champion with developing their neighbourhood mitigation plan.
January – February	The Neighbourhood Champions/Committees are encouraged to apply for the NRP Incentives through FireSmart Canada.
March – November	Neighbourhoods activate their plan and schedule events per their commitments. At the conclusion of their events, the Committees can apply for FireSmart Neighbourhood Recognition.

- d) The new amendments to the *Emergency Management Act* in 2024 introduced new authorities to the Minister of Public Safety and Emergency Services to establish requirements to report on emergency management matters. There are now minimum reporting requirements for local authorities to ensure consistency across the province in reporting during emergency situations. FAQs have been supplied to local authorities to understand how to operationalize these new requirements (Attachment 3).
- e) The RCMP Quarter 1 Municipal Crime Statistics, Community Letter, and Community Report are included as Attachment 4.
- f) In July, the Municipal Enforcement department focused proactive patrols on liquor and cannabis offences and intersection safety.
- g) In August, the Municipal Enforcement department focused proactive patrols on fruit trees and commercial vehicles.

- h) In September, the Municipal Enforcement department is focusing proactive patrols on back to school activities, including safe bus routes, speeding in school zones, and crosswalk safety.

5. Economic Development

- a) SMARTstart 2025-2026 kicks off on September 18th with a full cohort and partnership with the Bow Valley Pride Network in support of LGBTQ2S+ entrepreneurs through scholarships and event support.
- b) Nail the Numbers will be offering a Cashflow Canva financial literacy training workshop for businesses on Monday, November 3rd, to support understanding of business finances.
- c) After learning from the Jasper Recovery Taskforce that the Manager of Economic Development participated in, an Economic Resiliency and Recovery workshop will be hosted in Canmore on November 14th to share information and learnings related to business resiliency and recovery efforts. The training has been made available to one staff member from the following; Canmore Business Alliance members: TCK, BOWDA, BVCC, CHLA, Job Resource Centre, Innovate Canmore, and the Town of Canmore's: Communication Department and Director of Emergency Management. Additional seats are available through Economic Developers Alberta for a fee.
- d) Applications will open on September 15, 2025 for the Lamphouse Emerging Artist Grant program and the new Micro Grant program. These initiatives are intended to support arts and culture within the community. For more information, visit canmore.ca/awardsandgrants
- e) The development of the Public Art Plan (capital project 7271) is well underway. The image below highlights project accomplishments to date, including the convening of the cross-departmental Public Art Team on August 28 to review the *Procedures for Implementation of Public Art*. This document outlines the steps required to support a public art project from inception through installation and long-term maintenance, ensuring the community's ongoing enjoyment while guiding future public art planning processes. The final Public Art Plan will summarize the work completed, present key findings from research and engagement, and provide recommendations for the structural supports needed to strengthen an innovative, inclusive, and dynamic Public Art Program. See Attachment 5 for the Canmore Public Art and Procedures for Implementation – Interim Project Briefing.



C. CORPORATE SERVICES

1. Finance

- a) Through a Loan Agreement facilitated by the Council-approved Borrowing Bylaw, the Town of Canmore has released approximately \$9.5M to Canmore Community Housing for the construction of 100 Palliser Trail. Additional details can be found in the Legal update.

2. Human Resources

- a) The 2024-25 Performance Review process was completed, and performance-based increases were provided where appropriate.
- b) Collective Bargaining with CUPE Local 37 has been deferred to mediation, scheduled for October.
- c) Scheduled training in September includes:
 - September 24 – New Employee Orientation - facilitated by HR
 - September 22 – Indigenous Cultural Awareness 1.0 – facilitated by SevGen

3. Communication

- a) The communications campaign for this year's Livability Tax Program declarations will be kicking off in early October.
- b) A new webpage for the Off-site Levy Bylaw consultation process has been launched: www.mycanmore.ca/osl
- c) A new online interactive trail map was launched in August: canmore.ca/trails

4. I.T.

- a) IT is moving ahead with a project originally planned for 2023 to bring Business Licensing into the Cityview application. This project will help facilitate improvements in process for Economic Development and improve the end user experience.
- b) Work has begun on an information governance project to bring alignment between IT and the Municipal Clerk's Office (MCO) and build a roadmap for the town's data lifecycle management. This roadmap will be the first step in addressing issues such as data retention and risk management as well as usability and efficiency improvements in Microsoft 365 and SharePoint.
- c) An upgrade to the Intelli recreation software is currently underway.
- d) An upgrade to Cityview is currently being tested for rollout.
- e) Work has been started on the Finance System A&P project to evaluate the requirements, costs and options available to replace Great Plains as the town's financial system.
- f) Migration from Nintex to PowerPages is almost complete. These products provide forms that are used in a variety of workflows from Key Requests to the Accounts Payable invoice processing. The migration will result in significant operational cost savings on software licensing.

5. Municipal Clerk

- a) Nominations for the 2025 municipal election close on Monday, September 22 at noon. Voting will take place on Monday, October 20 at the Canmore Recreation Centre. There are several options available for electors who cannot attend the CRC on election day, including advance voting, special ballots, and institutional voting. For more information visit <https://www.canmore.ca/your-government/council/elections/where-to-vote>.

- b) Eligible electors who are not on the permanent elector register can vote and have their name added to the register at the time of voting as long as they sign a statement that they are eligible to vote and produce identification confirming their identity and address. For more information about eligibility and acceptable ID visit <https://www.canmore.ca/your-government/council/elections/elector-eligibility>.

D. MUNICIPAL INFRASTRUCTURE

1. Planning & Development

- a) Planning & Development have hired an in-house Safety Codes Officer, who is to commence employment in mid-September.
- b) The Land Use Bylaw Rewrite team engaged builders, developers, and design professionals to provide focus groups concerning opportunities and constraints with the current Land Use Bylaw.

2. Engineering Services

- a) The Cougar Creek Debris Retention Structure is fully operational, final minor deficiencies are in progress and will be completed by the end of September.
- b) Elk Run Boulevard surface rehabilitation and connectivity improvements are ongoing between Benchlands Trail and Canyon Road, work will be completed mid-September.
- c) The Town's portion of Three Sisters Creek flood hazard mitigation design has been progressed to support regulatory applications and procurement. A request for proposal (RFP) will be posted in October for construction in 2026 to support continued development in Three Sisters Mountain Village (TSMV) The Village Phase 1.
- d) Bow Valley Trail Construction: Utility and surface works are complete. Landscaping will be complete by the end of August.
- e) Asphalt rehabilitation (mill and overlay) of Fairholme Drive is planned for late September. The full asphalt road surface will be milled and a new layer of asphalt placed between 17th Street and 10th Street.
- f) Three Sisters Renaissance Pathway construction is planned for late September providing connectivity between the Stewart Creek neighbourhood and Three Sisters Gateway commercial development.
- g) Improvements to the Cougar Commuter pathway section behind Kananaskis Way between the underpass and Old Canmore Road are planned for early Sept. Work includes grading and alignment improvements, widening, and gravel surfacing to support future paving, winter maintenance and year-round accessibility.
- h) Rehabilitation work is planned on the Engine Bridge and two other Spurline bridges from August 2026 to March 2027. Design has been progressed to support regulatory applications in fall 2025. Planned work includes: replacement of the middle pier foundation of the Engine Bridge; replacement of the pile foundations of the side channel bridge adjacent to the Transalta Rundle Plant; full replacement of the bridge and pile foundations of the Spurline Policeman's Creek bridge adjacent to Railway Court.
- i) Work to update to the Integrated Transportation Plan (ITP) has been initiated with Project Chartering now complete. An RFP has been sent out to invite proposals from Standing Offer consultants for Transportation Planning and Advisory Services. The updated ITP will consolidate transportation, transit, and parking policy into a single guiding document. Implementation plans for streets and pathways, transit, and parking will accompany the strategy

to support delivery and capital planning. The plan will coordinate with the Land Use Bylaw rewrite, inform Offsite Levy updates, and guide infrastructure investment decisions in support of Canmore's climate and livability goals.

3. Facilities

- a) Operational Updates:
 - The annual maintenance shutdown focused on the Alex Keleta Arena this summer and went smoothly. It provided opportunities to implement several maintenance and deep cleaning initiatives.
 - The annual shut down of the Aquatic Centre in Elevation Place is ongoing. In addition to the annual maintenance and deep cleaning initiatives, this shutdown provides the opportunity to implement several capital projects as further described below.
 - A new lease with the Biosphere Institute is being finalized for a five-year term plus the option to renew in the Seniors Centre.
- b) Seniors Centre Foundation Protection & Accessibility Improvement (7414): This project is now substantially complete. Several sections of asphalt abutting the building have been rehabilitated to direct surface water away from the building, and some eavestroughs have been re-directed to send water to more appropriate areas. Accessibility to the building has also been improved by installing an accessible ramp to one of the building entrances and to the back gate that accesses the yard space. In addition, an automated door is being installed at the entrance with new ramp access to further enhance accessibility. This project also partnered with Solid Waste Services to add an organics recycling bin that is available for all occupants of the Seniors Centre, as well as for adjacent restaurants who were previously experiencing significant operational and wildlife attractant issues.
- c) Union Hall - Repairs & Maintenance (7413) – This project is now substantially complete. The flooring, roof shingles, and kitchen cabinetry have been replaced and represents as great asset re-investment of this important community facility.
- d) EP Flooring Refurbishment (7417) – The entry grille has been installed within the entry vestibule of the foyer at Elevation Place. The intent of installing this grille is to create a place for salt and grit to be removed from footwear prior to entry into the atrium. This salt and grit caused significant wear patterns in the polished concrete floor from the main entry to the customer experience desk and in front of the digital waiver signing stations by the climbing gym. These worn sections of the atrium are also being rehabilitated as part of this project. This project is being completed after hours to minimize disturbance to the public and the market.
- e) EP Water Slide Area Repairs (7376) - The slide has continued to operate well throughout the summer. To address water infiltrating into the basement under the slide, the lower section of the slide will get removed to allow for tile removal, concrete base waterproofing, and re-installation of tile and slide. A variable drive pump will also be installed to temper the start-up and shut down of water for the slide. This will reduce water hammering effects that shake the plumbing system and thereby minimize the risk of a major pipe rupture. It also is an energy savings measures as recommended by the Town's Energy Management Coordinator associated with the walkthrough energy audit conducted this summer.

- f) Building Condition Assessments (BCA) for Elevation Place (7349) and Other Buildings (7412) – Inspections and assessments are substantially complete and results are being assessed by administration.
 - BCA for Elevation Place (7349) implementation of priority items:
 - Replacement of the heat exchanger for the hot tub: To reduce trichloramine production, the periodicity of draining hot tub water has increased. Getting the hot tub water up to temperature is slow and causes service disruption. Replacing the heat exchanger will address this.
 - Lap pool gutter water proofing and grate replacement: This already occurred during the 2024 shutdown in three of the four gutters. The last gutter is inaccessible under the starting blocks of the deep end. This will be addressed in 2026 when the starting blocks will be replaced and access to gutters improved.
 - BCA for Other Buildings (7412) implementation of priority items:
 - As administration analyses the BCA for facilities other than EP, implementation of priority items in will be identified for 2026 implementation.
- g) EP - Starting Platform Redesign (7411) – Design now substantially complete. Implementation planned during the 2026 annual aquatic centre shutdown when the lap pool is scheduled to be drained. Once the original platform is removed, this will allow access to the gutters located below the platform that have been inaccessible to date. This is a significant operational improvement, and allows the gutter below to be water-proofed as outlined above.
- h) Roundhouse – Kitchen Refurbishment (7416) – Implementation is scheduled for this fall to replace the cabinetry and flooring in the kitchen
- i) Civic Centre - Cooling System Replacement (7227) – This project is 50% complete; phase 2 is scheduled for late September/early October.
- j) Downtown Washroom - Interim Replacement (7409) – The civil works design is in progress. Selection of the new washroom is underway, with the goal of increasing the stall count from six stalls to ten. All will be universally accessible (i.e. individual stalls) with direct exterior access, with one handicap washroom and one family washroom. Construction is planned either before year end or in the spring of 2026 depending on weather. During construction, these washroom facilities will be closed to the public. Temporary washroom facilities will be provided during construction.
- k) Elk Run Maintenance Facility - R&M (7348) - Interior/Exterior R&M. This project is now substantially complete. In addition to the new tin roof that was installed last winter on the main office building, the attic was re-insulated to improve the energy efficiency of the building, lighting upgrades in the bays, interior and exterior painting, and flooring repairs. The interior fix and finish repairs are being completed in partnership with the Tenant (i.e. Volker Stevin), and
- l) Roundhouse - Cooling Well Enhancement (7415) - The planning stages and contractor procurement stages are now complete. Implementation is planned this fall. The objective of this project is to install a deeper well to enhance cooling to the building that is insufficient in May before the ground water rises, and to relocate the well closer to the building to prevent interference with the future affordable housing project planned on adjacent lands.

