

Election 2021 Candidate Guide

Updated July 12, 2021



Serving the community to enhance our quality of life

Contents

- Deciding to Run 3
 - Is this the right job for you? 3
 - Who is eligible to run? 3
 - What are the powers and duties of council? 3
 - How does council set policy? 3
 - What are the individual powers of a council member? 3
 - What are the individual powers of the mayor? 4
 - Is there any public speaking involved? 4
 - How long is the term? 4
 - What are the time commitments? 4
 - How are members of council compensated? 5
 - What boards and committees require council representation? 5
 - Do I need computer skills? 5
- Candidate Nominations 6
 - Where is the prescribed form for nomination papers available? 6
 - Who needs to sign the nomination paper? 6
 - Do I need to submit a deposit with my nomination? 6
 - What is an official agent? 6
 - How will my name appear on the ballot? 6
 - Who can witness my signature on the nomination paper? 6
 - What does signing the nomination paper signify? 7
 - Can nominations be withdrawn? 7
 - Who, other than the returning officer, can see the personal information on my nomination papers? 7
 - Will the Town publicize my nomination? 7
- Campaigning 8
 - What are the rules regarding campaign expenses and contributions? 8
 - What can be included in campaign expenses? 8
 - Are there limits on contributions I may accept? 8
 - How do I account for spending my own money? 8
 - How do I account for campaign contributions? 8
 - How do I file a campaign disclosure statement? 8
 - What happens to a surplus or deficit? 8
 - What kind of signs can I put up? 8
 - Can a third party advertise on my behalf? 9
 - Are there any other regulations I need to be aware of? 9

What happens if I bend the rules?.....	9
Campaign FAQs	10
Who is eligible to vote?	10
How is residency determined?.....	10
Do I need to show identification when I vote?	10
What forms of identification are acceptable?	10
When is election day?	10
When is the advance vote?	10
What about electors who live in care facilities?	10
Can I mail or email my vote?	10
What questions will be on the ballot?	11
Will the Province amend legislation to accommodate COVID-19 requirements?	11
Code of Conduct for Elected Officials	12
Council Remuneration Policy.....	20
Elected Officials Benefits At-A-Glance	27
Town of Canmore Committees	29
Resources	34
Guiding Documents	34
Land Use Planning.....	34
Additional Links.....	34

Deciding to Run

Is this the right job for you?

Of all levels of government, municipal government is the nearest to the needs and expectations of local citizens. Local council members have the opportunity to significantly influence the future of our community. This can make a council member's job both rewarding and demanding.

Before throwing your hat into the ring, it's important to know the expectations of the job to be able to determine whether or not you have adequate time to devote to the position. This guide will give you information to help you make your decision.

If you have questions, please contact the Town's chief administrative officer (CAO), Lisa de Soto, at lidesoto@canmore.ca, or the municipal clerk, Cheryl Hyde, at or municipal.clerk@canmore.ca

Who is eligible to run?

To become a candidate you must:

- be at least 18 years of age on nomination day,
- be a Canadian citizen, and
- have been a resident of Canmore for six consecutive months preceding nomination day (September 20, 2021).

You are not eligible to run if you:

- are an employee of the Town of Canmore (unless you are granted a leave of absence prior to nomination day).
- are an auditor of the Town of Canmore,
- are more than \$50 in arrears on your property taxes, or you are more than 90 days in default of any debt to the Town of Canmore in excess of \$500 (if you are not sure about this, please call 403.678.1500 to find out if you have any amounts owing), or
- have been convicted of an offence under the Local Authorities Election Act, the Elections Act, or the Canada Elections Act within the last 10 years.

What are the powers and duties of council?

All powers of municipal governments are delegated from higher levels of government. There are several provincial acts that apply to municipalities; however

the Municipal Government Act (MGA) is the primary guide for municipal government in Alberta.

In a nutshell, the MGA authorizes council to develop and evaluate the programs and policies of the municipality, and to make sure the powers, duties, and functions of the municipality are carried out. Council is required by the MGA to employ a chief administrative officer who is responsible for implementing the programs and policies of the municipality. The CAO is the administrative leader of the organization, the person to whom all other employees of the municipality ultimately report.

How does council set policy?

Council "develops and evaluates the programs and policies of the municipality" in a number of ways, including:

- approval of the annual operating and capital budgets,
- approval of bylaws and policies, and
- the setting of annual strategic priorities that focus administration's work and help council allocate funding in the budget process.

What are the individual powers of a council member?

Your individual influence on the future of Canmore will depend on your ability to persuade other members of council to adopt your point of view. Most decisions of council are made through a simple majority vote of those present at a public council meeting, and each member of council, including the mayor, represents one vote. So, at a typical meeting, at least four of the seven council members present must vote in favour of a decision for it to pass.

Individual council members do not have the opportunity to commit the Town to expenditures, nor can they personally direct the activities of Town employees. Any promise you make during your campaign that involves these things can only be carried out if you convince a majority of council that it's a good idea.

If you're running because you feel strongly about one particular issue that's facing the town, it's a good idea to become familiar with the legislation and history surrounding that issue. Recommended resources include past council minutes and agenda packages, Town of Canmore bylaws, and the MGA.

What are the individual powers of the mayor?

The mayor has the same powers, duties and responsibilities as any member of council. The mayor has no veto power over a decision of council.

Additional responsibilities of the mayor include:

- providing council with guidance interpreting Town policies and procedures,
- representing the Town and council to outside agencies and communities, and
- providing council with overall leadership and direction.

Is there any public speaking involved?

As a council member, you should be prepared for some level of public speaking. You'll need to be comfortable speaking at council, committee, and board meetings, most of which are open to the public. You may also be required to give interviews to the media. The mayor is often asked to give welcome speeches at conferences and make presentations at various events. Finally, in your role as a council member, you'll find yourself talking to a lot of people you may not necessarily know, from local residents, to councillors from other municipalities, to government officials.

How long is the term?

Council members serve a four-year term.

The 2021 council will be sworn in within a week of the general election and serve until October 2025.

What are the time commitments?

The mayor is expected to work full-time. Councillors can expect to devote at least 25 hours per week. Some weeks are busier than others, and many meetings are scheduled during the day rather than the evening. Individual council members may also make personal decisions to devote more time to various activities.

The meeting schedule is approved by council every October. The current schedule includes:

- Regular meetings of council – council meets the first Tuesday of each month at 9 a.m. Meetings usually take between 4 and 6 hours. A break is normally scheduled during the summer months.
- Special meetings of council – these include additional business meetings and public hearings. Whenever possible, these meetings are scheduled during the day on second and fourth Tuesdays.
- Committee of the Whole meetings – council holds a more informal meeting on the third Tuesday of each month at 1 p.m.
- Administrative meetings – council holds quarterly strategic planning sessions, and meets monthly with the CAO, usually on the Tuesday morning prior to the committee of the whole meeting.
- Meetings of committees, boards, and agencies – times vary. A list of committees is included in this information package.

In addition to meetings, there are other time commitments:

Preparation - the meetings you'll be attending each come with a package of reports and correspondence intended to help you prepare for the decisions required at the meeting. You will need to have time to thoroughly read the information before attending meetings.

