

**TOWN OF CANMORE**

**AGENDA**

Committee of the Whole

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

**Tuesday, October 9, 2012 at 9:00 a.m.**

**A. APPROVAL OF AGENDA**

1. **Agenda for the October 9, 2012 Committee of the Whole**

**B. DELEGATIONS**

1. **EPCOR Appreciation**

**C. STAFF REPORTS**

1. **Bow Valley Early Childhood Development Map Data (verbal report)** – in camera – this information is preliminary and will be released to the public within 60 days)
2. **Recycled Asphalt Program (verbal report)**
3. **New Corporate Logo (verbal report)**
4. **Bow Corridor Eco system Advisory Group (BCEAG) Meeting**

**D. SERVICE AREA REPORTS**

**E. COUNCIL RESOLUTION ACTION LIST**

**F. BOW VALLEY REGIONAL HOUSING BULLETIN**

**G. COUNCILLOR UPDATES (verbal)**

**H. ADJOURNMENT**



# Briefing

**DATE OF MEETING:** October 9, 2012 **Agenda #:** C-4

**SUBJECT:** September 27, 2012, Bow Corridor Ecosystem Advisory Group (BCEAG) meeting

**SUBMITTED BY:** Steven de Keijzer, Planner

**PURPOSE:** To brief Council on the content of the September 27 BCEAG meeting.

## BACKGROUND/HISTORY

Council policy requires briefings following each BCEAG meeting.

## DISCUSSION

- 2011 Draft Wildlife Corridor and Habitat Patch Guidelines.** BCEAG agreed in December 2011 to the text and map amendments requested by the Town of Canmore in July 2011. Minor boundary adjustments at the Nordic Centre requested by Alberta Tourism, Parks & Recreation to recognize existing development such as the stadium were also accepted. The MD of Bighorn stated they would review and comment on the revised Guidelines only after proposed land exchanges with the province have been completed. That exchange would compensate the MD for protecting BCEAG-identified areas in Dead Man's Flats (Bow Flats Regional Habitat Patch) in exchange for acquiring Bow Valley Wildland Park lands for development within the Yamnuska Regional Habitat Patch. Reeve Cooper circulated a handout on the history of this process.
- Future Role for BCEAG.** This question is scheduled for a yet-to-be-established sub-committee meeting in 2013. The current role of BCEAG is described in the attached terms of reference.
- TERA Trail Recommendations for South Canmore and West Palliser Areas.** This Canmore-commissioned study was accepted by Council on September 27 for planning purposes. It was circulated for information to BCEAG members since it forms a detailed update for portions of the BCEAG 2002 Recreational Opportunities Working Group Report. The TERA report will be discussed in more detail at the next BCEAG meeting.

**FINANCIAL IMPACTS** N/A

**STAKEHOLDER ENGAGEMENT** N/A

**STRATEGIC ALIGNMENT** N/A

**ATTACHMENT :** BCEAG 2011 Terms of Reference

## AUTHORIZATION

Submitted by: Steven de Keijzer, Planner Date: October 1, 2012

Approved by: Alaric Fish, Manager of Planning & Development Date: October 2, 2012

# **BOW CORRIDOR ECOSYSTEM ADVISORY GROUP**

## **TERMS OF REFERENCE**

**Adopted: June 12, 2008**

**Updated: March 24, 2011**

### **BACKGROUND**

- The Bow Corridor Ecosystem Advisory Group (BCEAG) is a senior level advisory group formed to address development issues in the Bow Corridor.
- BCEAG is not a decision-making body. It is a coordinating group making recommendations to individual councils and jurisdictions.
- BCEAG was created as a result of the 1992 Decision Report by the Natural Resource Conservation Board (NRCB) regarding the application by Three Sisters Resorts Inc. to develop a tourism project in Canmore. The NRCB recognized the role of different governments and agencies in the planning and approval of development in the Bow Corridor. BCEAG was established for enhanced coordination in the Bow Corridor, recognizing its environmental sensitivity and the substantial pressure for development.
- BCEAG was established in September 1995 with membership from the Municipal District of Bighorn, Town of Canmore, Town of Banff, Banff National Park and the Provincial Government. The overall goal is to facilitate a partnership approach to ecosystem management in the Bow Corridor.

### **OBJECTIVES**

- The objectives of BCEAG are:
  - To facilitate inter-agency and inter-jurisdictional partnerships in managing environmental and resource issues in the corridor;
  - To encourage coordination and integration of environmental and resource management initiatives in the corridor;
  - To encourage coordination and integration of wildlife corridor and habitat patch recommendations while managing growth pressures on the land within all member jurisdictions
  - To facilitate a coordinated one-window approach on cross-agency issues;
  - To provide information and advice to member agencies on resolving environmental and resource management issues.
  - On a project by project basis, utilize public education and involvement as a tool.