4. Public Works

a) Parks

- New Palliser Dog Park: Fence construction began during the week of August 18th and will be followed by final landscaping work throughout September. Completion of work and official opening to the public is expected for the end of September.
- Helipad Tree Removal: Beginning on September 2nd, trees will be removed on Town land along the flight path approaching the helipad. This is to maintain safe flight paths for Alpine Helicopters, as required by Transport Canada following a recent routine audit. The trees will be piled and burned during winter months.
- Mountain Pine Beetle: Parks team members and a Calgary Forest Area Forest Health Officer conducted a helicopter forest health assessment flight in early August. Results showed a low number of trees in decline, some possibly affected by Mountain Pine Beetle. The officer will complete a ground survey of identified trees and follow up in the fall if future intervention is required.
- Larch Rink: The Larch Outdoor Rink will undergo contracted repair work in late September to address safety concerns. The project will ensure the rink is safe and ready for the upcoming winter ice season.
- Seasonal Staffing: Seasonal worker contracts are starting to end. The smaller Parks team will focus on closing out seasonal operations and preparing for spring 2026.

b) Streets and Roads

- Gravel surface maintenance has improved in 2025. Specific to this, Streets and Roads is working with Engineering to use recycled asphalt from a planned mill and overlay project on Fairholme Drive and use it in laneways for routine maintenance. This endeavor works to cut down on trucking and processing costs for material removed from the capital project site, and it reduces the need to purchase and truck-in new material from the supplier for ops maintenance. Greenhouse gases (albeit un-measured) should also be reduced with this “circular” process. The project aims for completion by the end of September.
- Gravel surfaces near the Wastewater Treatment plant and the Waste Management Centre will also be improved in September. Recycled asphalt will be installed, packed and bonded using emulsion near these facilities to reduce dust and it’s impacts to site h-vac systems. This work should also improve surfaces, making it easier on equipment.
- [Commemorative Crosswalk](#) installation – Streets and Roads will be installing a Commemorative Crosswalk on 8th Avenue near the Legion by the end of September. A standardized design specification issued by the Royal Canadian Legion will be incorporated into the roadway. The cost for this installation is estimated at \$3,000 and will be paid for by the Streets and Roads budget.

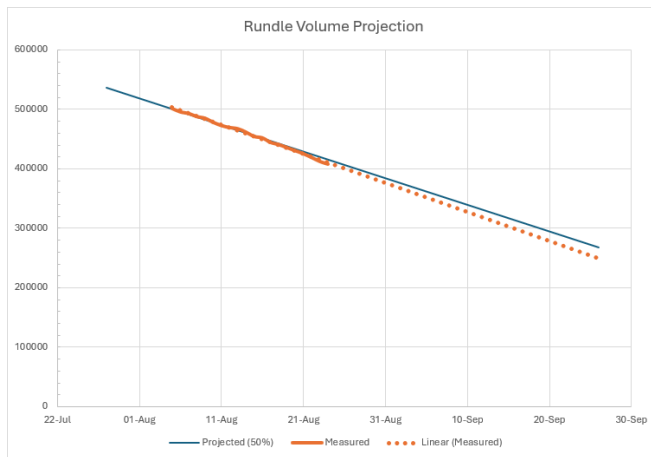
c) Solid Waste Services

- Extended Producer Responsibility: The transition has been smooth with no service changes for residents. Administration has been compliant with the required reporting, and the Town is receiving payments for the recycling services being provided.
- Commercial food waste collection: The final few non-compliant businesses are being addressed by Municipal Enforcement. The combined commercial and residential food waste has increased by 20% compared to 2024 YTD. Most of this increase is from the commercial

sector. The 2024 data was 480 tonnes compared with 575 tonnes in 2025 for the same timeframe.

d) Utilities

- Regulatory: No contraventions to report.
- Service Interruptions: No service disruptions to report.
- WWTP Odour Update:
 - The Town has spent over \$2.6M completing two odour control updates at the WWTP. Despite these two upgrades, there are still odour issues in certain parts of town and we have set up a 'report an odour' portal for community members to provide valuable data of odour concerns with the date, time of day, location and any important weather conditions.
 - As directed by Council, administration is developing a phase 3 odour upgrade project to be included in the 2026 budget amendment process, and a more detailed update is being presented at the September 16 special meeting.
- Rundle Forebay Closure Update: Work on the Spray Canal began July 28th and is expected to end on September 26th. The following is an update at the halfway mark (as of August 25th):
 - We are now averaging a withdraw rate of 5,000 m3 per day, with the withdraw rate originally projected to be 4,500 m3 per day.
 - This increase daily draw is projected to be below the 50% volume consumption, with an end volume in the reservoir change from 270,000 m3 to 250,000 m3 (see dashed line).
 - This is not seen as a significant change from the original projection, as the 50% consumption volume was used to establish a high level of conservatism to allow the Town with plenty of buffer to adjust and react to evolving situations.



e) Sustainability

- Over 4,500 single-use disposable cups did not end up in a landfill or compost facility this summer thanks to a reusable cup pilot project at the Canmore Folk Festival, Highland Games, and Mountain Market. This pilot project was a collaboration between Muuse, the reusable cup service provider, and the Town of Canmore, Tourism Canmore Kananaskis, Bow Valley Waste Commission, Biosphere Institute, and the Rotary Club of Canmore.

- Sustainability and Community Social Development have partnered to run a four-part Climate Action Workshop series this fall to help improve energy literacy in the community. Workshop topics include:
 - Energy Savings for Seniors – September 10, 2025
 - Energy Savings for Renters – September 24, 2025
 - Being Safe at Home – October 8, 2025
 - Electric Vehicles 101 – October 22, 2025
- Wildfire Corridor Boundary signs were installed around the Lower Silvertip Wildlife Corridor (LSWC) as an action recommendation from the LSWC Management Committee and Management Recommendations and Implementation Plan for the LSWC.
- As of August 21, 34 fruit trees have been removed from private property in Canmore through the Fruit Tree Removal Incentive program.
- A total of 35 fruit trees were removed from Town land because of removal of fruit trees from Town land 5 years project approved by Council in 2024.
- The Biosphere Institute of Bow Valley (Biosphere) received funding support from Global Affairs Canada - G7 to support two Town of Canmore programs:
 - Fruit Tree Replacement – the Biosphere is offering \$500/property to help cover fruit tree replacement costs for residents who have participated in the Town's Fruit Tree Removal Incentive program.
 - FireSmart Neighbourhood Recognition Program – the Biosphere will be out in the community this fall, focusing initially on the Larch area, educating residents on the FireSmart Neighbourhood Recognition Program (NRP), and encouraging communities to participate in the NRP through the Town's website.
- The Biosphere and BOWDA are teaming up for the third year to put on the Building for Sustainability Symposium on November 6 and 7 at the Malcolm Hotel. In addition to keynote and panel discussions, there will be seven local field trips to high performance buildings, including the Town of Canmore Fire Station.
- The Bow Valley Waste Management Commission (BVWMC), the Towns of Banff and Canmore, as well as the Municipal District of Bighorn, have collaborated on a Regional Construction, Demolition, and Renovation (CRD) Waste Diversion Strategy. The strategy was recently completed by the consultant. Administration intends to share it with the Committee of the Whole in December as part of a larger Circular Economy Briefing. Staff from the BVWMC will be providing an overview of the work and findings during a session at the Building for Sustainability Symposium on November 7.

Quarterly Report– Affordable Housing on Palliser Lands

Prepared by: Partners for Affordable Housing

Date: August 19th, 2025

1. Executive Summary

The collaborative partnership between the Town of Canmore and Partners for Affordable Housing is centred on fundraising and engagement efforts for non-market housing, beginning with the 100 Palliser Lane project and primarily focused on initiatives within the Palliser Lands. This partnership seeks to strengthen community support, shape a compelling case for funding, and advance a unified strategy to respond to non-market housing needs in the Bow Valley. Core activities include establishing an advisory committee, delivering a high-profile launch event in April 2025, conducting targeted outreach with key interest holders, and developing a comprehensive fundraising plan for the “Great Expectations” Campaign.

Our work to date confirms the urgency of Canmore’s housing crisis, with more than 500 families on the waitlist and a projected shortfall of 1,200 units. The 100 Palliser Lane initiative is a pivotal first step in introducing a community-driven campaign and demonstrating the importance of balancing philanthropic and corporate investment with sustained municipal and provincial commitments (development incentives, funding, and policy advocacy). Interest holders consistently highlight the need to align development incentives with sustainable funding mechanisms to effectively address affordability challenges.

The Power of P4—a public, private, philanthropic, and social profit model—remains the recommended approach to broaden revenue streams while limiting dependence on new taxation.

2. Quarterly Updates

- Next Advisory Committee meeting with new members to take place in early September, with a goal of onboarding new recruits, generating P4 leads, and providing updates on Moustache Lands and Palliser Lands shovel ceremony.
- We continue to have strong conversations with potential funders who have expressed early interest in supporting potential rental assistance programs and specific non-market housing projects in the area. The Great Expectations Campaign Mini Case for Support and the 100 Palliser Lane project have received a positive response, with interest holders reinforcing the importance of collaboration and the need for sustainable funding commitments across all levels of government, the private sector, and philanthropic partners.
- On June 5th Partners facilitated a session with local housing organizations (HSBV, CCH, BCF, and YWCA) to explore how individual initiatives could integrate into a collective Bow Valley housing strategy. The discussion highlighted opportunities for joint marketing and a shared case for support, complementary roles across the housing continuum, and the importance of unified donor-facing communications. Participants identified both opportunities—such as broadening campaigns to all Bow Valley communities, engaging businesses in staff housing, and leveraging TIF funds—as well as challenges, including political uncertainty, clarifying organizational roles, and donor hesitancy. Building confidence and credibility across P4 Partners including commitments from the public sector (the Town and Province), the private sector (developers and corporate employers) and between nonprofits engaging in the campaign to bolster philanthropic support. In addition, terms of

engagement, agreements, joint communication tools, and alignment of project timelines will be required to keep parties aligned in the campaign approach. Next steps include drafting shared materials, staging projects for co-funding opportunities, and continuing regular collaborative meetings to strengthen regional alignment.

- Bow Valley Regional Housing sent their regrets due to scheduling conflicts, but a 1:1 meeting was held in early July to bring them up to speed and gain insights from them.