Conferences and educational opportunities – many council members regularly attend the Alberta Urban Municipalities Association (AUMA) convention, a three-day event held in October or November, and the Federation of Canadian Municipalities (FCM) conference, also a three-day event, in June.

Social events and events promoting Canmore – these events can range from attending local fund-raisers, to giving welcome speeches at conferences, to representing the Town at industry-related social functions. Time commitments in this area are usually heavier for the mayor.

Your life – council members are very visible in this small town, and usually find that they are never “off duty.” Residents will often take the opportunity to present their views or ask questions, even in the vegetable aisle at the grocery store or in the stands at your child's next hockey game.

How are members of council compensated?

As of July 6, 2021, the mayor is compensated at basic annual rate of \$101,388 and councillors at \$28,772. Councillors are also eligible to claim a per diem for attending to municipal business in accordance with the Council Remuneration Policy, which is included in this guide. The average annual per diem compensation for councillors is \$10,333.

The Council Remuneration Policy is scheduled for a review in 2021 and any adjustments will be accounted for in the 2022 budget.

All members of council are eligible for health benefits, life insurance, and RRSP contributions through the Town's benefits package. An information sheet is included in this guide.

What boards and committees require council representation?

There are currently 27 internal and external boards and committee for which council provides at least one representative. A full list of committees is included in this guide.

Do I need computer skills?

It's strongly recommended that members of council be comfortable using email, electronic calendars, and electronic meeting technology. Constituents and administration both communicate with council mainly by email, and all municipal scheduling is carried out using Microsoft Outlook calendars. Meeting agendas and other documents are published electronically as well, so it is possible to go relatively paper-free.

All members of council are provided with a laptop computer and a tablet to carry out their municipal work.

Candidate Nominations

The first step on the road to being elected as mayor or councillor for the Town of Canmore is to be nominated as a candidate.

Submitting a Nomination

The nomination period for the 2021 general election begins on January 1, 2021 and runs until 12:00 p.m. on September 20, 2021 (nomination day). To account for the January 1 statutory holiday and the weekend following, filing of nominations will begin on Monday, January 4.

Nominations may be submitted at the Canmore Civic Centre at any time during the nomination period. Papers may be delivered in person by the candidate or by another person on behalf of the candidate, including by courier or through the mail.

Faxed or emailed nomination papers cannot be accepted.

It is the responsibility of the candidate to ensure nomination requirements are complete.

Where is the prescribed form for nomination papers available?

Candidates must complete 2 forms:

- Form 4 Nomination Paper and Candidate's Acceptance, and
- Form 5 Candidate Information

These forms are available at:

- <https://canmore.ca/town-hall/election>
- email municipal.clerk@canmore.ca
- Canmore Civic Centre – front desk

Who needs to sign the nomination paper?

A minimum of 25 eligible Canmore electors must provide their names, street addresses, and signatures on your nomination paper.

An eligible elector is:

- at least 18 years of age,
- a Canadian citizen, and
- a resident of Canmore.

Do I need to submit a deposit with my nomination?

Yes. Nomination papers must be accompanied by a \$100 deposit provided in cash, by certified cheque, or by money order. Deposits will be returned if:

- you are elected,
- you are not elected but you receive a number of votes at least equal to one half of the total number of votes cast for the candidate elected to office with the least number of votes, or
- you withdraw as a candidate in accordance with the Local Authorities Election Act.

What is an official agent?

An "official agent" is a person chosen by a candidate to represent that candidate at the voting station on election day. Official agents may also be assigned other duties by the candidate. An official agent must be at least 18 years of age and cannot have been convicted of an offence under the Local Authorities Election Act, the Elections Act, or the Canada Elections Act within the last 10 years. Candidates are not required to appoint an official agent.

How will my name appear on the ballot?

Please print your name in the Candidate's Acceptance portion of the nomination paper in the same manner as you would like it to appear on the ballot. Nicknames are acceptable, but titles such as Dr., Mr., and Mrs. are not.

Who can witness my signature on the nomination paper?

You must sign the nomination paper in the presence of a Commissioner of Oaths or a returning officer.

You can make an appointment with a returning officer to have your signature witnessed by emailing municipal.clerk@canmore.ca.

Commissioner of Oaths services are also available at the Canmore Registry and through law offices.

What does signing the nomination paper signify?

When you sign the nomination paper, you are swearing or affirming that:

- you are eligible to be nominated and elected,
- you are not disqualified from holding office,
- you will accept the office if you are elected, and
- you have read the sections of the [Local Authorities Election Act](#) listed on the nomination paper.

These statements must all be true when you sign. It is an offence under the Criminal Code to sign a false affidavit or a form that contains a false statement. You may want to obtain legal advice if you have any questions about your eligibility.

Can nominations be withdrawn?

You may withdraw your nomination at any time during the nomination period or within 24 hours of the close of nominations by submitting the withdrawal in writing to the returning officer.

You may not withdraw your nomination after the close of nominations if this would result in less than the number of candidates required to fill the vacancies.

Who, other than the returning officer, can see the personal information on my nomination papers?

Your name and contact information will be provided to the deputy minister of Municipal Affairs.

Any elector may examine nomination papers in the presence of the returning officer.

Will the Town publicize my nomination?

Between January 4 and September 20, 2021 the Town will publish a list on the Town's website of candidate names along with any contact information that candidates wish to provide.

After the nomination withdrawal period ends on September 21, 2021, candidates may choose to have their photos and platform summaries posted on the Town's website.

Campaigning

What are the rules regarding campaign expenses and contributions?

Candidates must be nominated before incurring any campaign expenses or accepting contributions.

The Local Authorities Election Act (LAEA) sets out all requirements respecting campaign expenses and contributions. A brief summary is provided below, however all candidates are strongly encouraged to read and understand the provisions of the LAEA.

What can be included in campaign expenses?

The LAEA defines campaign expenses as any expense incurred, or non-monetary contribution received, by a candidate to directly promote or oppose a candidate during a campaign period, including:

- production of advertising and promotional material,
- distribution, broadcast or publication of advertising or promotional material,
- payment for services of a chief financial officer or other services,
- Securing a meeting place, and
- Conduct of surveys and research.

See section 147.1(1) of the LAEA

Are there limits on contributions I may accept?

You may not contribute more than \$10,000 of your own funds towards your election campaign.

Campaign contributions made by any person, corporation, trade union, or employee organization to a candidate may not exceed \$5,000 in any year.

Only individuals ordinarily resident in Alberta may make a contribution to a candidate.

See section 147.2 of the LAEA

How do I account for spending my own money?

All candidates, including self-funded candidates, must open a bank account when at least \$1,000 in total contributions is received, including money contributed by the candidate for their own campaign.

See section 147.3(1) of the LAEA

How do I account for campaign contributions?

If you are receiving campaign contributions you must:

- open a bank account once the total amount received, including your own contribution, exceeds \$1,000,
- issue a receipt for every contribution,
- obtain a receipt for every expense, and
- retain a record of campaign contributions and expenses for three years.

Candidates must disclose names and addresses of all donations exceeding \$50.

See section 147.3(1) of the LAEA

How do I file a campaign disclosure statement?

All candidates must file a disclosure statement with the returning officer on or before March 1, 2022.