### **MEMBERSHIP**

- Each organization has one official member; however, additional people are welcome to attend. Alternates should be able to speak with authority on behalf of the organization.
- Member organizations are:
  - Town of Canmore
  - Town of Banff
  - Municipal District of Bighorn No. 8
  - Banff National Park
  - Alberta Sustainable Resource Development
  - Alberta Tourism, Parks and Recreation
    - Parks Division
    - Tourism Division
  - Other Government of Alberta Departments on an as-needed basis

### **CHAIR**

- Regional Director of Kananaskis Region, Parks Division of Alberta Tourism, Parks and Recreation

## **FOCUS AREA**

- The focus area of BCEAG includes lands contained between the height of land on either side of the Bow Corridor from the Headwaters of the Bow River east to approximately Seebe. Issues that are related to lands outside the boundaries of this focus area would be considered where there is potential for impact on the Bow Corridor.

## **PRIORITY BUSINESS**

- BCEAG will determine annual work priorities starting on June of each year based on submissions from members. Priorities will be established by October 31 to allow budgeting by members.

## **BCEAG WORKING GROUPS**

- Approved priorities and specific activities are undertaken by working groups established by BCEAG. Each working group should have an assigned project coordinator (or coordinators). This (these) individual(s) would be the main point of contact for inquiries regarding the project.
- The working groups are given specific terms of reference and deadlines for reporting back to BCEAG. Estimates of funding to complete the activity may be required. Working group reports are submitted to BCEAG. Estimated costs of implementation and suggested cost sharing strategies should be considered as part of each report. The working groups are disbanded upon completion of their work. For tracking purposes, an on-going quarterly report mechanism has been created.

## **APPROVAL PROCESS**

- Member agencies will formally review reports/recommendations from BCEAG working groups only after BCEAG has reviewed them and accepted them in principle for circulation to member agencies. [Informal internal agency reviews can occur at any stage in the process.]
- After BCEAG acceptance in principle, member agencies will take BCEAG's recommendations to their respective jurisdictions for review and request a resolution to accept/approve/adopt/accept with changes - the report as appropriate. [If substantial changes are required, the Working Group may be required to reconvene to discuss proposed changes.]
- Written/e-mail notification from all of BCEAG's member agencies will be required before BCEAG partnering agencies support the release of BCEAG report to the public. This written support should be forwarded directly to the assigned Project Coordinator. The Project Coordinator will advise BCEAG members when the report is considered approved by BCEAG.

## **FUNDING**

- Administrative and support requirements will be minimized for the work of BCEAG. BCEAG regularly scheduled meetings will be organized by the Chair and hosted by member agencies. Initiatives agreed to by member municipalities and agencies that require commitments of time, money or other resources will be negotiated among members as necessary.

## **MEETINGS**

- Meetings are held quarterly on the second Thursday of September, December, March and June.
- Meetings are closed to the general public unless otherwise stated at the discretion of the Chair.
- BCEAG will appoint a spokesperson for specific issues otherwise for general issues the Chair speaks on behalf of BCEAG.
- Meetings will be recorded and meeting minutes will be distributed to the membership by e-mail.
- Meeting minutes will be approved at the next regularly scheduled BCEAG meeting.
- In the event of a meeting being cancelled or postponed, minutes will be distributed by e-mail with a request that they be approved by e-mail in the interest of timeliness.

## **CONTACT**

- Laurie Christiansen, BCEAG Business Manager - 678-5500, Ext. 275
- Mark Storie, BCEAG Chair - 678-5500, Ext. 272



# Service Area Reports

DATE OF MEETING: October 9, 2012

Agenda #: D

## A. CAO's Office

### 1. AUMA Convention

- i) The CAO and General Manager of Municipal Infrastructure attended the recent Alberta Urban Municipalities Association conference along with four members of council. At the conference meetings were held with three separate ministers to advocate for resolution to the following community issues:
  - Completion of the Legacy Trail from the Banff Park Gates to the Visitor Information Centre in Canmore
  - Construction and installation of flood mitigation works on Cougar Creek
  - Responsibility and funding for resolution to the sink hole in the Three Sisters area

### 2. Corporate logo

- i) A new Town of Canmore corporate logo has been developed and will begin to be used in Elevation Place materials. The current logo will slowly be replaced through lifecycling. The new logo complements the new community brand launched by Canmore Business & Tourism earlier this year.

### 3. General Manager of Municipal Infrastructure

- i) Energy Associates issued an RFP on behalf of the Town with respect to forward purchases of electricity following the expiry of our contract with AUMA. Four responses were received and all are substantially lower than our current rates. A contract will be executed in early October for 3 or 4 years commencing in 2014. Bow Valley Regional Housing's facilities will be included in the Town's contract.
- ii) A lease amendment has been submitted to the Province to amend the lease at the waste water treatment plant to allow for the waste transfer facility to be developed there. The Province has indicated that use of the site for a waste transfer site is appropriate, but have requested more information on the possible materials recycling facility being located at the site.
- iii) Staff met with a number of representatives with interests in the Dyrigas Gate sinkhole. There was some positive indication that the engineering consultants may be willing to assist in the design of a solution and the Province indicated that we should make any financial assistance requests directly to the Minister of Municipal Affairs. In a meeting with the Minister, it was indicated that we could make a request, but Municipal Affairs has no program from which to fund a request.
- iv) CCHC continues to work on its budget and business plan for 2013. Occupancy rates at the Hector rental buildings continues to hover around 100%. One PAH unit has proven difficult to resell, and so CCHC will rent the unit to an eligible occupant until a sale is possible. Overall PAH resale levels are down from previous years (less overall turnover).