3. Next Steps & Town of Canmore Considerations

August to October (Planned)

- Scheduling underway for next Advisory Committee meeting in early September.
- Help plan and execute Palliser Lands shovel ceremony (September date TBD).
- Complete Scope of Work
 - Campaign plan
 - Revise case for support

Future (Subject to funding availability)

- Dedicate resources to the capital campaign (local fundraiser) and to enhance policy advocacy at all government levels, explore alternative funding mechanisms.
- Strengthen fundraising efforts focusing on corporate, philanthropic, and public-sector funders.
- Prepare collaborative marketing awareness campaign

2025 Council Priorities

Progress as of June 30, 2025



Implementing LIVABILITY

Livability - Canmore is a place where all residents can thrive

See attached Objectives and Key Results Tracking Sheet for updated numbers on each category

Objective #1	
Municipal initiatives and services are designed to increase affordability for residents	
Key Results	Update on actions accomplished to date
<p>Average monthly rental rates in Canmore increase by no more than 5% per year</p> <p>Increase the number of non-market housing units available to residents</p> <p>Increase Roam transit ridership on local and regional routes</p> <p>Increase the number of local non-profits and businesses that participate in initiatives to increase affordability</p>	<p>Rental rates and housing action</p> <ul style="list-style-type: none"> The Town of Canmore was successful in its application to the Short-Term Rental Enforcement Fund which provides funding from 2025-2027 to address illegal short-term rentals that are impacting long-term rental availability and affordability in the community. Construction is underway at Canmore Community Housing's Stewart Creek development. This is an 18-unit townhouse new residential project that will add inventory to the Vital Homes ownership program. There will be 10 three-bedroom row houses, and 8 two-bedroom stacked townhouse. The Palliser Lane purpose built rental project is planning a groundbreaking ceremony in Q3. This project will fill a significant demand in the rental housing program. Council approved the enabling land use bylaw amendment to provide a development framework for the Moustache Lands. The Town's staff house in Larch welcomed three new tenants in the first half of 2025. The 2025 Safe Park program supports local seasonal workers. The program runs from May 1 to September 30, and 48 vehicles are currently registered. <p>Increase Roam transit ridership</p> <ul style="list-style-type: none"> Transit ridership growth is on target to meet the goal of increased daily trips. Route 12 operated summer service only last year but has been approved for year-round service starting in May 2025. Changes have been implemented to Route 12 to extend the service to the Palliser area, which is expected to contribute to increased levels of ridership. <p>Initiatives to increase affordability</p> <ul style="list-style-type: none"> There are 25 local community partners providing Affordable Services Program participants with offers and discounts in addition to those that are offered by the Town of Canmore.



	<ul style="list-style-type: none"> • <i>The Affordable Services Program saw significant growth in number of active participants based on “point in time” data collected on November 15, 2023, and January 15, 2025. Tier 1 approved applicants increased 14% from 457 to 521 households and Tier 2 approved applicants increased 115% from 60 to 129 households.</i> • <i>The Family and Community Support Services’ Community Volunteer Income Tax Program (CVITP) completed 371 tax returns, resulting in \$1,930,960.48 coming back to participants through refunds, GIS, AB Seniors benefits, GST rebates, and Child Tax Benefit etc.. This program utilizes a Program Coordinator and volunteers to complete tax returns for people with a modest income and a simple tax situation.</i> • <i>Family and Community Support Services saw a need to adjust and increase access to immediate food for food insecure people in the community. FCSS initiated a meeting with Homelessness Society of the Bow Valley, Bow Valley Food Bank and the Bow Valley Food Alliance to discuss potential solutions. The four agencies partnered on a pilot of a Community Food Cupboard which launched May 26th, 2025.</i>
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Objective #2	
Emergency Management Communication is effective and adopted across our community	
Key Results	Update on actions accomplished to date
<p>Town of Canmore communication channels are aligned as a single source of truth within 2 hours of an incident</p> <p>Increase the number of subscribers to the emergency notification service</p> <p>Citizen perspective survey indicates that resident satisfaction with Emergency Preparedness increases</p>	<p>ToC Communications act as a single source of truth within two hours of an incident</p> <ul style="list-style-type: none"> • <i>In Q1 and Q2 there were no incidents that required Town of Canmore communications channels to be used.</i> <p>Increase subscribers to the emergency notification service and emergency preparedness</p> <ul style="list-style-type: none"> • <i>In 2025 administration will continue to raise awareness of Voyent Alert!</i> • <i>In Q2 a Bow Valley wide test alert with regional partners was issued.</i> • <i>The Town of Canmore hosted an emergency preparedness event on May 10 with regional partners. Voyent Alert! was featured at the evacuation booth.</i>



Objective #3	
Municipal programs, facilities, and services help to attract and retain families and support community diversity	
Key Results	Update on actions accomplished to date
<p>Increase proportion of Town of Canmore hosted/permitted events that support community diversity and increase the number of events that highlight the work/culture/activities of traditionally marginalized populations</p> <p>Increase proportion of Canmore's permanent population between the ages of 0 – 19</p>	<p>Increase events that support community diversity</p> <ul style="list-style-type: none"> • <i>The Warm Up launched February 27, 2025, as an inclusive, all-ages event celebrating cultural diversity, local artists, and cross-cultural winter traditions, in partnership with the Folk Festival and The Howl Experience.</i> • <i>Collaborated with Indigenous community members to bring an Indigenous component to Hockey Day in Canada, including a tipi raising, storytelling on Indigenous-non-Indigenous relationships in sport, and the gifting of a historic Indigenous hockey team photograph to the Town of Canmore.</i> • <i>Family and Community Support Services (FCSS) hosts Settlement Services staff one day a week for drop-in services to improve newcomer access.</i> • <i>The Family Connection Centre (FCC) offers community partners opportunities to come and facilitate and host events or offerings in our space. The Bow Valley Connection Centre held their BINGO night at the FCC.</i> • <i>Community Social Development hosted a Progress Pride Flag raising event for International Day Against Homophobia, Transphobia and Biphobia. Speakers this year included Deputy Mayor Tanya Foubert, students from CCHS GSA, Canmore Pride and a parent from the queer community. Attendance at this event continues to grow.</i> • <i>As co-chair of the Bow Valley Interagency, FCSS hosted a Cross Cultural Professional Development session for Interagency members.</i> • <i>Work has started with Community Futures Centre West to increase accessibility and remove barriers for neurodiverse entrepreneurs into the SMARTstart program.</i> <p>Programs and supports for children/youth/families</p> <ul style="list-style-type: none"> • <i>The Lamphouse Emerging Artist Bursary increased to \$3,500 in 2025, including a \$1,000 award for a high school student, supporting diverse emerging artists in dance, contemporary art, and music.</i> • <i>The Family Connection Centre (FCC) offers programs for families and children ages 0 – 18. Many young families come to drop-in programs that are funded by the Town of Canmore. These programs include Toys Together, Mini Mingles, Stoller Strides, Embracing Outdoor Play, and Adventure Club. From April 2024 to October 2024, FCC saw a total of 2003 individual people, and from October 2024 to March 2025, FCC welcomed 3,122 individuals.</i> • <i>The FCC partners with other community agencies to respond to community needs. An influx of new babies being born and families were asking for infant choking and CPR courses. The FCC offered 3 opportunities and partnered with a local organization to support this need. All 3 training sessions were filled.</i>



	<ul style="list-style-type: none"> • <i>The FCC runs Connect Outdoors, a program for children and youth 5-13 yrs. This program is free, offering a safe and supportive environment while they develop essential life skills. Recognizing the need for parents to offer their children half day programming, all the Connect Outdoors programs are half day offerings.</i>
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Objective #4	
Employment opportunities that provide residents with a dignified and reasonable standard of living are widely available	
Key Results	Update on actions accomplished to date
Increase # of Town of Canmore employees who live in Canmore	<p>Increase # of Town Staff who live in Canmore</p> <ul style="list-style-type: none"> • <i>Administration contracts Peka to manage the Town of Canmore's staff accommodation, with 5 individually rented bedrooms. This house welcomed three new tenants in the first half of 2025 and currently has a 0% vacancy rate.</i>
Increase the proportion of skilled labour jobs in the community	<p>Increase the proportion of skilled labour jobs in the community</p> <ul style="list-style-type: none"> • <i>The Canmore Business Alliance members are implementing recommendations out of the Labour Market Recruitment and Retention Strategy with Lunch and Learn Sessions hosting between 20-35 participants per monthly session.</i> • <i>Work is underway on a Training Needs Assessment in a confirmed partnership with the Canmore Job Resource Centre. This work will look at assessing what the training needs are in the community and how to address them to support career development and sustainability in community.</i>
Diversify the economy	<p>Diversify the economy</p> <ul style="list-style-type: none"> • <i>Changes to the business registry bylaw now require each tourist home to have an individual license. This will result in a steep increase in the number of business licenses in the category of Accommodation and Food Services for 2025.</i> • <i>The SMARTstart entrepreneurial program accepted 16 entrepreneurs into its 2025-2026 cohort.</i> • <i>Construction is currently underway on a new mixed-use commercial centre within the Three Sisters Mountain Village development area.</i>



Implementing ENVIRONMENT

Environment – Canmore is a recognized leader in managing human impact on our environment.

See attached Objectives and Key Results Tracking Sheet for updated numbers on each category

Objective #1	
Wildlife encounters within Canmore's urban footprint are reduced, and unauthorized human use in wildlife corridors is similarly reduced	
Key Results	Update on actions accomplished to date
<p>Decrease violations and use of unsanctioned trails in wildlife corridors and habitat patches</p> <p>Increase compliance with waste bylaw requiring effective use of bear proof bins</p> <p>Citizen perspective survey indicates the number of residents who think the Town is doing a good job of addressing the issue of human-wildlife interaction in the Town increases</p>	<p>Decrease use of unsanctioned trails</p> <ul style="list-style-type: none"> • The Town is in partnership with Canmore Area Trails Strategy (CATS) to conduct engagement on the trails located within the Lower Silvertip Wildlife Corridor (LSWC). • The Bow Valley Community Fireguard project has had the added benefit of removing unsanctioned trails in the fireguard construction areas. <p>Increase compliance with waste bylaw requiring effective use of bear proof bins</p> <ul style="list-style-type: none"> • The Municipal Enforcement department inspects waste, recycling, and food waste containers, as well as grease bin enclosures at commercial food establishments, increasing owner's knowledge and compliance of commercial waste regulations. • Proactive patrols continue to ensure compliance with the Waste & Recyclables bylaw. <p>Increase awareness of ToC action on HWC</p> <ul style="list-style-type: none"> • The wildlife exclusion fencing design around Lions Park and Millennium Park is complete and submitted as two capital projects for 2025 and 2027. • Administration worked with the Regional HWC Roundtable Technical Committee to develop a regional communication campaign to run during the summer months of 2025 to educate residents and visitors on HWC. • Wildlife Corridor Boundary Signs have been installed around the Lower Silvertip Wildlife Corridor. • Council approved a land use bylaw amendment in 2024 allowing the installation of wildlife exclusion fencing without a development permit.



Objective #2	
Canmore as a community collaborates to reduce our impact on climate change and prepare for adaptation	
Key Results	Update on actions accomplished to date
<p>Reduce GHG emissions</p> <p>Increase in number of annual requests for Firesmart home inventory from 10 to 35</p> <p>Increase number of mock emergency exercises from 1 to 2</p>	<p>Reduce GHG emissions</p> <ul style="list-style-type: none"> • The 2024 Climate Emergency Action Plan Annual Update is being prepared and will be presented to Council on August 19, 2025. This includes an update on 2024 GHG emissions. The CEAP Annual Report shows a decrease in GHG emissions by 9% from 2022. • The Town ran 5 GHG reduction incentive programs in Q1/Q2 2025. <p>Increase annual FireSmart Home Inventories</p> <ul style="list-style-type: none"> • Canmore Fire Rescue completed 65 Advanced Home Assessments since January 1, 2025 and have another 39 booked, with new requests coming in daily. We have also recently launched the FireSmart Neighbourhood Recognition Program and have worked with 9 neighbourhoods already on this program. • Canmore received funding from Intact Insurance in Q2 to launch a Wildfire Risk Reduction Roof Replacement Incentive program in 2026. <p>Increase mock emergency exercises from 1 to 2</p> <ul style="list-style-type: none"> • The Town has participated in two regional emergency coordination centre workshops in Q1 of 2025. The first centred around activation of the regional coordination centre and was held in Banff. The second centred around regional evacuation and was held in Canmore. • The Town participated in the 2025 G7 Integrated Tabletop Exercise in Q1 and in the Functional Exercise in Q2 in preparation for the upcoming G7 Summit in Kananaskis. • Monthly emergency coordination centre workshops have occurred for employees with assigned roles in the emergency coordination centre or on an incident management team. • The Town of Canmore held an emergency exercise during the Cougar Creek Debris Retention Structure wet commissioning to support the dam safety requirements. • The first quarterly information officer exercise occurred in Q1.