A campaign disclosure statement is included in this guide and is available on the Alberta Municipal Affairs website at

http://www.municipalaffairs.alberta.ca/am_LAEA_election_forms.cfm

See section 147.4(1) of the LAEA

What happens to a surplus or deficit?

Surpluses greater than \$1,000 must have an amount donated to registered charity that will result in the surplus being less than \$1,000.

Surpluses less than \$1,000 may be retained or be donated to a registered charity.

Any deficit must be eliminated within 60 days after filing a disclosure statement.

What kind of signs can I put up?

Campaign signs are regulated by section 9.12.6 of the Town of Canmore Land Use Bylaw. Campaign signs do not require a development permit.

Campaign signs may be placed on municipal public property and municipal road right-of-ways as long as the signs:

- are no larger than 0.5m²
- don't interfere with the safety or convenience of pedestrians, bicycles, or motor vehicles
- don't interfere with other use of the public property
- are removed within 48 hours of the closing of the polls on election day

Campaign signs may be placed on private property with the permission of the property owner. There is no maximum size for signs placed on private property.

Any sign that compromises public safety and/or interferes with traffic sight lines will be removed by the Town.

The LAEA prohibits the placement of signs within the boundaries of land on which a voting station is located.

The LAEA does not specify a start date on which campaign signs may be placed.

Can a third party advertise on my behalf?

Yes, a third party can advertise on behalf of one or more candidates. When the third party has incurred expenses (or intends to) or has accepted contributions (or intends to) of at least \$1,000, they must register with the Town of Canmore.

Are there any other regulations I need to be aware of?

The LAEA is the ultimate authority when it comes to election requirements. Below are answers to some of the most commonly asked questions.

You may not reproduce a copy of the ballot that will be used in the election showing it to be marked for a particular candidate.

You may not contravene any bylaws of the Town of Canmore. For example, you are not permitted to obstruct pedestrian or driver traffic in the course of your campaign.

You and your campaign workers may be required to produce identification when you enter buildings that have more than two residences

Campaigning at the voting station during election hours is not permitted. This means that neither you nor your agent and campaign workers may display or circulate any type of literature or talk to any of the voters about the election. Campaigning at locations other than the voting station on election day is permitted.

Bribery and exertion of undue influence are not permitted. This means you cannot give or promise money or another valuable consideration to anyone in return for a vote or for refraining from voting. You

also may not threaten violence, injury or damage, or use intimidation to cause a person to vote or refrain from voting.

What happens if I bend the rules?

Part 6 of the LAEA provides details about election offences and penalties.

Many offences can result in fines, and sometimes even court appearances and imprisonment. We strongly recommend that you read the LAEA and contact the returning officer, Alberta Municipal Affairs, or legal counsel if you have any questions.

Campaign FAQs

Who is eligible to vote?

To be eligible to vote in Canmore, a person must:

- be at least 18 years of age on election day,
- be a Canadian citizen,
- be a resident of Canmore on election day, and
- have not voted previously in this election

How is residency determined?

If a person has more than one residence in Alberta, the person must designate one place of residence for the purpose of voting.

“Residence” means the place where you live, sleep, and intend to return to after an absence. If a person lives, sleeps, and returns to two places, that person may choose only one location in which to vote.

A person must designate their place of residence using the following, in order of priority:

1. The address shown on the person’s driver’s license or identification card issued by the Government of Alberta;
2. The address to which the person’s income tax correspondence is addressed and delivered;
3. The address to which the person’s mail is addressed and delivered.

Do I need to show identification when I vote?

Yes. All electors need to show identification confirming their identity and place of residence.

NEW! An elector may vouch for a person who is not able to produce acceptable ID, subject to some limitations in the LAEA.

What forms of identification are acceptable?

The following forms of ID are acceptable under the LAEA:

Any photo ID issued by a Canadian government that contains the elector’s name and current address, or one of the following:

- Attestation of Residence issued by the landlord of a commercial property management company

- Attestation of Residence issue by the responsible authority of a supportive living facility or treatment centre
- bank or credit card statement or personal cheque
- correspondence issued by a school, college or university,
- government cheque or cheque stub,
- income or property tax assessment notice,
- insurance policy or coverage card
- letter from a public curator, public guardian, or public trustee
- pension plan statement of benefits, contributions, or participation
- residential lease or mortgage statement
- statement of government benefits
- utility bill
- vehicle ownership, registration, or insurance certificate

When is election day?

Election day is Monday, October 18, between 10 a.m. and 8 p.m. The location will be announced in summer 2021.

When is the advance vote?

Advance votes will be held for people who cannot vote on election day. The dates, times, and locations of the advance votes will be advertised in the Rocky Mountain Outlook and on the Town’s website.

What about electors who live in care facilities?

On October 18, institutional residents and patients will have access to voting stations at:

- The Canmore General Hospital
- The Bow River Lodge
- Origins at Spring Creek

Can I mail or email my vote?

Electors who are unable to vote because of physical disability or absence from town may register to receive a ballot in the mail. The LAEA refers to these as “special ballots.” Electors may register to receive a special ballot by visiting <https://canmore.ca/town-hall/election-2017> or by calling the returning officer at 403-678-1550. Special ballots must be received by the returning officer before the polls close at 8 p.m. on October 18. Email or on-line voting services are not permitted by the LAEA.

What questions will be on the ballot?

If there are more candidates than vacancies, the ballot will contain:

- a vote for mayor and a vote to choose up to six councillors, and
- a vote for school board trustees.

Any other vote of the electors required by legislation or desired by council may appear on the ballot.

If the province requires a senate election or one or more referendums, these questions will also appear on the ballot.

Will the Province amend legislation to accommodate COVID-19 requirements?

Municipal Affairs is aware of concerns regarding the application of provisions of the LAEA, including special ballots, given COVID-19. The Ministry is committed to reviewing provisions of the LAEA in the event that COVID-19 continues throughout 2021.

Code of Conduct for Elected Officials

BYLAW 2018-02

A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A CODE OF CONDUCT FOR ELECTED OFFICIALS

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

1: TITLE

1.1. This bylaw shall be known as the “Council Code of Conduct Bylaw.”

2: SCOPE

2.1. The Council Code of Conduct Bylaw is intended to address matters of conduct not already addressed in the Municipal Government Act or the Local Authorities Election Act.

2.2. In the event of a conflict between this bylaw and provincial legislation, the provincial legislation takes precedence.

3: REPRESENTING THE MUNICIPALITY

3.1. In addition to the responsibilities established in the Municipal Government Act, the distinct charge of council is to work collaboratively, with the benefit of individual knowledge, experience, and community connections, to make balanced decisions to sustain and uphold community values for the betterment of the Town of Canmore.

3.2. Council members must not attempt to disguise or mislead as to their identity or status as an elected representative of the Town.

4: COMMUNICATING ON BEHALF OF THE MUNICIPALITY

4.1. Unless Council directs otherwise, the mayor is Council’s official spokesperson.

4.2. Council members must not purport to speak on behalf of Council unless authorized by Council to do so.

4.3. Council’s official spokesperson must ensure their comments accurately reflect the official position of Council as a whole, even when the official spokesperson disagrees with that position.