#### 4. General Manager of Municipal Services

- i) Municipal Services Team Building Day was held September 27, 2012 at the Canmore Recreation Centre with participation from municipal services staff and 3 staff from RCMP.
- ii) Elevation Place-Make It Happen Team
  - A membership model will be one of the key pillars for taking a business approach to the operation. Membership provides the greatest flexibility and accessibility to users while still allowing for non-members and tourists to pay daily drop-in rates. Access for low income groups will be made available through reasonable and/or subsidized membership dues. Membership will be supported by implementing a comprehensive marketing and sales strategy; operating with a strong customer service focus and adopting a member/user engagement plan. The membership plan relies on integration with the security system which I.T. is continuing to work on. Four membership models are proposed: 1) Go Beyond (access to all services) 2) Aquatics 3) Peak 4) Fit . In addition, there will be corporate/group memberships, daily passes, and registered programs. The price point for each membership will be confirmed shortly.
  - Lease discussions with the Good Earth Café for the Elevation Place concession have concluded and a lease is ready to execute.
  - Customer service training is scheduled for October 4<sup>th</sup> with follow-up small working sessions with divisional groups. The speaker is Michael Kerr
  - I.T. infrastructure is on time and within budget. Built-in A/V systems for the 2<sup>nd</sup> floor have been costed and will be considered at a later date.
  - A climbing gym supervisor has been hired. The 9 positions that were approved by council will be brought back to council in October for consideration to proceed with hiring. A recreation reorganization was presented to the CAO and next steps are being developed. Other positions for Elevation Place will be presented as part of the 2013 operating budget request.
  - A complimentary AED machine was provided as part of the Public Access to Defibrillation program from Alberta Health Services. Health and safety is working with fire services on the Workplace Evacuation Response Plan. Procedures for the facility are being written and reviewed.
  - The writing and preparation of marketing materials is underway. We are beginning to book space in publications.
  - A presentation to Canmore Downtown Business (BRZ), Primary Care Network, and Falcon Crest went well , leaving everyone excited for the opening of Elevation Place and full of ideas for future partnership opportunities. Another presentation is scheduled for the Hotels Association AGM in October.
  - The move-in plan is being coordinated with construction completion time frames. A formal communication strategy on these dates is being developed.
  - Climbing gym programming plan has begun. Aquatics and fitness plans for winter 2013 are complete.
  - The Touchstone public unveiling and celebration and the Touchstone book release at Elevation Place will take place Saturday, October 13 at 3:30 pm.

- iii) A roll-out of the old pool redevelopment project is scheduled for October 18, 2012 at 7 pm at the Canmore Recreation Centre. Patrick Sorfleet has the lead role for this project. At this meeting the community engagement strategy and “toolkit” will be presented. The meeting is open to the public, and anyone who cannot attend can access information on-line at: [engage@canmore.ca](mailto:engage@canmore.ca).

**5. Human Resources**

- a) Recruitment Update – Positions Filled in September
  - Climbing Gym Supervisor, GM Municipal Infrastructure, BVPL Casual Childcare Providers
- b) Recruitment in Progress
  - Facility Operator I Casual, Facility Operator II, Climbing Gym Program Coordinator, Hockey Skills for Women Instructor, Facility Operator I
- c) IAFF Bargaining ongoing – meeting September 25/26
- d) Work continues for planning of Elevation Place staffing and recruitment

**6. Financial Services**

- i) Shannon Staple on a gradual return to work program.
- ii) Term position awarded to Naomi Nakahara to assist group in transitioning back.
- iii) Budget Process -Budget discussions with managers fully underway.

**B. MUNICIPAL SERVICES**

**1. Community Enrichment**

- i) Community Arts Centre Advisory Committee: A successful open house series September 13 and 15 attracted 76 citizens to drop in and chat with the Community Arts Centre Advisory Committee about the proposed arts centre conceptual floor plan, programs and services and the operational and capital budgets. The committee report is scheduled to be presented to Council October 16.
- ii) Bow Valley Parent Link (BVPL) Fall schedule in full swing. Visit [www.canmore.ca/parentlink](http://www.canmore.ca/parentlink) for more detailed information  
 The Bow Valley Early Childhood Development Coalition received Early Development Instrument (EDI) data for the Bow Valley. Sub committees are established to look at sustainability of the coalition activities, and launch of the EDI results communications plan for Bow Valley data. Data presented Council Oct 9, 2012.  
Three Year Old Fair on Sat Oct 13th from 9:30-12:00 at Lawrence Grassi Middle School. This event is health related with different community organizations participating. It is geared towards the 3 year old and their family, with health-related interactive activities and giveaways.
- iii) Arts and Culture:  
 Artist Talk – Peter Powning will speak about how Nature Inspires Art, at the Canmore Civic Centre Atrium, Saturday, October 13 @ 5 pm  
 Festival of Eagles keynote presenters Eric and Sarah McNair-Landry, about kite-skiing the Northwest : October 12 - a student presentation during the school hours – coordinated with science and outdoor education instructors and a public presentation – 7:30 pm, Canmore Collegiate High School.