Objective #3	
The community is aware of the Town of Canmore's environmental leadership	
Key Results	Update on actions accomplished to date
<p>Increase the number of environmental incentive programs and the number of people receiving incentives with existing programs</p> <p>Citizen Perspective Survey indicates an increase in satisfaction with the Town's efforts to reduce our impact on Climate Change</p> <p>Decrease the amount of waste per capita sent to landfill</p>	<p>Increase environmental incentive programs and the number of people receiving incentives</p> <p><i>The Town ran 5 GHG reduction incentive programs in Q1/Q2 2025:</i></p> <ul style="list-style-type: none"> • Affordable Services Program E-Bike Discount • Home Upgrades Program for Affordable Service Members • Residential Solar Incentive • Commercial Solar Incentive • EV Charger Installation Program <p><i>Applications for the incentives closed in mid-April, with the E-Bike Discount and the Home Upgrades Program being fully subscribed. For the residential solar incentive 18 out of 20 available incentives were awarded, 2 out of 3 available commercial solar incentives awarded, and 2 out of 4 available EV charger incentives awarded. Uptake was lower in 2025 as a result of the removal of the federal Greener Homes program.</i></p> <ul style="list-style-type: none"> • The Town continues to offer the Clean Energy Improvement Program to residents with uptake in the program increasing by 24 residents during Q1 and Q2 of 2025. <p>Decrease amount of waste sent to landfill</p> <ul style="list-style-type: none"> • In 2026, a Zero Waste Coordinator will be hired. Their overall goal will be to reduce waste going to landfill from both residential and commercial sectors. • The residential food waste program will be expanded in 2026. There are plans for 20 food waste containers to be installed throughout the community. This will bring the total number of containers from 26 to 46. • The Town is working with local food establishments to sign them up for the commercial food waste diversion program. As of Q3 2025 there are only 5 businesses, out of the 150 food establishments, that are not compliant with the food waste bylaws. These last few cases are now being handled by Enforcement. • Administration is working with a regional group led by the Bow Valley Waste Commission to explore solutions to construction, renovation and demolition waste. The Action Plan will be presented to interest holders in July 2025. • Combined residential and commercial food waste collected increased 20% when comparing YTD from 2024 to 2025.



Objective #4	
Safe multi-modal transportation shift is advanced	
Key Results	Update on actions accomplished to date
<p>Decrease in the number of travel-related collisions and injuries on municipal roadways</p> <p>Decrease of the number of vehicle registrations per capita basis</p> <p>Increase the share of pedestrian and bike trips through the BVT/Railway intersection</p>	<p>Decrease number of travel related collisions and injuries on municipal roadways</p> <ul style="list-style-type: none"><i>The overall number of collisions is decreasing. The number of vehicle collisions involving an injury is lower in 2024; this may be partially attributed to lower vehicle speeds. Some variation in injury collisions involving a person walking/cycling between 2022 (7), 2023 (3) and 2024 (5). Generally, as rates of active transportation trips increase there can be an increase in associated collisions. As networks and infrastructure build out, safety should improve.</i><i>The RCMP and Municipal Enforcement kicked off the Positive Ticket Campaign in Q2 to encourage safe behaviour on roadways and pathways.</i> <p>Decrease vehicle registrations and increase pedestrian and bike trips</p> <ul style="list-style-type: none"><i>Year to December 2024 statistics show vehicle trips through the BVT/Railway intersection have increased 3%, pedestrian trips have increased 19%, bicycle trips 31%, and transit by 18%. Trending positively towards 2026 goal of increased pedestrian and bicycle trips. These numbers are updated annually based on July/August data.</i>



Implementing RELATIONSHIPS

Relationships – Respectful, authentic relationships are the foundation on which our future success is built.

See attached Objectives and Key Results Tracking Sheet for updated numbers on each category

Objective #1	
Right Relations with the Stoney Nakoda Nation and members of Treaty 7 and Metis District 4 are advanced	
Key Results	Update on actions accomplished to date
<p>100% of current staff complete Level 2 Indigenous Cultural Awareness Training by the end of 2024 and 100% of new hired complete Level 1 Indigenous Cultural Training within 1 year of being hired</p> <p>Increase the number of administrative departments who directly work with/liaise with appropriate counterparts</p> <p>All 15 Calls to Action identified in the Town's Commitments to Truth and Reconciliation Calls to Action document are updated and advanced (from 2021 update) with input from Stoney Nakoda and other Treaty 7/Metis District 4 involvement</p>	<p>Increase Cultural Awareness Training</p> <ul style="list-style-type: none"> • Council is registered for Level 2 Indigenous Cultural Awareness Training in Q2 of 2025 <p>Increase the number of departments who work with/liaise with appropriate counterparts</p> <ul style="list-style-type: none"> • Administration is encouraging developers to work with Indigenous communities to create Indigenous street names in new subdivisions. • The FCSS Program Coordinator responsible for the Community Volunteer Income Tax Program (CVITP) in Canmore, also supported two Mini Thni tax clinic days by providing services for in-person tax return filing. • Communication, Planning, Public Works, Engineering, Sustainability and Facilities have all reached out to or had requests from the Stoney Nakoda for a variety of engagement and/or shared work opportunities. • The Community Fireguard project did consultation through the Aboriginal Consultation Office for the construction work happening at the Canmore Nordic Centre. <p>Truth and Reconciliation Calls to Action are updated and advanced</p> <ul style="list-style-type: none"> • Updating the Town's Calls to Action is planned for 2025 committee meetings.



Objective #2

Inter-governmental, business, and non-profit relationships result in mutually beneficial outcomes

Key Results	Update on actions accomplished to date
<p>Number of Town-supported not for profits with performance agreements, which may also include space allocation, increases</p> <p>Increase the number of collaborative programs and services undertaken by the Town of Canmore with the Federal or Provincial government, the MD of Bighorn, Town of Banff, or Kananaskis Improvement District</p>	<p>Increase number of Town-supported non-profits</p> <ul style="list-style-type: none"> • <i>Agreements with Rocky Mountain Heritage Foundation and artsPlace were developed in 2024.</i> <p>Increase collaborative programs and services undertaken by the Town</p> <ul style="list-style-type: none"> • <i>The Family Connection Centre (FCC) increased support and services by collaborating with other community agencies to fill identified needs in the community. New programs are running this year with the local schools, artsPlace the YWCA and the library. FCC also reached out to local businesses to support financial literacy and first aid to families and caregivers.</i> • <i>The FCC hosted two successful Bow Valley Early Years Fairs in 2024 and one in 2025. This is an opportunity for young families to connect with service providers and businesses in the Bow Valley.</i> • <i>The Town of Canmore continues to work with the MD of Bighorn, Kananaskis Improvement District, and Alberta Parks on the Bow Valley Community Fireguard project.</i> • <i>The Town participated in preparedness activities related to the G7 Summit in June 2025. This included participation and planning in a tabletop and functional exercise and working with regional, provincial, and federal partners to ensure situational awareness during the event.</i> • <i>The Town of Canmore is a member of the Bow Valley Interagency Wildfire Committee with the Town of Banff, Parks Canada, MD of Bighorn, Alberta Wildfire, Alberta Parks, Kananaskis Improvement District, and ID 9.</i> • <i>The Town of Canmore and Town of Banff are moving forward with a Regional Emergency Management Coordinator who will be hired in 2025 to further collaborate on and coordinate emergency response activities.</i> • <i>The Town of Canmore, MD of Bighorn and Kananaskis Improvement District submitted a successful grant application for a Regional FireSmart Coordinator. This two-year position will contribute to increasing wildfire resilience in the region.</i> • <i>The Town of Canmore, Town of Banff, MD of Bighorn, and Bow Valley Waste Management Commission collaborated to develop a Regional Construction, Renovation, and Demolition Waste Strategy.</i>



Objective #3

Meaningful, two-way public engagement and communication is civil, substantive, and productive

Key Results	Update on actions accomplished to date
<p>Increase participation in engagement (online, in-person, etc.) activities</p> <p>Citizen perspective survey indicates that residents have enough opportunities to provide input into decision-making about Town of Canmore projects and services increases</p>	<p>Participation in engagement activities</p> <ul style="list-style-type: none"> Administration will continue to look for and identify meaningful opportunities for the public to learn about and provide input into projects that impact them. In Q1 the final engagement phase of the Town Centre Area Redevelopment Plan (Connect Downtown) project took place. The Town of Canmore participated in the Bow Valley Interagency Wildfire Committee information forum in Banff in Q1. The Director of Emergency Management also presented at numerous events in Q1 regarding the Bow Valley Community Fireguard and Wildfire Mitigation activities, including the Wildfire Workshop hosted by MLA Sara Elmeligi in Bragg Creek.

Objective #4

The community understands the value of a strong and healthy public service

Key Results	Update on actions accomplished to date
<p>Citizen Perspectives Survey indicates an increase satisfaction with town programs and services</p> <p>The number of respectful workplace incidents per year decreases</p>	<p>Satisfaction with town programs and services</p> <ul style="list-style-type: none"> Administration will continue to forward the Big Stories initiative, putting programs and services into themes with a goal of increasing awareness of them in the community. The Family Connection Centre is seeing an increase in young families who come to drop-in programs. From October 2024 to March 2025, 3,122 individuals attended these programs. Environmental incentive programs such as the E-Bike Discount and the Home Upgrades Program are fully subscribed. There is significant growth in number of participants in the Affordable Services Program. <p>Respectful workplace incidents decrease</p> <ul style="list-style-type: none"> HR has increased the resources available to better understand the Respectful Workplace Policy, along with hazards of violence and harassment in the workplace. The goal is to teach how to assess the hazard then eliminate, or if that is not possible, mitigate risk to workers. There is external training available to teach workers to better recognize, respond to, and protect themselves against all types of workplace violence and harassment. There is also in-house training for the Violence and Harassment Prevention Corporate Directive, the Violence & Harassment Prevention Plan, and the Violence & Harassment Operational Procedure created by the Health and Safety Committee. The Health and Safety Committee Working Group and departments have begun creating table-top exercises to practice for situations of violence or harassment.



Implementing FOUNDATIONAL PILLARS

Pillars	Update on actions accomplished to date
<p>Pillar #1 Financial Stewardship – We protect and plan for the long-term interests of residents by managing assets and financial resources equitably and sustainably</p>	<ul style="list-style-type: none"> • Significant capital investment is needed for the maintenance, rehabilitation, and replacement of existing Town of Canmore assets. An update to the Long-Term Financial Strategy and Asset Management Strategy is being undertaken to improve the organization's finances and overall financial sustainability. • The second phase of a service level review of municipal services is planned and will help future decision-making align with Council priorities.
<p>Pillar #2 Human Resources – People and culture are our strongest assets. We are inclusive and connected</p>	<ul style="list-style-type: none"> • In Q2, Council approved updates to three key employee policies. The Time Away from Work policy now clarifies that Sick Days support both physical and mental wellbeing and also recognizes diverse family structures by allowing potential approval of bereavement leave for non-traditional family relationships. The General Holidays policy includes inclusive language to ensure accommodations for non-Christian holidays and spiritual observances. The Employee Compensation policy reinforces a commitment to equitable job evaluation, local livability, and transparent pay practices tied to both technical and behavioural performance. These updates reflect our values of wellbeing, inclusion, and community connection, • The Town has signed up for the Bow Valley Inclusion Charter through the Bow Valley Immigration Partnership (BVIP). We will be working throughout this year to achieve the Bronze Commitments, or greater if feasible. The deadline to achieve commitments is December 1, 2025.
<p>Pillar #3 Community Engagement – We meaningfully engage with citizens for effective decision making</p>	<p>See objective #3 in Relationships for actions accomplished.</p> <p>The Community Monitoring web-based tool makes it easier to monitor key community indicators and progress on our Strategic Plan.</p>