4.4. Council members must not publish anything that is intentionally dishonest, untrue, unsubstantiated, or misleading in any way.

5: RESPECT FOR THE DECISION-MAKING PROCESS

5.1. Council members must not purport to bind Council, either by publicly expressing their personal views on behalf of Council when not authorized to do so or by giving direction to employees, agents, contractors, consultants, or other service providers of the Town.

- 5.2. Council members shall accept and accurately communicate the decisions of Council even when they disagree with Council's decision.

6: ADHERENCE TO POLICIES, PROCEDURES, AND BYLAWS

- 6.1. Council members shall read, understand, and comply with all policies, procedures, and bylaws that apply to their duties as elected officials.

7: RESPECTFUL INTERACTIONS

- 7.1. Council members shall demonstrate respect for process, each other, and members of the public.
- 7.2. Council members must not maliciously or falsely injure the professional or ethical reputation of any Town employee.
- 7.3. Council members shall read, understand, and comply with Respectful Workplace Policy HR-009.

8: CONFIDENTIAL INFORMATION

- 8.1. Confidential information means information that a council member has a legal duty not to disclose.
- 8.2. Council members will collect, use, retain, and disclose information only for purposes consistent with the use for which it was collected.
- 8.3. Council members must not disclose confidential information, including to Town employees and members of the public, except as authorized by Council or a Town employee authorized to approve disclosure.
- 8.4. Council members must protect confidential information from inadvertent disclosure, and take reasonable care to prevent examination of confidential information by unauthorized persons.
- 8.5. Council members must not use confidential information with the intent to cause harm or detriment to Council, the Town, or any other person or body.
- 8.6. Council members must not take personal advantage of, or use for their own benefit, corporate or financial opportunities learned about through access to confidential information.

9: CONFLICTS OF INTEREST

- 9.1. A council member must abstain from voting on a matter before council if the member has a conflict of interest that is a pecuniary interest as set out in the Municipal Government Act.
- 9.2. A council member is not permitted to abstain from voting on a matter before council if they have a conflict of interest that is not pecuniary; this would be where a member believes a non-pecuniary personal or private interest may influence their vote, or where a member believes another person may perceive that a member's non-pecuniary personal or private interest may influence their vote.
- 9.3. In the event a council member believes they have a conflict of interest that is not pecuniary, or where they believe another person may perceive them to have a conflict of interest that is not

pecuniary, the council member may declare the interest before they vote on the matter, and that declared interest will be recorded in the minutes of the meeting.

9.4. Council members will not accept or provide any gift, benefit, or favour in exchange for special consideration or influence, or where it may be perceived by a reasonable person to be in exchange for special consideration or influence.

9.5. Council members may accept a token or gift that is:

- a) Part of the normal exchange of hospitality among persons doing business such as a lunch or event ticket;
- b) A small holiday gift showing appreciation (e.g., cards, cookies, chocolates);
- c) Advertising material (e.g., calendars, note pads, pens, caps);
- d) A corporate discount available to all Town employees;
- e) A protocol item (e.g., symbolic or ceremonial gifts);
- f) A conference door prize.

9.6. Council members may not accept cash or gift cards/certificates that have a monetary value, with the exception of donations made to support a charitable cause.

10: IMPROPER USE OF INFLUENCE

10.1. Council members must not use the influence of their office for any purpose other than for the exercise of their official duties.

10.2. Council members must not use, or attempt to use, their authority or influence for the purpose of directing the work of any Town employee.

10.3. Council members must not act as a paid agent to advocate on behalf of any individual, organization, or corporate entity before Council, a committee of Council, or any other body established by Council.

10.4. Council members shall not attempt to influence members of any adjudicative body regarding any matter before it relating to the Town.

10.5. Council members must not ask any Town employee to undertake personal or private work on their behalf, or accept such work from a Town employee.

11: USE OF MUNICIPAL ASSETS AND SERVICES

11.1. Council members are required to care for Town assets, which includes all property, equipment, software, and information.

11.2. Council members must not use, or permit the use of, Town land, facilities, equipment, supplies, services, employees or other resources for activities other than Town business, subject to the following exceptions:

- a) Municipal property, equipment, service, supplies, and staff resources that are available to the general public may be used by Council members for personal use under the same terms and conditions as apply to the general public, including booking and payment of fees or charges;
- b) Electronic communication devices supplied to Council members by the Town, including but not limited to desktop computers, laptops, tablets and smartphones, may be used by Council members for personal use, with the caveat that the devices and all information contained on them remain the property of the Town.

11.3. Council members must not use any facilities, equipment, supplies, services, municipal logo, or any other resources of the Town for any election campaign or campaign-related activity.

12: ORIENTATION AND OTHER TRAINING ATTENDANCE

12.1. Unless excused by Council, Council members must attend:

- a) Orientation training offered by the municipality in accordance with the Municipal Government Act; and
- b) Any training organized at the direction of Council or mandated by the Province of Alberta.

13: COMPLAINTS

13.1. Any person who has witnessed or experienced conduct by a council member which they believe to be in contravention of this bylaw may address the contravention by submitting a complaint to the Investigator in accordance with this bylaw.

13.2. Complaints submitted to the Investigator must:

- a) Be made in writing and include the date and the name and signature of an identifiable individual;
- b) Be addressed to the Town of Canmore Investigator; and
- c) Set out reasonable and probable grounds for the complaint.

13.3. A complaint is considered received when the Investigator personally receives it.

13.4. Upon receipt of a complaint, the Investigator shall determine whether the conduct described is within the Investigator's authority to consider and whether the information given in the complaint provides reasonable grounds for believing that a violation of this bylaw may have occurred.

13.5. The Investigator may request further information from the person who submitted the complaint before determining whether or not there are reasonable grounds for believing a violation of this bylaw may have occurred.

13.6. If the Investigator, on receipt of the complaint or at any time thereafter, is of the opinion that:

- a) The matter is not within the Investigator's authority to investigate, or
- b) There are no grounds or insufficient grounds for conducting an investigation, or
- c) The complaint is frivolous, vexatious, or not made in good faith,

The Investigator shall not conduct an investigation, or shall terminate an investigation that has already started, shall advise the person who submitted the complaint in writing, setting out the reasons, and shall close the file.

13.7. If a complaint is dismissed pursuant to section 13.6, the fact of the complaint shall not be reported to council, other than in the form of statistics.

13.8. If a complaint is not dismissed pursuant to section 13.6, the Investigator shall:

- a) Within 10 days of receiving the complaint, notify the council member who is the subject of the complaint, either personally or by email, that an investigation has been initiated and provide the council member with:
 - i) The written complaint and
 - ii) The name of the person who submitted the complaint; and
- b) Take such steps as the Investigator considers appropriate to investigate the complaint.

13.9. Notwithstanding section 13.8 (ii), the Investigator will not disclose the name of the person who submitted the complaint if the Investigator determines such disclosure could reasonably be expected to threaten anyone else's safety or mental or physical health, or interfere with public safety.

13.10. In the course of an investigation, the Investigator is authorized to speak to anyone, access and examine any records in the custody and control of the Town, and enter any Town work location relevant to the complaint.