Lantern Workshops – Kid’s Art theme this year will be “Home is where the art is”. Lantern making workshops will be scheduled for Thursday evenings and Saturdays in December. Lantern Procession and Kid’s Art Opening Reception – January 11, CAG Gallery, Elevation Place  
 Alberta Public Art Summit – Supervisor of Arts and Culture, Community Public Art Committee Members attended the annual Public Art Summit in Calgary in September. The creation of a province wide Public Art Coalition was explored.

## 2. Recreation Services

- Fall programming is in progress, participation rates are good and facility bookings are strong
- Pickleball Report scheduled for Council in October
- Canmore Tennis Association is requesting that we start to meet with them to discuss their needs. Plan to begin this in January/February 2013.

## 3. Municipal Clerk/Records

- A workshop on the Procedural Bylaw was held with council in September. Good progress was made and a further workshop is being planned
- The community satisfaction survey is underway. Results are expected before year end.
- A review of the Town’s insurance program is underway.

## 4. Protective Services

### i) Bylaw Services

- Areas of focus for September and October are:
  - School patrols
  - Taxi inspections
  - Disabled parking zone violations
  - Bicycles on sidewalks

### ii) Fire-Rescue

- A wildland fire on Elk Island was contained quickly on September 21 by utilizing a helicopter and bucket.
- Contract negotiations continue

## C. MUNICIPAL INFRASTRUCTURE

### 1. Planning & Development

- i) Staff have been proactively undertaking enforcement related to banner and moveable signs in commercial areas of town. These have never been allowed, but enforcement has generally been only in response to complaints. However, unauthorized signage has been proliferating and to ensure fairness and consistency, staff have been engaging in discussions with business operators and warning notices have been issued.
- ii) The 2012 Canadian Institute of Planners is meeting this week in Banff (October 9-12). There are two “mobile workshops” to Canmore on Wildlife Corridors and Affordable Housing. Gary Buxton and Alaric Fish are also making a presentation on the SSR and matrix.
- iii) Administration met with representatives of the Alberta Electric System operator. This is a non-profit organization established by the Provincial Government for the planning and operation of

the province's power system. They generally contact municipalities when new power distribution lines are required, but at this time no new lines are anticipated for the Bow Valley.

## 2. Engineering Services

### a) Capital Projects

- NEW PROJECT – Cougar Creek Bank Restoration and Armouring – Approved by Council on September 4<sup>th</sup>. Tender closed on September 21<sup>st</sup> with two bids received. Currently projected to be under-budget, and on-schedule. It is anticipated that work will begin in October.
- Cougar Creek Culvert Apron – work complete.
- CPR Fencing (Rec Centre and A&W areas) – Tender pricing came in over-budget by roughly 30% with only a single bidder. In light of recent tenders coming in at or below estimate we believe that this was due to a short-term lack of capacity in the industry. Design and consulting fees on this project have been spent, so remaining funds will be WIP'ed, and staff will re-tender the work in January 2013 to take advantage of better contractor availability.
- Paved pathway rehabilitation and replacement – portion of project by Sage Bistro to begin in October. Portion along CP behind Bow Valley Trail could not be completed in 2012 because of detour staging needed for Elevation Place. The portion of funds for this section (\$470,000) will not be expended and the project will not be completed as planned. Engineering proposes not to carry funds forward but will instead propose a new capital project to Council for 2013 with scope based on an approved Bow Valley Trail ARP.
- Centennial Park playground construction is ongoing with completion expected in October.
- Rundle Cr. rehabilitation is complete (except for deficiency work and minor touch-ups).
- Western/Central Drainage Basin projects, Stoneworks Creek Drainage Diversion and Palliser Area Drainage Improvements, have started and will be largely completed in the fall. Some restoration work will take place spring 2013.
- Teepee Town Commuter Pathway – The alignment proposed in the 2012 Capital Program is on Alberta Transportation road right-of-way. A development application has been submitted to the Province for this gravel path. Construction is pending provincial approval of the development application.
- Elk Run Baseball Diamond Netting – contract awarded. Posts to be installed in 2012 with netting installed in advance of the 2013 baseball season.

### b) Transportation Engineering – Efforts are underway to complete functional designs for a Transit Bus Terminal in the Town Centre, crossing improvements at the Bow River Bridge, and pedestrian corridor improvements from Bow Valley Trail to Railway Avenue via the CPR crossing.