Objectives and Key Results Tracking Chart							
Goals	Objectives	Key Results	Baseline	Actual as of Jun 30, 2025	Target	Target QTR	Notes
	What objectives will help us reach our goals?	How will we know if we are progressing towards our objectives?					
G1: Livability - Canmore is a place where all residents can thrive	O1: Municipal initiatives and services are designed to increase affordability for residents	KR1: Average monthly rental rates in Canmore increase by no more than 5% per year	Average rent of a one bedroom in 2022 was \$1,971	Average rent of a one bedroom in 2023 was \$2,464	\$2,070	Q4 2023	Based on Canmore Community Housing's compilation of advertised rental listings.
		KR2: Number of non-market housing units available to residents increases from 275 to 409 by 2026	154 ownership and 121 rental units	173 ownership and 108 rental units	210 ownership and 199 rental units	Q4 2026	Units available through Canmore Community Housing's Vital Homes program.
		KR3: Increase Roam transit ridership on local and regional routes by ~20% per year from 1277 daily trips in 2022 to 2488 daily trips in 2026	1277 daily trips	2130 daily trips year to date average	2488 daily trips	Q4 2026	Local routes: 5 (5T & 5C) and 12 (Grassi Lakes) Regional route: 3 (Canmore-Banff)
		KR4: Increase the number of local non-profits and businesses that participate in initiatives to increase affordability from 15 to 60 by 2026	15	25	60	Q4 2026	Community partners with the Affordable Services Program can be seen at: canmore.ca/affordableservices
	O2: Emergency Management Communication is effective and adopted across our community	KR1: Town of Canmore communication channels are aligned as a single source of truth within 2 hours of an incident meeting the MEMPC criteria 80% of the time	N/A	Achieved	within 2 hours 80% of the time	Next event	Voyent Alert! was used in July 2024 to issue a wildlife alert when a bear was in town. Alerts were issued simultaneously to the Town of Canmore's website, Facebook account, and to Voyent Alert! subscribers.
		KR2: Sign up of subscribers to the emergency notification service increases by 10%/month until more than 50% of adult residents are subscribed	1659	6864	10% per month	when 50% of adults is reached	Most recent projected population estimates show 50% of adults = 7,230
		KR3: Citizen Perspectives Survey indicates that resident satisfaction with Emergency Preparedness increases from 89% in 2023 to 95% in the 2025 survey	89%	84%	95%	Q3 2025	Citizen Perspectives Survey was completed in May 2025
	O3: Municipal programs, facilities, and services help to attract and retain families and support community diversity	KR1: The proportion of Canmore's permanent population between the ages of 0 to 19 increases from 22% in 2021 to 25% in 2026.	22%	N/A	25%	Q4 2026	To be updated following the next census in 2026.
		KR2: Increase proportion of Town hosted/permitted events that support community diversity and increase the number of events that highlight the work/culture/activities of traditionally marginalized populations from 12 to 20 by 2026	12 of 40 events in 2023	18 of 48 events in 2024	20	Q4 2026	Updated annually following year end.

Goals	Objectives	Key Results	Baseline	Actual as of Jun 30, 2025	Target	Target QTR	Notes
	O4: Employment opportunities that provide residents with a dignified and reasonable standard of living are widely available	KR1: Increase # of ToC employees who live in Canmore from 74% to 85% by 2026	74%	77%	85%	Q4 2026	Percentage of full time employees.
		KR2: Increase the proportion of skilled labour/high paying jobs in the community from 40% to 45% by 2026	40%	N/A	45%	Q4 2026	To be updated following next census in 2026.
		KR3: No single industry makes up more than 15% of Canmore's economy by 2026	14%	17% in 2024	no more than 15%	Q4 2026	Updated annually. With the shift in business registry licensing requirement as a result of the livability working group, we will see a steep increase in individual business licenses tied to Tourist Homes in 2025.
G2: Environment - Canmore is a recognized leader in managing human impact on our environment	O1: Wildlife encounters within Canmore's urban footprint are reduced, and unauthorized human use in wildlife corridors is similarly reduced	KR1: Zero violations and use of unsanctioned trails in wildlife corridors and habitat patches by 2026	N/A	N/A	0%	Q4 2026	Data is being collated by the province.
		KR2: 100% compliance with waste bylaw requiring effective use of bear proof bins by 2026	80%	90%	100%	Q4 2026	In 2025, 4 investigations have occurred resulting in 2 violation tickets and 2 warning.
		KR3: Citizen Perspectives Survey indicates the number of residents who think the Town is doing a good job of addressing the issue of human-wildlife interaction in the Town increases from 74% in 2023 to 80% in the 2025 survey	74%	76%	80%	Q3 2025	Citizen Perspectives Survey was completed in May 2025
	O2: Canmore as a community collaborates to reduce our impact on climate change and prepare for climate adaptation	KR1: Decrease Canmore's total greenhouse gas emissions by 7% by 2026 from the 2022 baseline.	455,634 tonnes CO2e in 2022	9% reduction 415,206 tonnes CO2e in 2024	7% reduction in annual GHGs by 2026, compared to 2022	Q4 2026	The 2024 Climate Emergency Action Plan Annual Update will be presented to Council on August 19, 2025. This update shows a 9% decrease in emissions from 2022.
		KR2: Increase in number of annual requests for Firesmart home inventory from 10 to 35 by 2026	10	65	35	Q3 2026	Completed 65 FireSmart Assessments since Jan 1, 2025
		KR3: Increase number of emergency exercises (mock or real) from 1 to 2 annually	1	13	2	Q4 2024	In 2025, the Town has participated in 2 regional exercises, 2 information officer exercise, 6 ECC workshops, 1 ECC Cougar Creek Debris Retention Exercise, 1 G7 tabletop exercise, 1 G7 functional exercise.

Goals	Objectives	Key Results	Baseline	Actual as of Jun 30, 2025	Target	Target QTR	Notes
	O3: The community is aware of the Town of Canmore's environmental leadership	KR1: Increase the number of incentive programs (i.e. e-bikes, low income retro and commercial solar) from two to five by 2026.	2	5	5	Q4 2026	The Town ran 5 GHG reduction incentive programs in Q1/Q2 2025: - Affordable Services Program E-Bike Discount - Home Upgrades Program for Affordable Service Members - Residential Solar Incentive - Commercial Solar Incentive - EV Charger Installation Program
		KR2: Increase the number of people receiving incentives with the two existing incentive programs (residential solar and fruit tree removal) by 100% by 2026.	10 solar in 2022 and 17 tree in 2022	18 residential solar, 19 fruit tree	20 solar and 34 tree	Q4 2026	The Fruit Tree Incentive is open and receiving applications for 2025.
		KR3: Decrease the amount of total waste per capita sent to landfill from 0.59 Tonnes per capita to 0.50 Tonnes per capita by 2026.	0.59 Tonnes per capita	0.60 Tonnes per capita in 2024	0.50 Tonnes per capita	Q4 2026	Updated annually. Administration has been working with a regional group led by the Bow Valley Waste Commission to explore solutions to construction, renovation and demolition waste.
		KR4: Citizen Perspectives Survey indicates an increase in satisfaction with the Town's efforts to reduce our impact on Climate Change from 75% in 2023 to 80% in the 2025 survey	75%	73%	80%	Q3 2025	Citizen Perspectives Survey was completed in May 2025
	O4: Safe multi-modal transportation shift is advanced	KR1: The number of travel-related collisions on municipal roadways decrease by 10% annually from 130 in 2022 to 87 in 2026, and the number of associated injuries decrease by 15% annually from 16 in 2022 to 10 in 2026. 3-yr Average.	130 and 16	88 and 18 in 2024	87 and 10	Q4 2026	2024 annual: 88 collisions, 18 of which involved injuries. There is a lag in collision data and reporting. Numbers are based on January 2025 data; additional RCMP reports may be received from 2024 that will adjust these numbers slightly. Updated annually.
		KR2: Decrease of the number of vehicle registrations per capita basis from .75 to .68 by 2026	0.75	0.81 as of March 31, 2025	0.68	Q4 2026	Updated annually in Q2 following provincial fiscal year end.
		KR3: Share of ped/bike trips through the BVT/Railway intersection increases from 11% in 2022 to 16% by 2026	11%	14.3% in 2024	16%	Q4 2026	Updated annually in Q3 based on July/August data.

Goals	Objectives	Key Results	Baseline	Actual as of Jun 30, 2025	Target	Target QTR	Notes
G3: Relationships - Respectful authentic relationships are the foundation on which our future success is built.	O1: Right Relations with the Stoney Nakoda Nation and members of Treaty 7 and Metis District 4 in the Battle River Territory are advanced	KR1: 100% of current staff complete Level 2 Indigenous Cultural Awareness Training by the end of 2024 and 100% of new hired complete Level 1 Indigenous Cultural Training within 1 year of being hired	100% of current staff have taken Level 1	69% Level 1 within 1st Year 74% Level 2 (FT - over 1 year)	100%	Q4 2024	69% of employees hired before April 1, 2024 and after May 1, 2023 (the latter date is from the notes, and employees include FT, PT, and Casual also per the notes) have completed Level 1 training within their 1st year of employment and Level 2 training as of Q4, 2024 No changes in 2025 given OKR is for 2024; training continues to be offered.
		KR2: In acknowledgement of the tenet of "nothing about us without us", increase the number of administrative departments who directly work with/liaise with appropriate counterparts, when possible, Stoney Nakoda Administration, increases from five (CSD, EcDev/A&C, EM, Fire, Ex Office) to ten by 2026.	5	11	10	Q4 2026	Added: Communication, Planning, Public Works, Engineering, Sustainability and Facilities
		KR3: Update/revise the 15 Calls to Action identified in the Town's Commitments to Truth and Reconciliation Calls to Action document and meaningfully advanced them with Treaty 7/Metis District 4 involvement by 2026		N/A		Q4 2026	Tentative plan to bring updated calls to action to September 2025 COW meeting
	O2: Intergovernmental, business, and not for profit relationships result in mutually beneficial outcomes	KR1: Number of Town-supported not for profits with performance agreements, which may also include space allocation, increases from 2 to 5 by 2026 for organizations that support council's strategic plan aligned with Town priorities	2	4	5	Q4 2026	Biosphere Institute, Tourism Canmore Kananaskis, Rocky Mountain Heritage Foundation and Canadian Mountain Arts Foundation (artsPlace)
		KR2: Increase the number of collaborative programs and services undertaken by the Town of Canmore with the Federal or Provincial government, the MD of Bighorn, Town of Banff, or Kananaskis Improvement District from 15 to 25 by 2026	15	22	25	Q4 2026	Added: - Bow Valley Municipal Leaders Caucus - Regional Construction, Renovation, and Demolition Waste Strategy - Environmental bi-monthly meetings with Banff, & MD of Bighorn - Human-Wildlife Coexistence Technical Working Group - Community Fireguard Program (KID, GoA, MD of Bighorn) - Bow Valley Interagency Wildfire Committee - G7 Summit: Regional engagement and participation in exercise planning and execution

Goals	Objectives	Key Results	Baseline	Actual as of Jun 30, 2025	Target	Target QTR	Notes
	O3: Meaningful, two-way public engagement and communication is civil, substantive, and productive	KR1: Participation in engagement (online, in-person, etc.) activities increases from 2000 engagements to 2600 by 2026	2000	450	2600	Q4 2026	Q2 numbers, includes both online and in-person opportunities.
		KR2: Citizen Perspectives Survey indicates that residents have enough opportunities to provide input into decision-making about Town projects and services increases from 62% in 2023 to 70% in the 2025 survey	62%	54%	70%	Q3 2025	Citizen Perspectives Survey was completed in May 2025
	O4: The community understands the value of a strong and healthy public service	KR1: Citizen Perspectives Survey indicates an increased satisfaction with town programs and services from 86% in 2021 to 90% in 2025 survey	86%	86%	90%	Q3 2025	Citizen Perspectives Survey was completed in May 2025
		KR2: The number of respectful workplace incidents per year have decreased from 21 in 2022 by more than 50% by 2026	21	24	10 or less	Q4 2026	Includes interactions with public and between workers.

Frequently asked questions:

Implementation of local authority emergency management reporting

Amendments made to the *Emergency Management Act* (EMA) in 2024 introduced new authorities to establish requirements for local authorities to report to the Minister of Public Safety and Emergency Services regarding emergency management matters. The Managing Director of the Alberta Emergency Management Agency (AEMA), under the delegated authority of Ministerial Order PSES 19/2024, has established minimum reporting requirements to ensure consistency in reporting during emergency situations across the province. The following frequently asked questions (FAQs) have been developed to support local authorities in operationalizing the new requirements

General reporting requirements

What are the new local authority reporting requirements under the amended EMA?