13.11. When the Investigator is of the opinion there are reasonable grounds to believe a violation of this bylaw has occurred, the Investigator may attempt to resolve the complaint through mediation with the person who submitted the complaint and the council member who is the subject of the complaint.

13.12. If a complaint is resolved through mediation, the Investigator shall:

- a) Terminate the investigation,
- b) Provide written notice of the termination of the investigation to the person who submitted the complaint and the council member who is the subject of the complaint, and
- c) Close the file.

13.13. If a complaint is resolved through mediation, the fact of the complaint shall not be reported to council, other than in the form of statistics.

13.14. When a complaint cannot be resolved through mediation, the Investigator shall proceed with the investigation and shall provide the findings along with any recommendations, in writing, to the person who submitted the complaint and the council member who is the subject of the complaint no later than 90 days after receiving the complaint.

13.15. Where the Investigator finds no violation of this bylaw has occurred, the fact of the investigation shall not be reported to Council, other than in the form of statistics.

13.16. Where the Investigator finds a complaint to be substantiated, in whole or in part, the Investigator shall:

- a) Allow the council member who is the subject of the complaint fourteen days from the date the notice under section 13.14 was provided to submit a response, either in person or in writing, on the proposed finding and recommended sanction, if any, and
- b) Report the findings, the council member's response, and any recommendations to Council within the two regularly scheduled business meetings following the deadline for the council member's response.

13.17. A report made under section 13.16(b) shall include the name of the person who made the complaint unless determined otherwise by the Investigator.

13.18. If the Investigator finds a complaint to be substantiated, in whole or in part, but finds the Council member took all reasonable steps to prevent the contravention, or that it was trivial or committed through inadvertence or genuine error of judgment, the Investigator shall recommend that no sanction be imposed.

13.19. Upon receipt of a report made under section 13.16(b), council shall determine which, if any, sanctions will be imposed.

14: SANCTIONS

14.1. If the Investigator finds that a Council member has failed to adhere to this bylaw, Council may impose one or more of the following sanctions:

- a) A letter of reprimand addressed to the Council member;
- b) A request that the Council member issue a letter of apology;
- c) Publication of a letter of reprimand or request for apology and the Council member's response;
- d) A requirement to attend training;
- e) Suspension or removal of the appointment of a Council member as the deputy chief elected official under section 152 of the Municipal Government Act;
- f) Suspension or removal of the chief elected official's presiding duties under section 154 of the Municipal Government Act,
- g) Suspension or removal from some or all council committee and bodies to which council has the right to appoint members;
- h) Reduction or suspension of remuneration as defined in section 275.1 of the Municipal Government Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings.

15: COMPLAINT PARAMETERS

15.1. In the period ninety days prior to the date of a municipal election, the Investigator may suspend any investigation underway or decline to commence an investigation.

15.2. The Investigator may reject any complaint received:

- a) More than 180 days after the date of the alleged bylaw contravention; or
- b) More than 180 days after the person submitting the complaint became aware of the alleged bylaw contravention; or
- c) After the date of a municipal election which intervenes between the alleged bylaw contravention and the date the Investigator receives the complaint.

16: INVESTIGATOR

16.1. Council shall appoint a person to act as the Investigator.

16.2. The following persons are not eligible to act as the Investigator:

- a) a council member, a council member's spouse or adult interdependent partner, a council member's children or the children's spouse or interdependent partner, the parents of a council member, and the parents of a council member's spouse or interdependent partner;
- b) a Town employee.

16.3. The records in the custody and control of the Investigator are considered property of the Town and so are subject to the Freedom of Information and Protection of Privacy Act and Town information governance policies.

17: ENACTMENT/TRANSITION

17.1. Council shall review this bylaw, at a minimum, once every four years or when relevant legislation is amended.

17.2. 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.

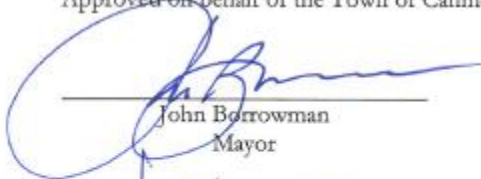
17.3. This bylaw comes into force on the day it is passed.

FIRST READING: April 3, 2018

SECOND READING: April 3, 2018

THIRD READING: April 3, 2018

Approved on behalf of the Town of Canmore:



John Borrowman
Mayor


April 5, 2018
Date



Cheryl Hyde
Municipal Clerk

April 4, 2018
Date

Council Remuneration Policy

	<h3>Council Policy</h3>
Policy Title:	Council Remuneration
Policy Number:	EX-002
Date in Effect:	January 1, 2018
Current as of:	July 6, 2021

POLICY STATEMENT

1. Council will be provided with fair and reasonable remuneration for performing the duties of their office and reimbursement for approved expenses incurred while fulfilling their responsibilities.

212-2018; 176-2021

PURPOSE

2. This policy provides guidelines and procedures for the remuneration of council.

DEFINITIONS

3. “Automobile allowance” means any payment that Council receives from the Town for using their own vehicle while fulfilling their responsibilities.
4. “Council” includes the mayor and all councillors.
5. “Councillor” is a member of council, excluding the mayor, and is considered a part-time position.
6. “Mayor” is a member of council and is considered a full-time position.
7. “Deputy mayor” is a councillor appointed to fill the position of deputy mayor on a rotational basis and may act as mayor in the mayor’s absence.
8. “Per diems” are the rates paid to councillors Council for attending to municipal business in accordance with this policy.

176-2021

212-2018

RESPONSIBILITIES

9. Council is responsible for reviewing and approving this policy once each term in the year leading up to the general election.
10. Councillors are responsible for submitting per diem expense claims.
11. The mayor is responsible for approving per diem expense claims.

BASIC RATE

12. Council will be remunerated at the basic rates as set out below and as increased annually with the cost of living adjustment approved in the annual budget for the Town of Canmore. Basic rates for 2021 are:

a) Councillor: \$28,772

b) Mayor: \$101,388

212-2018; 176-2021

13. The basic rate is paid to councillors for the following:

a) Up to four council meetings per month, including: regularly scheduled council meetings, committee of the whole meetings, and special council meetings (including public hearings), up to a maximum of 16 hours per month,

212-2018; 271-2018

b) Informal meetings with the CAO, staff and council,

c) Staff social functions such as employee service awards, annual holiday party, farewell events for staff and council,

212-2018

d) Informal meetings with other municipal councils such as dinners and socials,

212-2018

e) Evening networking events while at conferences and conventions,

212-2018

f) Preparation for council and committee meetings,

g) Independent work with residents, businesses, and other organizations undertaken to be more familiar with an issue, program, or Town of Canmore initiative or facility,

212-2018

h) Public workshops, open houses and other public input sessions, and

i) Meetings and social functions held within the municipal boundary when attending as dignitaries representing council such as Remembrance Day ceremonies, Canada Day events, Bow Valley Builders and Developers Association (BOWDA) meetings, service club meetings, Miner's Day events, Winter Carnival events, Folk Festival events, and grand openings.