### c) Bow Valley Regional Transit Services Commission (BVRTSC)

- Regional service expected to begin early November. Two smaller 30' busses will be delivered on time for start-up. Two larger 40' buses have been delayed approximately two months. Service will start without the larger buses.

### d) Bow Corridor Regional Mobility Partnership (BCRMP)

- Detailed design for the Legacy Trail extension to Canmore is complete.
- The BCRMP has begun seeking out funding sources for construction.

### e) ATCO Gas Line Relocation

- a) Fall startup anticipated.
- f) Alberta Transportation Bow River Dyke Repairs
  - a) Work ongoing. This work will continue through October and will then resume in the spring with landscape rehabilitation work.

## 2. Facilities

- a) Fifth Class Power Engineering Update
  - We have a second Facilities staff to attaining a Class 5 Power Engineering designation, which is a legislated requirement for the safe operation of Elevation Place.
  - A third and last staff member to be working on this designation, while the supervisor already has this designation.
- b) Staffing Update
  - The Facilities Department has been working closely with Human Resources to fill all vacancies in the department (particularly in CRC operations), and to bolster the casual staff roster. Recruitment is nearly complete.
- c) Canmore Arts Centre
  - The facilities plan has now been completed, and will be presented to Council in October.
  - This report includes a capital cost budget (including FF&E), conceptual floor plan, and physical condition analysis (structural, roof, mechanical, electrical, and HAZMAT).

## 3. Public Works

- a) **Streets & Roads**
  - Special Events: Staff provided time and equipment for the annual Mutt Strut, Duck Race and the Cadet Freedom of the City Parade.
  - Recycled Asphalt Program (RAP): The final stage of the 2012 RAP capital project occurred on George Biggy Sr. Road using 2,500 Tonnes of recycled asphalt millings. This surface road treatment continues to be effective in reducing gravel dust.
- b) **Solid Waste Services**
  - Toxic Round Up: The fall event on September 8th collected 21 totes of paint (approx. 21,000 litres) that will be recycled into “new” paint. Total paint collected for 2012 was 40 totes compared with 38 totes in 2011. Bow Valley WildSmart participated in the event and collected 322 expired bear spray canisters.
  - Close to Curbside Recycling Program: Installation of the tri-stream recycling containers started on September 17<sup>th</sup> in the Three Sisters area. Five containers per week will be installed while weather permits with the balance to be installed in early 2013. The installation is moving across the community starting at the furthest points from the existing recycling depots.
- c) **Parks**
  - Urban Forest Management Plan:
    1. Contract is complete
    2. Hazardous tree removal contract to be completed by the end of November.
  - Cemetery Field of Honour: The public unveiling of the new monument is Saturday, November 3, 2012. The event will be hosted by the Canmore Royal Canadian Legion with more details to follow.

d) **Utilities**

- Regulatory: There was one reportable contravention resulting from a failure to collect a THM (Trihalomethane) sample in August. Error was discovered in September and reported immediately to the Province.
- Pumphouse 1 (PH1): Repair status for PH1 indicates the facility will be fully functional sometime in late 2012 or early 2013.
- Corrective Maintenance:
  1. A water main break occurred at 6<sup>th</sup> Avenue and 7<sup>th</sup> Street on August 31, ahead of the Labour Day long weekend. Crews worked quickly to locate and make the necessary repairs to minimize weekend traffic disruptions.
  2. A repair in the Low Pressure Sewer System (LPSS) occurred on September 24.