Amendments to the EMA in 2024 authorize the Minister of Public Safety and Emergency Services to require local authorities to report specific emergency management activities. The managing director of AEMA has established minimum reporting requirements to ensure consistent and timely information sharing during emergencies. These requirements will be posted on the AEMA website.

When do these reporting requirements take effect?

The requirements are in effect for all emergency management activities occurring on or after August 1, 2025.

Who do I send reports to, and through which channels?

Reports must be submitted to the managing director of AEMA, by e-mail, via the Provincial Emergency Coordination Centre (PECC) Watchstation at pses.pecc@gov.ab.ca. If unable to send the report due to loss of power or telecommunications, you must ensure the reports are provided as soon as possible after these capabilities are restored.

Can I send my report to my regional field officer?

While sending your reports to your assigned Regional Field Officer is a recommended best practice, you must also send information to meet your minimum reporting requirements directly to the PECC Watchstation.

It is the responsibility of the local authority to ensure it meets its minimum reporting requirements as established under Ministerial Order PSES 19/2024.

Is there a standardized template or format we are expected to use?

AEMA has provided suggested templates for the required reports (less the State of Local Emergency termination or expiry). If a local authority wishes to modify the template or use a different template, you must ensure that the minimum information outlined in the reporting requirements is still included.

What support is available if my local authority has questions about reporting?

You can reach out to the [PECC](#) Watchstation or your assigned [AEMA Field Officer](#) for assistance.

Initial notification reporting

When must an Initial Notification Report be submitted?

Submit an Initial Notification Report when a decision is made to activate your local or regional emergency management plan in preparation for, or in response to, an incident. A SOLE declaration is not required for this reporting.

What minimum information must be included in an Initial Notification Report?

The Initial Notification Report must include:

- Nature of the emergency
- Location
- Time of occurrence

What additional information should be included if available?

In addition to the required information, if known, please include:

- Estimates of injuries or fatalities
- Initial damage assessments (known damage to municipal infrastructure, utilities, services, private property)
- Anticipated environmental impacts

State of Local Emergency (SOLE) specific reporting

How do I correctly submit a SOLE Declaration to the Minister?

The signed SOLE Declaration must be sent via email to the PECC Watchstation at pses.pecc@gov.ab.ca

The PECC will ensure the managing director of AEMA and the Minister of Public Safety and Emergency Services receive the declaration.

Ensure the document is legible, signed, and dated. AEMA has provided a new fillable pdf SOLE template for local authorities to utilize.

What information must the SOLE declaration include?

Per EMA s. 22(1), the declaration must clearly identify:

- The nature of the emergency
- The geographic area within the municipality where the emergency exists or may exist
- The specific emergency powers under EMA s. 24(1)(b) that the local authority anticipates using

Note: Listing the emergency powers the local authority anticipates using does not restrict or limit the use of additional powers where and when they are required.

When is a SOLE renewal notification required?

SOLE declarations expire seven days after being made.

If the emergency still exists and the local authority determines that extended powers are needed, a renewal must be issued before the seven-day expiration.

This renewal must also be sent to pses.pecc@gov.ab.ca for forwarding to the Minister.

How do I notify the Minister when terminating a SOLE?

Submit a signed termination notice via email to the PECC at pses.pecc@gov.ab.ca

The notice must:

- Clearly state that the SOLE is being terminated
- Identify the area(s) the termination applies to
- Include the effective date and time of the termination
- Be signed by an authorized official (usually the mayor, reeve or designate)

What are the timelines for SOLE renewal and termination notifications?

Renewals must be submitted before the initial seven-day SOLE period expires.

Terminations should be submitted as soon as possible once the local authority determines that the emergency no longer exists in the affected area.

Evacuation status reporting

When do I need to send copies of evacuation-related public communications?

These should be sent as soon as practicable after they have been issued. When a local authority uses multiple communication channels (e.g., Alberta Emergency Alert, community website, social media), the initial public report announcing the issuance or rescindment of an Evacuation Alert or Order should be shared with the province

What specific information must be included for:

- evacuation alerts?
- evacuation orders?
- evacuation rescinds?

Evacuation alert: Issuing authority, hazard description, area under alert, estimated affected population, personal preparedness advice, and sources for additional information.

Evacuation order: Same as an alert, with a mandatory evacuation notice, evacuation routes, location of reception centres, and timing for the area to be evacuated by.

Evacuation rescind: Issuing authority, areas rescinded, estimated affected population, timings for return, routes, locations of information centres, and additional information sources.

If an evacuation affects only a small population, does reporting still apply?

If the evacuation is being ordered under a State of Local Emergency (SOLE), then it must be reported, regardless of the size of the impacted population.

Exercise of extraordinary powers reporting

What actions are considered the "exercise of extraordinary powers" under the *Emergency Management Act*?

All powers of the minister in an emergency, as outlined under EMA s.19(1), are considered "exercise of extraordinary powers". These include:

- Control or prohibition of travel within the jurisdiction, (EMA, s. 19(1)(e))
- Restoration of essential facilities, distribution of essential supplies or provision of emergency and other essential services, (EMA, s. 19(1)(f))
- Evacuations of people or livestock, (EMA, s. 19(1)(g))
- Procuring or fixing prices of goods and services, (EMA, s. 19(1)(j))
- Acquisition or utilization of real or personal property, (EMA, s. 19(1)(c))
- Requiring qualified persons to render aid, (EMA, s. 19(1)(d))
- Entry into building or land without warrant, (EMA, s. 19(1)(h))
- Demolition or removal trees or structures, (EMA, s. 19(1)(i))
- Conscription of emergency responders, (EMA, s. 19(1)(k))

When and how must I report if extraordinary powers are exercised (e.g., travel control, evacuation,

As soon as reasonably practicable, a local authority must forward a copy of any public communication required under section 24(1.001) of the EMA related to the exercise of the following emergency powers:

- Restricting or prohibiting travel within the jurisdiction (s. 19(1)(e))
- Restoring essential facilities, distributing essential supplies, or providing emergency or other essential services (s. 19(1)(f))
- Evacuating people or livestock (s. 19(1)(g))
- Procuring or setting prices for goods and services (s. 19(1)(j))

procurement
controls)?

Within 7 days of a SOLE expiry, termination, or cancellation, a local authority shall provide a report summarizing any additional EMA s. 19(1) emergency powers exercised including:

- Acquisition or utilization of real or personal property, (EMA, s. 19(1)(c))
- Requiring qualified persons to render aid, (EMA, s. 19(1)(d))
- Entry into building or land without warrant, (EMA, s. 19(1)(h))
- Demolition or removal trees or structures, (EMA, s. 19(1)(i))
- Conscription of emergency responders, (EMA, s. 19(1)(k))

Daily reporting requirements post-SOLE declaration

What needs to be
submitted within 24
hours of declaring a
SOLE?

Within 24 hours:

- Initial Incident Command System form 201 (Incident Briefing), which includes initial incident objectives and organizational structure

What needs to be
submitted within 48
hours of declaring a
SOLE?

Within 48 hours:

- Incident Action Plan including Incident Objectives and Organizational Structure
- Daily Meeting Schedule

What must be
included in the
initial Incident
Action Plan (IAP)?

The Initial IAP must include:

- Incident Objectives – clearly defined goals for managing the emergency over the next operational period.
- Organizational Structure – a visual or written outline of the current Incident Command structure, including assigned roles and responsibilities.

If applicable, the IAP may also include:

- Current situation summary
- Daily meeting schedule
- Assigned resources
- Communications plan
- Safety messages

Do I need to send updates if the IAP changes daily?

Yes. Each new IAP produced by your Incident Management Team should be submitted to the PECC as soon as it is finalized.

Even minor changes to objectives or structure should be shared to maintain situational awareness at the provincial level.

Post-incident reporting and evaluation

Is there a final report required after the incident concludes?

There is no automatic requirement for a formal final report under the EMA. However, if the local authority exercised any extraordinary emergency powers under EMA s.19(1), a summary report must be submitted within seven days of the SOLE expiry, termination or cancellation. This report can be submitted using the AEMA provided template.

Will AEMA provide feedback on our submitted reports?

Yes, where appropriate.

AEMA may provide:

- direct feedback through your assigned Field Officer
- clarifications via the PECC
- observations and/or recommendations resulting from AARs or PIAs.

This feedback supports continuous improvement and provincial situational awareness.

Are there training or information sessions on the new reporting requirements?

Yes. AEMA will be offering:

- webinars and briefings for emergency management staff (completed)
- Field officer outreach sessions with municipal partners
- written guidance and templates available through AEMA and the PECC

If you would like a session for your municipality or region, please contact your AEMA field officer to express interest.

How will compliance be monitored or audited?

Compliance will primarily be monitored through:

- PECC tracking of reporting timelines and content
- Field Officer engagement with municipalities during and after incidents
- reviews during AARs or PIAs

There is currently no formal audit process, but patterns of non-compliance may be followed up with support or further discussion as part of capacity-building efforts.

Administrative questions

How are timeframes (such as "within 24 hours" or "as soon as reasonably practicable") interpreted?

"Within 24 hours" means a report must be submitted no later than 24 hours from the time of the triggering event, such as a SOLE declaration.

"As soon as reasonably practicable" recognizes operational pressures but expects the local authority to report promptly and without undue delay once capacity allows.

Best practice is to prioritize reporting once immediate life safety response actions are underway.

What happens if a local authority fails to report on time?

Timely reporting is critical for situational awareness and provincial coordination.

If a report is missed or delayed:

- Follow up as soon as possible with the missing information.
- Include a brief explanation for the delay, if appropriate.

Repeated or unaddressed reporting failures may be followed up by AEMA field officers or the PECC and may be noted in Post-Incident Assessment (PIA) reporting.

How do I correct or update a previously submitted report?

Send a follow-up email to pses.pecc@gov.ab.ca with:

- The original submission date
- A clear reference to what is being corrected or updated
- The revised information.

Label the subject line clearly (e.g., "Correction – Initial Notification Report – April 5, 2025").

Are there any confidentiality or *Freedom of Information and Protection of Privacy Act* (FOIP) considerations when submitting reports?

Yes. Do not include personally identifiable information or sensitive details not required for situational awareness.

When in doubt, consult your FOIP coordinator or AEMA field officer before including sensitive data.



**Canmore Municipal Detachment
Crime Statistics (Actual)
Q1 (April - June): 2021 - 2025**

All categories contain "Attempted" and/or "Completed"

July 8, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	1	2	0	0	N/A	N/A	-0.1
Sexual Assaults		2	2	6	2	2	0%	0%	0.0
Other Sexual Offences		2	0	2	1	1	-50%	0%	-0.1
Assault		30	21	28	19	22	-27%	16%	-1.8
Kidnapping/Hostage/Abduction		0	0	0	1	0	N/A	-100%	0.1
Extortion		0	1	1	0	2	N/A	N/A	0.3
Criminal Harassment		15	10	3	5	5	-67%	0%	-2.5
Uttering Threats		9	7	11	4	10	11%	150%	-0.1
TOTAL PERSONS		58	42	53	32	42	-28%	31%	-4.2
Break & Enter		5	10	6	8	14	180%	75%	1.6
Theft of Motor Vehicle		7	7	3	7	6	-14%	-14%	-0.2
Theft Over \$5,000		3	14	3	4	4	33%	0%	-0.8
Theft Under \$5,000		36	95	37	48	47	31%	-2%	-2.5
Possn Stn Goods		6	12	7	4	6	0%	50%	-0.8
Fraud		24	37	29	26	28	17%	8%	-0.3
Arson		1	0	0	1	0	-100%	-100%	-0.1
Mischief - Damage To Property		31	32	26	27	35	13%	30%	0.3
Mischief - Other		41	35	57	41	28	-32%	-32%	-2.0
TOTAL PROPERTY		154	242	168	166	168	9%	1%	-4.8
Offensive Weapons		0	5	3	1	0	N/A	-100%	-0.4
Disturbing the peace		45	106	56	38	47	4%	24%	-6.4
Fail to Comply & Breaches		34	30	26	23	16	-53%	-30%	-4.3
OTHER CRIMINAL CODE		8	12	12	12	11	38%	-8%	0.6
TOTAL OTHER CRIMINAL CODE		87	153	97	74	74	-15%	0%	-10.5
TOTAL CRIMINAL CODE		299	437	318	272	284	-5%	4%	-19.5