212-2018

14. The basic rate will be paid biweekly with the regular Town of Canmore pay cycle.

PER DIEMS

15. Councillors are eligible to claim per diems for attending to the following municipal business:

a) Council orientation sessions,

b) Council planning sessions and working sessions, as required or requested to attend,

c) Board and committee meetings and meetings of commissions to which councillors are appointed and for which no other per diem is paid,

d) Canmore Community Housing Corporation (CCHC) shareholder meetings,

- e) Two Council-CAO meetings per month,
- f) Special council meetings over and above the four meetings, or maximum 16 hours of regularly scheduled council meetings covered by the basic rate, including but not limited to public hearings, Canmore Planning Commission meetings, Subdivision and Development Appeal Board hearings, and Assessment Review Board hearings,
- g) Town Hall meetings,
- h) Conferences and conventions (including but not limited to the Alberta Association of Urban Municipalities (AUMA) and Federation of Canadian Municipalities (FCM)),
- i) On-line or in-person educational and training course including time to complete exams and tests,
- j) Business meetings with other municipal councils,
- k) Meetings with other government agencies and businesses on behalf of the Town of Canmore,
- l) Grand openings or meetings outside Canmore, if formally invited to present a verbal or written presentation,
- m) *Repealed 212-2018,*
- n) Functions and activities related to the duties of the deputy mayor appointment including attendance at the agenda setting meeting,
- o) All other meetings or public appearances approved by council or made at the request of the mayor, and
- p) Meetings to complete the CAO performance review.

271-2018

212-2018

16. Per diem rates in effect upon approval of this policy are set out below and may be adjusted annually by council during the budget process:

Up to 4 hours:	\$125
Over 4 hours and up to 8 hours:	\$225
Over 8 hours:	\$350

212-2018

17. On days when councillors attend more than one meeting consecutively, time for all meetings should be added together and the amount for the cumulative time should be claimed.

212-2018; 271-2018

18. On days when councillors attend non-consecutive meetings, separate per diems may be claimed to a maximum equivalent to the “over 8 hours” per diem rate. 212-2018; 271-2018
19. Time calculated for per diem claims includes travel time to and from the activity.
20. Per diem expense claims should be submitted and approved on the biweekly Town of Canmore pay cycle. 212-2018
21. Remuneration for per diems must be reviewed and approved by the mayor or deputy mayor to ensure compliance with this policy. 212-2018

VEHICLE USE EXPENSES

22. Council shall use Town vehicles for travel whenever possible. If no Town vehicle is available for use, an automobile allowance for the use of personally owned vehicles will be reimbursed at the reasonable per-kilometre allowance rate set by the Canada Revenue Agency (CRA). If council chooses to use a personally owned vehicle when a Town vehicle is available, the reimbursement rate is 20% of the CRA’s rate. 176-2021
23. When automobile allowance claims are submitted, there is no further reimbursement for any other vehicle related expenses, including fuel. 176-2021
24. When using a personally owned vehicle for Town business Council shall carry adequate personal vehicle insurance. In the event of an accident, council shall be responsible for all costs, including any insurance deductibles. 176-2021

ELIGIBLE REIMBURSABLE EXPENSES

25. Reasonable accommodation costs and associated gratuities, 176-2021
26. Reasonable meal costs and associated gratuities, 176-2021
27. Reasonable transportation costs, including economy class air, train or bus fares (and any associated fees) required for travel to and from the destination, or, if estimated costs are expected to be less, a rental car for travel to, from, and within the destination, 176-2021
28. Taxi fares and associated gratuities, or other public transportation costs, and 176-2021
29. Parking. 176-2021
30. Wherever possible, the Mayor shall use the Town purchasing card to pay for other eligible travel expenses. 176-2021

RESTRICTIONS

31. In general, the following are not eligible expenses and the Town will not provide reimbursement for costs associated with:
- a) Use of a personal vehicle within Canmore,

- b) Charges for alcoholic beverages,
- c) Entertainment costs,
- d) Upgrades to higher classes travel,
- e) Fines for traffic or parking violations,
- f) Personal items, such as clothing and toiletries,
- g) Additional expenses resulting from travelling with a spouse or other guests, and
- h) Expense related to a home office.

176-2021

BENEFITS

32. Members of Council will be provided with benefits in accordance with the Town of Canmore Benefits Policy. In addition, council members will be entitled to any and all benefits offered to elected officials through AUMA.

176-2021

33. The following tables outline the benefit types and cost share ratio provided under the Town's group benefits plan. Participation in the plan is mandatory for all employee groups identified herein and elected officials, except those benefit types listed as "Optional" or "Voluntary" under this section of this policy.

Benefit Type	Cost Sharing	
	Plan Member	Town
Extended Health Care premium	N/A	100%
Dental Care premium	N/A	100%
Non-Taxable Healthcare Spending Account/ Taxable Wellness Spending Account	N/A	100%
Life Insurance premium	30%	70%
Dependent Life Insurance premium	30%	70%
Accidental Death & Dismemberment (AD&D) premium	30%	70%
Optional Life Insurance premium	100%	N/A
Voluntary AD&D premium	100%	N/A
Group Retirement Savings Plan contribution (on regular base pay)	5.5%	8.65%

176-2021

EMPLOYEE AND FAMILY ASSISTANCE PROGRAM

34. The Town will provide council, and their dependents (spouse and children) with access to a confidential, third-party employee and family assistance program at no cost to the council member.

176-2021

35. Elevation Place Membership

a) The Town will provide all of council with the option to purchase an individual Elevation Place membership at rates equivalent to those set out in the Corporate Wellness Membership Program offered to our local businesses.

b) Elected Officials are responsible for 100% of the cost of the corporate membership.

176-2021

GENERAL

36. *Repealed 212-2018*

37. *Repealed 176-2021*

38. *Repealed 176-2021*

39. Upon submission of receipts, and where alternate arrangements could not be made, Council shall be reimbursed for reasonable child or family care expenses up to a maximum of \$2000 per annum if incurred while attending meetings, conferences, conventions, education or training courses, in an official capacity.

EXCEPTIONS

40. Exceptions to this policy may be made by majority vote of council

POLICY REVIEW

41. This policy will be reviewed by Council on or before July 30, 2025.

RELATED DOCUMENTS

42. Procedural Bylaw 2018-01

271-2018

REPEALS POLICY: 509-2012

AUTHORIZATION:


John Borrowman
Mayor


Cheryl Hyde
Municipal Clerk

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	2017-03-21	93-2017	Policy in effect 2018-01-01
Amended	2018-10-02	212-2018	Address changes in federal tax legislation
Amended	2018-12-04	271-2018	Adjust basic rate of pay to reflect meeting schedule change; amendment in effect 2018-12-16.
Amended	2021-07-06	176-2021	Update basic rate of pay for 2021; include travel expenses and reimbursement.