## Council Resolution Action List - Outstanding Resolutions

#	Agenda Item	Resolution	Council Mtg Date	Service Area	Action Status	Last Update	DATE Complete
307-11	<b>Request for Direction – Employee Housing Program</b>	That Council direct Administration to work with CCHC to develop an assessment based policy for the provision of employee housing.	16-Aug-11	P&D	Planning staff are meeting with CCHC to ensure that any proposals work with their current mandate and that the BVT ARP can accommodate such an initiative. A report will be brought to Council later in 2012.	25-Sep-12	
369-11	<b>Road Closure and Exchange of Lands at 425 – 5<sup>th</sup> Street</b>	That Council direct Administration to move forward with the preparation of a road closure bylaw for the lane behind 425 – 5 <sup>th</sup> Street.	18-Oct-11	P&D	Additional consultation is planned with the neighbours to review the options as there are two sets of neighbours with differing opinions on what should occur. A staff report will be brought back to Council once there is some clear understanding of the options; probably late in 2012.	25-Sep-12	
417-11	<b>Provision of Water and Waste Water Services to the Hamlet of Dead Man's Flats</b>	That Council direct Administration to enter into negotiations with the MD of Bighorn for the provision of water and waste water services to the Hamlet of Dead Man's Flats.	15-Nov-11	ICAO	The Province has approved \$5.8M in funding for the water and waste water connections from Dead Man's Flats to the Town of Canmore. Administration has started to prepare a draft agreement with the MD.	8-Jul-12	
434-2011	<b>2012 Operating Budget</b>	That Administration bring a staffing needs analysis for the Multiplex prior to hiring new staff.	22-Nov-11	MS	Report scheduled to come before council on October 16.	24-Sep-12	
449-2011	<b>2012 Capital Budget</b>	That Item #222 Pickleball Court not proceed until prior approval of Council.	6-Dec-11	Rec	The Town was notified that the Recreation pickleball grant has been approved (\$14,256). Recreation is currently evaluating site options with both the Canmore Tennis Association and the Pickleball group. Recommendation will be brought back to Council in October	24-Sep-12	
497-2011	<b>Request to access the lane on Block 86 – Lars Petterson</b>	that Council direct Administration to review costs of construction and funding options for the lane on Block 86 as well as an evaluation of the need to improve the land for municipal purposes	20-Dec-11	P&D	See 369-11 above. Options are being evaluated and a staff report will be brought back to Council once there is some clarity of options.	25-Sep-12	
054-2012	<b>Delegation Request - Dieter Rempel</b>	That council direct administration to review the photo radar program and report to Council on its effectiveness, as a "road safety program", prior to the issuing of an RFP for any renewal of the service.	7-Feb-12	PS	An evaluation of speed enforcement methods and recommendation for the renewal of the photo radar contract is scheduled for the October 2, 2012 council meeting.	25-Jun-12	
117-2012	<b>Fire Rescue Medical Response Options</b>	That council and administration advocate for accountability from the Province of Alberta post transition of emergency medical services to Alberta Health Services.	3-Apr-12	PS	Admin met with AHS May 3, 2012 and agreed on a "Terms of reference for a Town of Canmore and AHS Advanced Life Support First Response One Year Pilot Program	25-May-12	
119-2012	<b>Fire Rescue Medical Response Options</b>	That council direct administration to present a full statistical report to council following one year of service by Alberta Health Services; this report to include the medical response level of care and frequency provided by the Fire-Rescue department.	3-Apr-12	PS	Report due in 2013	25-May-12	
131-2012	<b>Program Audit Committee</b>	That council direct the Budget Committee to select one of their public members to sit on the Program Audit Committee	4-Apr-12	Fin			
132-2012	<b>Program Audit Committee</b>	That Council select at a minimum, one specific service area program audit annually.	4-Apr-12	Fin			
187-2012	<b>Request from the Canmore Association of Tax Cab Owners (CATCO)</b>	Direct administration to bring a report addressing the Canmore Association of Taxi Cab Owner's request to place a cap on business licenses for taxis to a council meeting following the 2012 summer meeting break.	1-May-12	PS	At the September 18, 2012 meeting Council voted to maintain the Taxi Bylaw in its current form with respect to the licensing of taxi cab companies.	27-Jul-12	18-Sep-12
072-2012	<b>Public Engagement Plan: Canmore Recreation Centre (CRC)</b>	That council direct administration to engage the community in a process to identify an optimal or preferred use for the Canmore Recreation Centre pool complex and collect information to inform a potential year round use of the adjacent athletic field.	5-May-12	Ms? P & D	Community consultation to begin Fall 2012 and be completed in Jan 2013.	9-Jul-12	
222-2012	<b>Community Services Advisory Committee – Community Grant Recommendations</b>	To direct administration and or the Community Services Advisory Committee to review the Community Grants Policy by 2013	22-May-12	MS	Report scheduled to come before council on October 2.	26-Sep-12	
248-2012	<b>Action on Smoking and Health</b>	That council direct administration to bring a report to council after the summer meeting break addressing Action on Smoking and Health's request to create more smoke-free outdoor spaces in Canmore.	26-Jun-12	PS	Staff report scheduled for the October 16, 2012 council meeting.	27-Aug-12	
263-2012	<b>Old Daycare Site</b>	That council direct administration to proceed with a level 2 engagement with a consultative process to evaluate the best overall community benefit for redevelopment of the old daycare site that may include: market housing, affordable housing, green space and recreational amenities.	7-Jul-12	MI	Staff report scheduled for the October 2, 2012 council meeting.	9-Jul-12	
269-2012	<b>Recreation Facility Contribution Policy</b>	That council direct administration to prepare amendments for approval by council to the Impact Offset Matrix in the Sustainability Screening Report Process, to create offsets for contributions made under the voluntary policy.	7-Jul-12	MI	P&D will prepare amendments to the Impact Offset Matrix for review by Council. They will be ready for review in November.	24 Sept. 2012	
296-2012	<b>Sponsorship for Elevation Place</b>	That council accept the Inventory Valuation Summary from the Partnership Group as information and direct administration to work with a sponsorship consultant to achieve maximum revenue for Elevation Place through marketing of all assets.	21-Aug-12	Comm	Three year contract with consultant will begin October 2012. Work to achieve maximum revenue will be ongoing.	24-Sep-12	1-Oct-12
299-2012	<b>Sponsorship for Elevation Place</b>	That council direct administration to draft a new Town Sponsorship Policy for approval by council prior to executing a sponsorship agreement.	21-Aug-12	Comm	Policy update is on November 6 council agenda.	24-Sep-12	
310-2012	<b>Cougar Creek Bank Restoration</b>	That council approve a capital budget of \$1,680,000 for the restoration of banks and armouring along Cougar Creek, to be funded from General Capital Reserves, with reimbursement of \$1,225,000 to be sought in application to the Government of Alberta's Disaster Recovery Program.	4-Sep-12	Eng	Tender closed on September 21st. Pricing on budget. Construction to begin in October/November	5-Sep-12	
315-2012	<b>Amendment to Budget Committee Terms of Reference</b>	To revise the Budget Committee Terms of reference to that reflect that the budget committee will be comprised the mayor and all councillors, as well as four members of the public.	4-Sep-12	Finance	Complete. Terms of reference has been updated and saved on Town Net.	5-Sep-12	5-Sep-12
	<b>Amendment to Budget Committee Terms of Reference</b>	To revise the Budget Committee Terms of reference by adding the following: "All meetings shall be opened to the public. If a matter to be discussed is within one of the exceptions to disclosure in the Freedom of Information and Protection of Privacy Act, the committee shall, by motion, close the meeting to the public to discuss the matter. The reason for closing the meeting to the public shall be recorded in the minutes."	4-Sep-12	Finance	Complete. Terms of reference has been updated and saved on Town Net.	5-Sep-12	5-Sep-12
317-2012			4-Sep-12	Finance			