**Canmore Municipal Detachment
Crime Statistics (Actual)
Q1 (April - June): 2021 - 2025**

All categories contain "Attempted" and/or "Completed"

July 8, 2025

CATEGORY	Trend	2021	2022	2023	2024	2025	% Change 2021 - 2025	% Change 2024 - 2025	Avg File +/- per Year
Drug Enforcement - Production		1	0	0	0	0	-100%	N/A	-0.2
Drug Enforcement - Possession		3	1	3	0	1	-67%	N/A	-0.5
Drug Enforcement - Trafficking		3	2	2	0	1	-67%	N/A	-0.6
Drug Enforcement - Other		1	0	0	0	0	-100%	N/A	-0.2
Total Drugs		8	3	5	0	2	-75%	N/A	-1.5
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		4	2	4	0	1	-75%	N/A	-0.8
TOTAL FEDERAL		12	5	9	0	3	-75%	N/A	-2.3
Liquor Act		23	12	17	13	17	-26%	31%	-1.1
Cannabis Act		3	1	2	1	2	-33%	100%	-0.2
Mental Health Act		35	45	36	45	35	0%	-22%	0.0
Other Provincial Stats		84	57	53	53	53	-37%	0%	-6.6
Total Provincial Stats		145	115	108	112	107	-26%	-4%	-7.9
Municipal By-laws Traffic		6	4	7	7	14	133%	100%	1.9
Municipal By-laws		87	104	71	41	47	-46%	15%	-14.3
Total Municipal		93	108	78	48	61	-34%	27%	-12.4
Fatals		0	1	1	0	1	N/A	N/A	0.1
Injury MVC		4	4	5	8	7	75%	-13%	1.0
Property Damage MVC (Reportable)		40	37	63	19	29	-28%	53%	-4.0
Property Damage MVC (Non Reportable)		4	7	5	16	7	75%	-56%	1.5
TOTAL MVC		48	49	74	43	44	-8%	2%	-1.4
Roadside Suspension - Alcohol (Prov)		4	6	8	7	1	-75%	-86%	-0.5
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
Total Provincial Traffic		706	334	342	315	394	-44%	25%	-64.3
Other Traffic		4	0	2	3	1	-75%	-67%	-0.3
Criminal Code Traffic		10	6	12	14	5	-50%	-64%	-0.2
Common Police Activities									
False Alarms		26	30	35	45	28	8%	-38%	1.9
False/Abandoned 911 Call and 911 Act		34	34	63	47	16	-53%	-66%	-2.3
Suspicious Person/Vehicle/Property		47	47	38	66	59	26%	-11%	4.3
Persons Reported Missing		1	6	7	11	5	400%	-55%	1.3
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		26	39	19	34	18	-31%	-47%	-2.1
Form 10 (MHA) (Reported)		10	8	2	3	5	-50%	67%	-1.5



2025-08-11

S/Sgt. Greg Tulloch
Detachment Commander
Canmore, AB

Dear Mayor and Council,

Please find attached the quarterly Community Policing Report covering the period from April 1st to June 30th, 2025. This report provides a snapshot of human resources, financial data, and crime statistics for the Town of Canmore.

I would like to take this opportunity to introduce our new Commanding Officer, Deputy Commissioner Trevor Daroux. Many of you may be familiar with Deputy Commissioner Daroux as he was the Criminal Operations Officer in Alberta before taking on this new role. He believes all Alberta RCMP employees are empowered to lead, collaborate, and contribute at all levels, and knows that they are the strength of the service. Through collaboration and partnership with the communities we serve, Deputy Commissioner Daroux knows together we are supporting safer, stronger, and more connected communities across Alberta.

Deputy Commissioner Daroux has 37 years of policing experience and has also served with the Calgary Police Service. He has served as a Deputy Chief in Charge of the Bureau of Community Policing in Calgary, and as the Director General National Crime Prevention and Indigenous Policing Services for the RCMP, among many other operational and administrative roles. Deputy Commissioner Daroux is focused on continuing to build a modern, progressive police service – one that values innovation, embraces change, and reflects the diverse needs of Alberta.

Thank you for your ongoing support and engagement. As the Chief of Police for your community, please do not hesitate to contact me with any questions or concerns.

Best regards,

Staff Sergeant Greg Tulloch
Detachment Commander
Canmore Detachment



Alberta RCMP - Municipal Policing Report

Detachment Information

Detachment Name

Canmore

Detachment Commander

S/Sgt. Tulloch

Report Date

August 11, 2025

Fiscal Year

2025-26

Quarter

Q1 (April - June)

Community Priorities

Priority #1: Traffic - N/A

Updates and Comments:

Canmore Detachment continues to set Traffic Safety Initiatives through Community Consultation, The Alberta Traffic Safety Calendar, data reported from collisions, Members' observations and complaints from the public. During Q1 Canmore RCMP issued 209 Tickets, 72 Warnings and 5 impaired driving related investigations were recorded in Town. 64 Tickets, 7 Warnings, and 2 Impaired driving related investigations were recorded in the Municipal District (MD). Canmore RCMP continues to work with partner agencies to share resources in working towards increasing and promoting road safety.

Priority #2: Community Engagement

Updates and Comments:

Canmore Detachment records initiative activities within the APP including community engagements. Members attend meetings and communicate regularly with the Town of Canmore and the MD of Bighorn, elected officials and community / business leaders. Members regularly attend schools and participate in activities such as reading to children and playing sports. We continue to have regular involvement in TRIG and BCEC Trucking sub-committee meetings in order to provide insight into local traffic issues. During the early part of the quarter, members and support staff engaged with community business partners to kick off this year's Positive Ticket campaign by seeking support with providing prize items and gift certificates to be issued along with the tickets. By the end of the quarter, the tickets have been obtained and distributed to partner agencies for use around the communities - many tickets have already been issued.

RCMP-GRC



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

Priority #3: Crime Reduction

Updates and Comments:

Canmore Detachment continues to meet with Probation and liaise with neighboring detachment and the District Intel Analyst to monitor emerging crime trends. Regular communication between the Bow Valley Probation officer and General Investigations Section (GIS) continues in the interest of sharing information on offenders who have moved to the area. Due to various reasons (G7, conflicting schedule for analyst) the monthly intel meetings for this quarter were all cancelled. Members at the detachment have had regular contact with RCMP analyst throughout this quarter. There is only one known offender in Community on curfew and no offenders on reporting to RCMP conditions.



Community Consultations

Consultation #1

Date	Meeting Type
April 15, 2025	Meeting with Stakeholders
Topics Discussed	
(1): Youth(2): Regular reporting information sharing	
Notes/Comments:	
Regular meeting with Protective Services Manager and Peace Officer Manager. Discussion on plans for Bike Index Event	

Consultation #2

Date	Meeting Type
April 17, 2025	Meeting with Stakeholders
Topics Discussed	
(1): Education Session	
Notes/Comments:	
Attended Canmore Incident Management Team Workshop	

Consultation #3

Date	Meeting Type
April 30, 2025	Meeting with Stakeholders
Topics Discussed	
(1): Education Session(2): Regular reporting information sharing	
Notes/Comments:	
Attended regular Emergency Management Meeting involving all local stakeholders.	



Consultation #4

Date	Meeting Type
May 6, 2025	Meeting with Stakeholders
Topics Discussed	
(1): Education Session	
Notes/Comments:	
Member took part in scenario practice of ECC activation for upcoming G7.	

Consultation #5

Date	Meeting Type
May 8, 2025	Meeting with Stakeholders
Topics Discussed	
(1): Education Session(2): Regular reporting information sharing	
Notes/Comments:	
Attended virtual meeting of Homeless to Housing Committee involving local stakeholders.	

Consultation #6

Date	Meeting Type
May 10, 2025	Community Connection
Topics Discussed	
(1): Education Session	
Notes/Comments:	
Took part in Emergency Preparedness Day held at the Canmore Firehall which including representatives of emergency services personnel from around the region with a focus on Wildfire Preparedness.	





Consultation #7

Date	Meeting Type
May 13, 2025	Meeting with Stakeholders
Topics Discussed	
(1): Education Session	
Notes/Comments:	
Took part in ECC mock activation dealing with scenario based on the opening of the new Debris Retention structure for flood mitigation.	

Consultation #8

Date	Meeting Type
May 14, 2025	Meeting with Stakeholders
Topics Discussed	
(1): Education Session	
Notes/Comments:	
Attended Trans Alta orientation involving all local Emergency Services partners related to flood mitigation strategies and power.	

Consultation #9

Date	Meeting Type
May 18, 2025	Community Connection
Topics Discussed	
(1): Youth(2): Crime Reduction Initiatives	
Notes/Comments:	
Members, Canmore Peace Officer and local bike shop representatives partnered to conduct a Bike Index Event on what was a rainy day with lower attendance than had been hoped for.	





Consultation #10

Date	Meeting Type
June 14, 2025	Community Connection
Topics Discussed	
(1): Youth	
Notes/Comments:	
Member attended Canmore Air Cadet Annual Inspection and Awards presentation to present award for marksmanship.	

Consultation #11

Date	Meeting Type
June 19, 2025	Meeting with Stakeholders
Topics Discussed	
(1): Regular reporting information sharing	
Notes/Comments:	
Meeting with DANCO, Protective Services Manager and Town General Manager	





Municipal Operations: Human Resources Overview

Staffing Category	Established Positions	Working	Special Leave	Hard Vacancies
Regular Members	19	15	2	2
Detachment Support	0	0	0	0

Notes:

1. Data extracted on June 30, 2025 and is subject to change.
2. Once Regular Members are placed on "Special Leave" (e.g., Maternity/Paternity leave, medical leave more than 30 days, leave without pay, graduated return to work), they are not included in the FTE count and their pay is not charged directly to each location. However, any salary expenditures associated with these employees while on leave is included as an "indirect cost" and billed within the Divisional Administration rate, charged to all contracts.
3. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments:

Police Officers: Of the 19 established positions, 15 officers are currently working. Two officers are on special leave (one Medical and one Parental). One of these positions is backfilled to ensure coverage and there are two hard vacancies at this time.





Municipal Operations: Financial Overview

Municipal Overview	Fiscal Year-to-Date	Revised Plan at Q1	2025-26 Financial Plan
Detachment Working FTE Levels	16.39 FTE	16.00 FTE	16.00 FTE
Total Direct Costs	\$ 596,581	\$ 3,021,612	\$ 3,021,612
Total Indirect Costs	\$ 360,252	\$ 1,441,897	\$ 1,441,897
Total Costs after Final Adjustments	\$ 937,399	\$ 4,128,658	\$ 4,128,658

Note: For detailed explanations of the terms and types of costs that are included above, please visit the definitions section on the next page.

Comments:

The financial figures as identified above are in alignment with the final Multi-Year Financial Plan (MYFP), which has been forwarded to your Detachment Commander for distribution and signature. If you have any questions or concerns with the Financial Plan, please do not hesitate to connect with your Detachment Commander, or directly with OSB, to discuss.

Quarter 1 invoicing for the 2025-26 fiscal year, as well as the prior-year reconciliation package, will be distributed before the end of July.

The Alberta RCMP will continue to provide your community with monthly enhanced reporting to support ongoing forecast adjustments and potential invoice revisions, to ensure projections are as accurate as possible. This increased reporting will support ongoing management of policing budgets, while also enhancing transparency and engagement with our partners.

Note: No revisions have been made to the 2025-26 Financial Plan at Q1.



Definitions

Municipal Operations: Human Resources Overview

Term	Definition
FTE Utilization	A full-time equivalent (FTE) employee is defined by the number of months in a fiscal year that a position is filled. The FTE utilization level refers to the total months filled for all positions within the Detachment/unit.
2025-26 FTE Utilization Plan	Reflects the number of working FTEs planned to be in-place for the current fiscal year.
Revised Plan at Q1	This reflects any adjustments to the planned number of working FTEs, which may vary as hard and soft vacancies fluctuate throughout the year.