Elected Officials Benefits At-A-Glance

Eligibility	
In conjunction with your first day as a sworn in Elected Official.	
UPDATED: JANUARY 1, 2017	
Extended Health Care Provider: Industrial Alliance	
Premium Cost Share	100% Town; no annual deductible
Coverage	100% reimbursement, unless otherwise specified; deferred drug card
Out-of-country emergency medical	\$5,000,000 lifetime maximum
Paramedicals	\$500/practitioner/year (Massage therapist, Chiropractor, Naturopath, Osteopath, Speech therapist, Podiatrist); Physiotherapy - \$750/calendar year
Psychologist	100% coverage (out of hospital); \$750/calendar year
Orthotic appliances (inserts)	\$450/calendar year
Survivor benefit	24 months
Termination	Last day as an active Elected Official
Dental Care Provider: Industrial Alliance	
Premium Cost Share	100% Town; no annual deductible
Coverage	Basic & Preventative - 100%; Major – 50%
Maximum	\$1,500/calendar, basic & major combined (prorated to \$750 in first year when eligibility occurs between July and December)
Orthodontic	50%; dependent children to age 18; \$1,000 lifetime maximum/child
Recall Frequency	Once every 6 months
Fee Guide	Current Provincial General Practitioner
Survivor benefit	24 months
Termination	Last day as an active Elected Official
Health Care Spending Account (HSA) / Wellness Account (WA) Provider: Industrial Alliance/TOC	
Benefit Amount	\$850/year combined (prorated to \$425 in first year when eligibility occurs between July and December)
HSA Eligible Expenses (non-taxable) This account supplements your core health and dental benefit plan. Some examples of popular uses are: eye exams, corrective eyewear, corrective eye surgery, supplemental major dental work coverage and children's orthodontic expenses, additional paramedical treatments. <i>The Canada Revenue Agency (CRA) defines what expenses are eligible under this account and you can find a comprehensive list of eligible expenses on the CRA website.</i>	
WA Eligible Expenses (taxable) This account covers expenses that promote or improve overall well-being and physical health. <i>Services provided by a family member and private sales are specifically excluded.</i> Examples of eligible expenses are: <ul style="list-style-type: none"> ✓ Monthly/annual fees or multiple visit punch cards for fitness centres, ski hills/centres and sports leagues/clubs ✓ Registered fitness classes (e.g., yoga, aerobics, boot camp) – <i>no drop-in fees, guided trips or retreats</i> ✓ Fitness event entrance fees (e.g., 24 Hours of Adrenalin, marathon, triathlon) ✓ Home exercise/fitness equipment, sports equipment and replacement parts ✓ Footwear specifically required for an athletic activity (e.g., skates, climbing shoes, running shoes, hiking boots) ✓ Registered arts classes (e.g., artsPlace, The Banff Centre, Community Guide) ✓ Wellness-related programs (e.g., nutrition, smoking cessation, weight loss, stress management) ✓ Health supplements (vitamins and minerals only; NO nutrition replacements, food or other supplements) 	

Life Insurance and AD&D (Accidental Death & Dismemberment)		Provider: Industrial Alliance
Premium Cost Share	70% Town; 30% Elected Official	
Benefit Amount	\$25,000	
Waiver of Premium	120 days	
Reduction	50% at age 65	
Conversion privilege	Available upon termination	
Termination	Age 71 or last day of employment	

Dependent Life Insurance		Provider: Industrial Alliance
Premium Cost Share	70% Town; 30% Elected Official	
Benefit Amount	\$10,000 Spouse; \$10,000/Child	
Eligibility	Birth to age 21; 25 if full-time student	

Optional Life Insurance		Provider: Industrial Alliance
Premium Cost Share	100% Elected Official	
Benefit Amount	Units of \$10,000	
Maximum	\$500,000	
Medical Questionnaire	Required on all amounts	

Voluntary AD&D (Employee and/or Family)		Provider: Industrial Alliance
Premium Cost Share	100% Elected Official	
Benefit Amount	Units of \$25,000	
Maximum	\$500,000	
Medical Questionnaire	Not required	

Group RRSP		Provider: Group Retirement Services (GWL)
Elected Official contribution	5.5% of base annual salary	
Town of Canmore contribution	8.65% of base annual salary	

Employee & Family Assistance Program (EFAP)		Provider: Homewood Health Inc.
Description	Confidential support service for employees and their immediate family members	
Accessibility	<ul style="list-style-type: none"> ✓ 24 / 7 / 365 ✓ Telephone consultation ✓ In-person counseling ✓ Online services 	

The above is intended as a summary only – please refer to the Group Benefits Program booklet or Town Policy for specific information. If there are discrepancies between this document and the booklet/policy, the booklet/policy will apply.

Town of Canmore Committees

	Committee Name/Description	Membership	Meeting Schedule	Terms of Reference
1	CAO Performance Review Committee Carries out the CAO's annual performance review.	Mayor and 2 members of council.	To be determined by the committee.	None.
2	Canmore Public Art Committee Oversees the development of public art in Canmore.	1 member of council, 1 appointed by Canadian Mountain Arts Foundation, 5 public members. <i>Public member term is 2 yrs for the 1st year, 3 yrs subsequent, no max.</i>	Meets the 2nd Thursday of each month.	Canmore Arts Committee Establishment Bylaw 2018-19.
3	Community Events Committee Approves community events in accordance with the Community Events Policy AE002.	No council member, 3 non-voting members of administration, 1 member from the BRZ, 2 community event producers who work closely with Arts & Events, Supervisor of Arts & Events (votes in a tie), 3 members of the public. <i>Public member term is 1 yr to a maximum of 5 yrs.</i>	Meets at least three times per year.	Community Events Committee Bylaw 2017-33.
4	Environmental Advisory Review Committee (EARC) Advises council on environmental initiatives and policies, and reviews environmental impact statements and assessments.	A minimum of 5 and a maximum of 7 public members, 1 member of council. <i>Public member term is 2 yrs, no max.</i>	Meets the 1st Monday of each month as necessary.	EARC Bylaw 40-98 consolidated on 2015.11.22.
5	Finance Committee Assists Town Council in fulfilling its financial oversight responsibilities for the Town of Canmore.	Entire council plus CAO (non-voting member).	Meets at a minimum quarterly, and several times in November and December to review the budget.	Finance Committee Bylaw 2016-19.

	Committee Name/Description	Membership	Meeting Schedule	Terms of Reference
6	Heliport Monitoring Committee Considers helicopter and heliport complaints and reviews the conduct of helicopter businesses.	1 member of council, 1 Alpine Helicopter rep, 3 public members. <i>Public member term is 3 yrs, no max.</i>	Meets when complaints are received, a minimum of twice a year.	Heliport Monitoring Committee Bylaw 2018-18.
7	Assessment Review Board (ARB) Hears appeals of property assessments. New board members must complete the Administrative Law and Principals of Assessment course. This course is 3 days in length for new members. ARB certification is valid for 3 years. Certified members must complete a refresher training program every 3 years to maintain ARB certification. This refresher course is 2 days in length. More course information can be found here: https://www.alberta.ca/assessment-review-boards.aspx#toc-3	No fewer than 3 qualified by the Province, No more than 1 council member per panel is permitted therefore public members are required. <i>Public member term is 3 yrs, 9 yr max.</i>	Assessment Review Board Hearings are typically held in autumn. Scheduling is based on number of appeals.	Assessment Review Board Bylaw 2019.17 and MGA s. 454.
8	Canmore Planning Commission (CPC) Makes decisions on development permit applications and makes recommendations on planning matters.	No more than 1 member of council plus an alternate A minimum of 4 and a maximum of 6 public members. <i>Public member term is 1 or 2 yrs, max 6 yrs.</i>	As required. Approximately 3-5 times per year.	Development Authority Bylaw 2019.07 and MGA s. 624.
9	Emergency Management Committee Advises council on the development of Municipal Emergency Plan and programs.	The mayor and 1 member of council.	Meets a minimum of once a year.	Municipal Emergency Management Agency Bylaw 2014-19 and Emergency Management Act s. 11.