## Council Resolution Action List - Outstanding Resolutions

#	Agenda Item	Resolution	Council Mtg Date	Service Area	Action Status	Last Update	DATE Complete
321-2012	<b>Request for Reduction of 2012 Municipal Property Taxes</b>	That council direct administration to devise a process to be used to streamline applications for tax exempt status and that the Government of Alberta document "Property Tax Exemptions in Alberta" be used as a guide.	4-Sep-12	Finance	New.	5-Sep-12	
335-2012	<b>Bylaw 11-2012 Bow Valley Trail Area Redevelopment Plan</b>	(To make the following revision) that the numbering in the proposed Bow Valley Trail Area Redevelopment Plan be reviewed and corrected where in error, including but not limited to the table of contents, section 5.1.1, section 6.4 and section 8.5.	18-Sep-12	Planning	First Reading approved September 18, 2012. A Public Hearing is scheduled for Wednesday October 17, 2012.	25-Sep-12	
337-2012	<b>Property Tax Task Force</b>	That council approve the attached terms of reference for a property tax taskforce with the following amendments and direct administration to advertise for task force members to be appointed at the October 23, 2012 Organizational meeting: <ul style="list-style-type: none"> <li>• At the last bullet point under 'Structure' add the words 'and all of whom shall only be residential tax payers.'</li> <li>• Under 'Deliverables' delete the words "level of taxation" and replace them with "distribution of taxes."</li> </ul>	18-Sep-12	Finance	Complete. Terms of reference has been updated and saved on Town Net.	19-Sep-12	19-Sep-12
341-2012	<b>Submission of BRZ Budget to the Town</b>	That council allow for the Downtown Business Revitalization Zone (BRZ) to submit its 2013 operational budget no later than October 17th, 2012.	18-Sep-12	GM MI	Permission to delay budget delivery has been communicated to the BRZ.	24 Sept. 2012	

## August-September 2012 BVRH Bulletin

---

### **Summary of the August 2012 regular board meeting:**

The board discussed a resolution to be considered at the upcoming AUMA Convention which will seek AUMA lobbying for two initiatives: an equal split of operational funding for lodges between the province and respective municipalities and; a provincial program to upgrade lodges across the province. Support for this resolution will be considered, however there are some concerns, including the fact that the Lodge Regeneration & Renewal Program has been established to help with provincially owned lodge upgrades.

The board learned that details of our requisition study would be provided at the September regular board meeting.

The CAO will explore options for a review of our financial systems in an effort to ensure efficiency and compliance.

BVRH draft budgets will be presented to the board in September and October.

The board and CAO will arrange a strategic planning workshop to review our mandate, business goals, and financial planning.

### **Project occupancy rates and tenant selection:**

Current occupancy rates in our accommodation programs:

Bow River Lodge	88% (2 vacant units)
Cascade House	81% occupancy now, (4 vacant units, 2 ready to be occupied)
Bow River Homes	100%
Mount Edith House	100% occupancy (1 vacant unit)
Community Housing	95% occupancy (3 vacant units, none ready for occupation)

The board approved two applicants and an alternate for the available units at Bow River Lodge; three applicants for available units at Cascade House (including two couples) and; one applicant for the imminently available unit in community housing.

### **Major project status updates:**

#### ***Bow River Lodge fire-restoration:***

Roofing is currently underway following a delay in the truss system acquisition, the replacement of the original framing contractor, as well as major amendments to the sprinkler portion of the project (essentially quadrupling the coverage originally laid out in the plans). We are waiting for further written clarity of the expectations of the province in our role as client. The anticipated construction completion date remains end of October (we are questioning the contractor as to the likelihood of this being accurate), to be followed by the certification period, which we are attempting to minimize (time-wise) through work with the relevant government bodies.