Municipal Operations: Financial Overview

Term	Definition
Fiscal Year-to-Date (YTD)	Reflects the actual expenditures that have been processed or working FTE levels to-date. This does not include any financial or human resource transactions that have not yet been processed.
Revised Plan at Q1	Reflects any adjustments to the forecasted spending plan for the relevant category, to better align with realized expenditures throughout the year.
2025-26 Financial Plan	Reflects the initial financial plan set for each category of expenditure for the current fiscal year.
Detachment Working FTE Levels	Reflects the number of working Regular Members (i.e., police officers) anticipated to be in-place for the current fiscal year.
Direct Costs	Reflects both Division and Detachment-controlled costs associated to front-line policing operations and investigations. This may include: <ul style="list-style-type: none"> • Member Pay, including pay for Regular Members, planned and retroactive pay increases, and overtime pay; • Operational equipment, including member equipment, informatics, vehicles, and vehicle fit-up; and/or • Unit operations, including fuel costs, training, secret expenses, and other operations and maintenance costs.
Indirect Costs	Reflects all costs associated to employee benefits as well as division administration and core support services. This may include: <ul style="list-style-type: none"> • Employee Benefits (i.e., Superannuation, Canada Pension Plan, and Employment Insurance); • Recruiting operations, Cadet training (at Depot Division), and the Police Dog Service Training Centre;

RCMP-GRC



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Term	Definition
	<ul style="list-style-type: none"> • Common IT services, including management of the Police Records and Occurrence System; • Complaints and accountability mechanisms through the Civilian Review and Complaints Commission for the RCMP, the RCMP External Review Committee, and enhanced reliability and accountability programs; and/or • Other divisional and regional administration services.
Total Costs after Final Adjustments	Reflects total costs of all expenditure categories and any cost adjustments at the applicable Contract Partner share.



Canmore Public Art Plan and Procedures for Implementation

Interim Project Briefing

Provided by Hatlie Group | June 26, 2025

In January 2025, Hatlie Group was engaged by the Town of Canmore to develop a Public Art Plan and Procedures for Implementation document. The following briefing outlines the content that is being developed for the document, including an overview of the draft sections.

This document is intended for information purposes at the midpoint of the project and is not the final outline of the Plan or implementation manual. It does not contain the research, engagement findings, or procedural detail that will be included in the final document.

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Introduction

The Town of Canmore's Public Art and Microgrant Policy guides the primary direction for public art throughout the town.

*"Canmore's Public Art Program supports excellence in Public Art by emerging and established artists, in new and traditional media, through commissions and projects."*¹

A series of guiding principles included in the Policy form the foundation for the Plan, supporting:

- Leadership
- Inclusion
- Space
- Investment

¹ Town of Canmore, Public Art and Micro Grant Policy, October 3, 2023. p. 1.

The Public Art Plan and Procedures for Implementation document will align with existing Town of Canmore Policy, Plans, and Reports, including but not limited to:

- Public Art and Micro Grant Policy, 2023
- Cultural Master Plan 2020-2030, 2020
- Cultural Advisory Committee Establishment Bylaw, 2021
- Connect Downtown - Town Centre Area Redevelopment Plan, DRAFT, February 2025

Project Process Summary

Launched in February 2025, the development of the Town of Canmore Public Art Plan and Procedures for Implementation included a number of steps to gather information, analyze existing documents, explore the collection, and engage with those directly impacting the program. Work included:

- Review of internal documents (see Appendix for list of documents reviewed to date)
- Review of Public Art Collection inventory
- Engagement
 - Individual Interviews, internal process review
 - Small group discussions, including Cultural Advisory Committee
- External research of comparable municipalities

Canmore Public Art Plan

The Public Art Plan will provide a summary of the work completed, the findings from research and engagement, and will provide recommendations for structural changes to support an innovative, inclusive, and dynamic Public Art Program. This section of the Plan may include:

- Policy alignment
- Research and Engagement findings
- Plan strategies
 - Plan outcomes
- Funding overview
- Internal structural considerations, such as:
 - Proposed *Public Art – Interdepartmental Working Group* role, responsibility, and accountability
 - Role of Cultural Advisory Committee
 - Approvals structure

Managing the Canmore Public Art Program

The Public Art Program Procedures for Implementation will outline the steps necessary to support a public art project from inception to installation to maintenance for the long-term enjoyment of the community.



1. Project Identification
 - Decision to launch a Public Art project
2. Project Assessment
 - Initiating the Call to Artists
3. Selection and Contracting
 - Establishing criteria for selection of successful artist(s)
 - Contracting the artist(s) with clearly articulated expectations
4. Plan and Design
 - Community engagement by the artist(s)
 - Concept design submitted by the artist(s)
5. Project Implementation
 - Fabrication
 - Installation
6. Project Evaluation
 - Project Lessons-Learned
 - Determine if outcomes achieved
7. Collections Management
 - Accessioning
 - General Care and Maintenance
 - Conservation

Emerging Recommendations

- Separate out Public Art from the Micro Grant program currently included in Town Policy AE-001 – Public Art and Micro Grant Policy, updated October 3, 2023.
- Update and maintain the current online database as primary source for collections management administration.
- Establish a centralized information system with identified file architecture to ensure documentation and reference materials are easily accessible by all involved with the Public Art Program, from project management to maintenance.

Appendix

Internal Documents Reviewed to Date (June 20, 2025)

Town of Canmore. *Artwork Archive: Online Database*. Accessed June 3, 2025.

Town of Canmore. *Completed Condition Reports*. Samples. Internal document, 2024.

Town of Canmore. *Condition Report Template*. Internal document, n.d.

Town of Canmore. *Connect Downtown Report*. Draft report, February 2025.

Town of Canmore. *Cultural Master Plan 2020–2030*. Canmore, AB: Town of Canmore, 2020.

Town of Canmore. *BYLAW 2021-17, A Bylaw of the Town of Canmore, in the Province of Alberta, for the Purpose of Establishing the Cultural Advisory Committee*. August 2021.

Town of Canmore. *Example Artist Provided Maintenance Manual for Touchstone*. Provided to Town of Canmore, n.d.

Town of Canmore. *Inventory Report (Inventory Report 10 July 2024)*. Internal report, July 10, 2024.

Town of Canmore. *Maintenance Records*. Internal document, 2024.

Town of Canmore. Council Policy: *Public Art and Micro Grant: AE-001*. Canmore, AB: Town of Canmore. Revised: October 3, 2023.

Town of Canmore. *Public Art Maintenance Manual*. Internal document, n.d.

Town of Canmore. *Public Art Maintenance Schedule*. Internal document, August 2024.

Town of Canmore. *Public Art Values Assessment 2021–2024*. Internal report, 2024.

Town of Canmore. *Standard Operating Procedure: Public Art*. Internal Draft Document. n.d.

Council Resolution Action List							I4
Motion #	Agenda Item	Resolution	Council Mtg Date	Service Area	Action Status	Last Update	Date Complete
99-2021	MOU with Stoney Nakoda	Direct administration to investigate and report back on the scope, process and resources needed to establish a Memorandum of Understanding (MOU) with the Stoney Nakoda Nation.	27-Apr-21	CST	An initial meeting was held with the CAO of the Goodstoney First Nation to discuss establishing an MOU with the Goodstoney Nation.	4-Jun-25	
216-2021	Advancing Truth and Reconciliation with the Stoney Nakoda Nation	Direct administration to work with the Stoney Nakoda Nation to identify lands within the Town of Canmore boundaries that would be appropriate for cultural ceremonies and assist with any necessary agreements for the use of these lands.	7-Sep-21	CST	Work is ongoing. The next step for this item rests with the Stoney Nakoda Nation.	4-Jun-25	
208-2023	LUB Amendment 2023-20 – CPC Authority and Referrals and Subdivision Authority, Development Authority (DA), and CPC Establishment Bylaw Amendment 2023-28 – DA and CPC	Direct administration to return by June 2024 with options to remove, where feasible, naming of Council and Canmore Planning Commission as the Development Authority from Direct Control Districts within the Land Use Bylaw and replace it with the Development Officer	5-Sep-23	Planning	The first set of amendments were approved in March 2024. Subsequent changes to address this option will be addressed in the Land Use Bylaw rewrite.	7-May-25	
246-2024	Business Registry Licence	Direct administration to return with recommended amendments to the Business Registry Licence Bylaw that will explore requiring all individually titled visitor accommodation units to obtain a business licence and that the display of the licence be subject to the same requirements as tourist homes and that administration include any additional resources required to process the anticipated increase in business licences as an option for Council as part of the 2025/2026 budget process.	5-Nov-24	Eco Dev.	Administration presented anticipated financial impacts of Business Registry Bylaw amendments to the Finance Committee on December 5, 2024. A legal review of recommended bylaw amendments is now complete. Administration expects to bring a request for decision to Council on or before September 2, 2025.	4-Jun-25	2-Sep-25

254-2024	Property Tax Task Force - Livability Program Revenue	Direct administration to include exploration of the collection of Livability Program revenue from the “Residential Vacant Services Land” subclass as part of the upcoming Property Tax Task Force.	5-Nov-24	CST	The Property Tax Taskforce Terms of Reference were approved by Council on August 19, 2025.	16-Sep-25	16-Sep-25
278-2024	Land Transaction - Teepee Town Right of Way Pilot Project	Direct the proceeds of the sale of a parcel of land created by Road Closure Bylaw 2024-17 to Canmore Community Housing for the purpose of advancing their Palliser lands development portfolio.	3-Dec-24	CST	Administration entered into a land transfer agreement with the development applicants. Registration of the transfer is pending at the Land Titles Office. Payment is due when new units are sold and is secured by registrations on title.	3-Sep-25	
9-2025	Destination Stewardship Council	Direct administration to respond collaboratively if and when approached by the Town of Banff to explore the creation of a Destination Stewardship Council with partners within the Bow Valley.	7-Jan-25	CST	The Town of Banff administration has approached Town of Canmore administration regarding this initiative. Initial meetings are being scheduled.	20-May-25	
27-2025	Council Remuneration Policy (EX-002)	Direct administration to work with the next Council Remuneration Committee to undertake an evaluation of the long-term impact of the inclusion of COLA on per diem rates and bring back recommendations for an approach to per diems that accounts for COLA over time.	2-Feb-25	HR			
36-2025	2025-2026 Operating and Capital Budget Approval	Direct administration to return in Q4 of 2025 with a briefing on the community's ongoing circular economy efforts and information on how the new zero waste coordinator position's role could support circular economy objectives in the Climate Emergency Action Plan.	11-Feb-25	Finance			
37-2025	2025-2026 Operating and Capital Budget Approval	Direct administration to review the current Community Grants Program process and return in Q4 of 2025 with recommendations for potential changes to the program.	11-Feb-25	CSD	While facilitating the 2025 grant process, administration has begun evaluating components of the program.	20-May-25	

47-2025	Steep Creek Updates to the Municipal Development Plan and Land Use Bylaw	Direct administration return to Council during the 2026 budget amendment process with information about the cost and timing of a potential capital project to do a revised risk assessment for the Cougar Creek area to determine the appropriateness of the residual hazard zone restrictions in the area.	4-Mar-25	Planning & Finance			
103-2025	Rotary Club of Canmore - The Trail Project Stage 2 - Delegation Request	Direct administration to work on the development of a Memorandum of Understanding and return to Council for approval.	22-Apr-25	Public Works			
194-2025	Moustache Lands Development - Next Steps	Direct administration to draft a 99-year land agreement with the YWCA for the Moustache Lands Site 7, and that administration return to Council with the agreement for approval. The terms of the agreement will include eligibility criteria and prioritization of affordable housing units related to income and/or assets limits, age, and a connection to Canmore through employment and/r residency.	8-Jul-25	CST			
195-2025	Moustache Lands Development - Next Steps	Direct administration to work with the YWCA to report back to Council by no later than the end of 2025 on the conditions of the land agreement and project status.	8-Jul-25	CST			
199-2025	Cougar Creek Lot Disposition	Direct administration to proceed with the sale of 474 and 478 Grotto Road in accordance with Land Transaction Policy EX-007.	8-Jul-25	CST			
227-2025	Wastewater Treatment Plant Odour	Direct administration to prepare a capital project for Phase 3 Odour Upgrade at the Wastewater Treatment Plant for the 2026 budget amendment process.	19-Aug-25	Finance			