	Committee Name/Description	Membership	Meeting Schedule	Terms of Reference
10	Subdivision and Development Appeal Board (SDAB) Decides on appeals of decisions made by the Town regarding development permits and subdivision applications.	No more than 1 member of council plus an alternate, A minimum of 4 and a maximum of 6 public members. <i>Public member term is 1 or 2 yrs, max 6 yrs.</i>	Meets when an appeal is received. Approximately 3-5 times per year.	Subdivision and Development Appeal Board Bylaw 2019-06 and MGA s. 627.
11	Subdivision Authority Considers applications for land subdivision.	The primary subdivision authority shall consist of 5 members of council (council members cannot sit on SDAB as well).	Meets when a subdivision application is received.	Subdivision Authority Bylaw 2015-12 and MGA s. 623.
12	Weed and Pests Control Appeal Panel Hears appeals of notices of control weeds in accordance with the Weed Control Act and the Agricultural Pests Act.	Not specified. Traditionally the mayor and CAO are appointed.	Meets when an appeal is received.	Weed Control Act s. 19 and Regulation Part 3; Agricultural Pests Act s. 14(5).
13	Bow Valley Regional Transit Services Commission Authorized to provide passenger transportation services in the Bow Valley.	2 members of council.	2nd Wednesday of every month in Banff from 2-4 p.m.	BVRTSC Bylaw.
14	Bow Valley Waste Management Commission Provides regional waste and recycling facilities in the Bow Valley.	2 members of council and 1 alternate.	3rd Thursday afternoon of each month.	BVWMC Bylaw.
15	Community Grants Selection Committee Determines allocation of community grants in accordance with the Community Grants Policy CSD-001.	1 member of council, Manager of CSD, EcDev rep (non-voting), 2 public members. <i>Public member term is 1 yr, max 5 yrs.</i>	Twice per year, in April and October.	Community Grants Selection Committee Bylaw 2017-16.
16	Bow Valley Regional Housing Responsible for day-to-day operation of seniors and social housing programs in the Bow Valley.	2 members. No requirement for council, but traditionally 2 members of council are appointed.	4th Thursday of every month at 9 a.m.	Ministerial Orders H:038-97 and H:064/99.

	Committee Name/Description	Membership	Meeting Schedule	Terms of Reference
17	Tourism Canmore Kananaskis (TCK) Work with the destination management organization.	2 members of council appointed by the Board of Directors.	3rd Thursday of the month from September - June.	Canmore Business and Tourism Association Bylaw 1.
18	Canmore Community Housing (CCH) Provides housing solutions within the Town of Canmore.	No fewer than 3, no more than 9. No requirement for council members. Traditionally 2 members of council and up to 7 public members. <i>Public member term is 2 yrs on a 4/3 rotation, no max.</i>	1st and 3rd Thursday of each month at 3 p.m.	CCHC Articles of Association.
19	Canmore Library Board Organizes, promotes, and maintains library services in the Town of Canmore.	No fewer than 5 and no more than 10. A maximum of 2 can be council members plus an alternate, 3-8 public members. <i>Public member term is 3 yrs, max 9 yrs.</i>	4th Thursday of every month in the evening.	Libraries Act Library Bylaw 96-1971.
20	Canmore Museum Society Promotes discovery and learning of mountains and heritage.	8 elected members, 2 appointed, one of which is traditionally a council member.	3rd Thursday of each month.	Centennial Museum of Canmore Bylaw.
21	Canadian Mountain Arts Foundation Board <u>Mission:</u> Grow the arts to build our community and enrich our lives. <u>Vision:</u> A Bow Valley in which all residents participate in the arts and appreciate creativity as a vital part of their daily lives.	1 member of council.	3rd Wednesday evening of each month.	Canadian Mountain Arts Foundation Bylaw.
22	Downtown Canmore Business Improvement Area (BIA) Represents the interests of the downtown BIA, including enhancement of the downtown core and promotion of the zone as a business and shopping area.	1 member of council, 8 BIA members. This board is appointed in the fall after the BIA AGM.	At least once a month on Wednesdays. No meetings in July.	Downtown BIA Bylaw 21-2005, amended in March 2019.

	Committee Name/Description	Membership	Meeting Schedule	Terms of Reference
23	Biosphere Institute of the Bow Valley Non-profit charitable society dedicated to empowering local residents, businesses, and visitors to be active environmental stewards.	Mayor.	Meets every 2 months (approxmiately). No meetings in July or August.	Biosphere Bylaw s. 15.1.
24	Bow Valley Wildsmart Works to reduce conflicts between humans and wildlife in the Bow Valley.	1 member of council.	Meets every 8 weeks. No summer meetings.	Terms of Reference, under the Biosphere Bylaw.
25	Canmore/MD of Bighorn Intermunicipal Committee Addresses, negotiates, and recommends resolutions to issues of joint concern for the Town of Canmore and the MD of Bighorn. Acts as the Intermunicipal Coordinating Committee (ICC) as required in the Intermunicipal Develoment Plan (IDP) and the Intermunicipal Collaboration Framework (ICF).	2 members of council from both the ToC and the MD.	Meets as required.	Terms of Reference.
26	Rocky Mountain Heritage Foundation Oversees the design and building of facilities at Quarry Lake that reflect the wishes of our community.	Mayor.	Meets as required, along with an AGM.	Land Acquisition Lease History and Incorporation documents.
27	Southern Alberta Municipal Waste Management Association (SAEWA) A coalition of waste management jurisdictions committed to researching and recommending for implementation technological applications for recovering energy from waste materials, and reducing reliance on landfills.	1 member of council and an alternate.	The appointed municipal member is invited to attend the SAEWA AGM, and when SAEWA exec meet in the region of the member municipalities. 30 days notice give.	Association Bylaw.

Resources

Guiding Documents

Visit [Guiding Documents](#) on the Town of Canmore website to review documents related to:

- Strategy
- Finances
- Environment
- Infrastructure and Transportation
- Community
- Safety
- Community Statistics

Land Use Planning

Visit [Planning Reference Materials](#) on the Town of Canmore website to reference:

- Area Structure and Redevelopment Plans
- Intermunicipal Development Plan
- Land Use Bylaw
- Online Property Information
- Sustainability Screen Report
- Planning Policy Documents

Additional Links

Town of Canmore Website – information for Candidates and Voters.

- <https://canmore.ca/town-hall/election>

Alberta Municipal Affairs – election and post-election resources and municipal election forms for candidates, electors, and returning officers.

- <https://www.alberta.ca/municipal-elections.aspx>

Alberta Queen's Printer – legislation such as the Local Authorities Election Act, Municipal Government Act, School Act, Freedom of Information and Protection of Privacy Act and relevant regulations.

- www.qp.alberta.ca

Municipal Associations:

- [Alberta Urban Municipalities Association](#)
- [Federation of Canadian Municipalities](#)