*Update:* we have advised the Province of our intentions to hire a construction expert to help us monitor quality and control during the restoration project. While this role was originally to be fulfilled by Alberta Housing representatives the Province fully supports this request due to circumstances that have limited their ability to satisfy the role. At the time of writing the roof is sheathed, the windows have been installed and the sprinkler installation/upgrade is underway.

***Bow River Lodge Redevelopment:***

The board discussed the ongoing efforts to pursue the vision of the project, i.e. bring the lodge up to modern standards while seeking to expand capacity and resident support options and at the same time improving the efficiency/sustainability of our financial model. In recognition of various potential complexities regarding funding, building and operating requirements it was acknowledged that as information is developed it will be considered so that any prudent or necessary adjustments can be made to the vision in an ongoing effort to maximize the ability of the project to meet the regional seniors housing needs. We hope to get all key stakeholders on side with these identified needs, which drive both the facility design and the operating model required to serve them, and then we hope to get key funders on side with our proposal. This formed the agenda for our most recent building committee meeting during which we received some key feedback from Provincial representatives.

Highlights:

- Alberta Housing is still 100% on side to provide 80% of the capital cost, however they will review the cost/scope of the project before signing off; there is some exploration here between building code ramifications relevant to building "housing" versus building "supportive living" which could impact AHS' willingness to partner with us
- Housing is close to finalizing the conceptual drawings and cost estimate to go to AHS and then an experienced, province-vetted architect
- Health will help us start to produce a business case whereby we'll request operational funding for designated (higher level of care) beds. This funding will be intended to pay all health-care expenses, e.g. nursing, health-care aides, etc.
- We'll begin to look into experienced care providers with whom we'd be expected to contract to provide those services in our facility if we receive AHS op funding (Health will provide a list of them)
- We'd like to see the construction start in Spring of 2013.

***Cascade House renovation:***

Occupancy has gone very well; we anticipate that all but two units will be occupied by the end of the year. We plan on holding an open house in October.

**About Bow Valley Regional Housing**

The Province of Alberta owns a large portfolio of social housing and seniors' lodges across the province providing accommodation and hospitality services to many needy and vulnerable Albertans. Housing Management Bodies have been created by the Province to serve as operators and administrators of these facilities. Each Management Body is self-governing and manages the provincial assets in a particular region, comprised of multiple municipalities. Management Bodies may also operate other kinds of housing, and many operate buildings of their own. Every municipality in Alberta is a member of their local

management body. They are required to have at least one appointee on the governing board that is responsible for representing and acting in the best interests of the management body. The board must consider the needs of each member municipality in its governance of the management body.

Management body operations are funded in various ways. The bodies collect rent and hospitality-related fees from their tenants; however the rates are kept low so that they are affordable, so they do not cover the costs of operations. *Seniors Lodge* deficits are mostly funded through municipal ratepayer requisitions, but also provincial grants to some extent. *Social Housing* deficits (including independent seniors housing and community housing) are funded by Alberta Municipal Affairs (Housing). Management Bodies cannot typically requisition ratepayers for social housing-related expenses.

Bow Valley Regional Housing (BVRH) is the Housing Management Body for the Bow Valley region. We are responsible for the provincial housing programs in the region encompassing Kananaskis Country, the Bow Corridor, the MD of Bighorn and all of Banff National Park, covering about 13,500 square kilometres of Alberta. This region has two towns and seven hamlets containing about 25,000 people. We strive to address specific community housing needs, including affordable seniors' lodges, subsidized seniors independent housing and subsidized community housing in a professional and client-focused manner.

BVRH has five member municipalities: Kananaskis ID, MD of Bighorn, Town of Canmore, Town of Banff and Banff National Park. The people of the region are able to access all of the programs we offer, although our Banff facilities are subject to some residency requirements. We manage and operate seniors' lodges in Canmore and Banff that currently house up to 85 residents. We manage seniors' independent housing buildings in Canmore and Banff that have 62 one-bedroom apartments. We also manage 58 family housing residences in Canmore and we administer the Rent Supplement Program for this region, which currently provides financial assistance to about 36 Bow Valley households. All told we currently house, or help to house over 330 residents of the Bow Valley in 8 housing projects encompassing 33 separate buildings spread over two communities. We work closely with two provincial ministries and five municipal governments along with numerous local community agencies to provide safe and appropriate housing to the people of our region.

BVRH has about 36 employees based in either Bow River Lodge in Canmore, or in Cascade House in Banff. Our Administration and Maintenance Teams are based in Canmore, but they take care of all of our operations. We have Housekeeping and Food Service Teams at both of our lodges in Banff and Canmore, along with a Recreation Coordinator in Canmore.

These bulletins are available on our website at [www.bvrh.ca](http://www.bvrh.ca)