

## TOWN OF CANMORE

### AGENDA

Committee of the Whole

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

Tuesday, April 18, 2023 at 1:00 p.m.

- 1:00 – 1:05      **A. CALL TO ORDER AND APPROVAL OF AGENDA**
1. Land Acknowledgement
  2. Agenda for the April 18, 2023 Committee of the Whole Meeting
- 1:05 – 1:20      **B. DELEGATIONS**
1. Tourism Canmore Kananaskis Regular Update with Rachel Ludwig, Chief Executive Officer
- 1:20 – 1:25      **C. MINUTES**
1. Minutes of the March 21, 2023 Committee of the Whole Meeting
- 1:25 – 2:45      **D. STAFF REPORTS**
1. 2023 Citizen Perspectives Draft Survey (verbal report)  
Purpose: the survey is conducted every few years to assess citizens' attitudes and opinions toward the Town, to understand the day-today experiences of local citizens, and to inform the Town's direction and future priorities.
- 2:45 – 3:00      **Meeting Break**
- 3:00 – 3:30      **2. Preliminary Tax Rates for 2023**  
Purpose: to provide preliminary 2023 property tax rates for discussion prior to Council approving the Property Tax Bylaw on May 2, 2023.
- 3:30 – 3:40      **E. COUNCILLOR UPDATES**
1. April 2023 Councillor Updates
- 3:40 – 3:50      **F. ADMINISTRATIVE UPDATE**
1. April 2023 Administrative Update
- 3:50 – 3:55      **G. COUNCIL RESOLUTION ACTION LIST**
1. Council Resolution Action List as of April 12, 2023
- 3:55 – 4:00      **H. CORRESPONDENCE**
1. Letter from Minister of Municipal Affairs Re: Ministerial Order
  2. Gov't of Canada Letter - Retroactive Costs for RCMP
  3. Municipal Affairs Letter Re: Alberta Building Codes
- 4:00              **I. IN CAMERA - None**
- 4:00              **J. ADJOURNMENT**

CANMORE  
KAMANASKIS

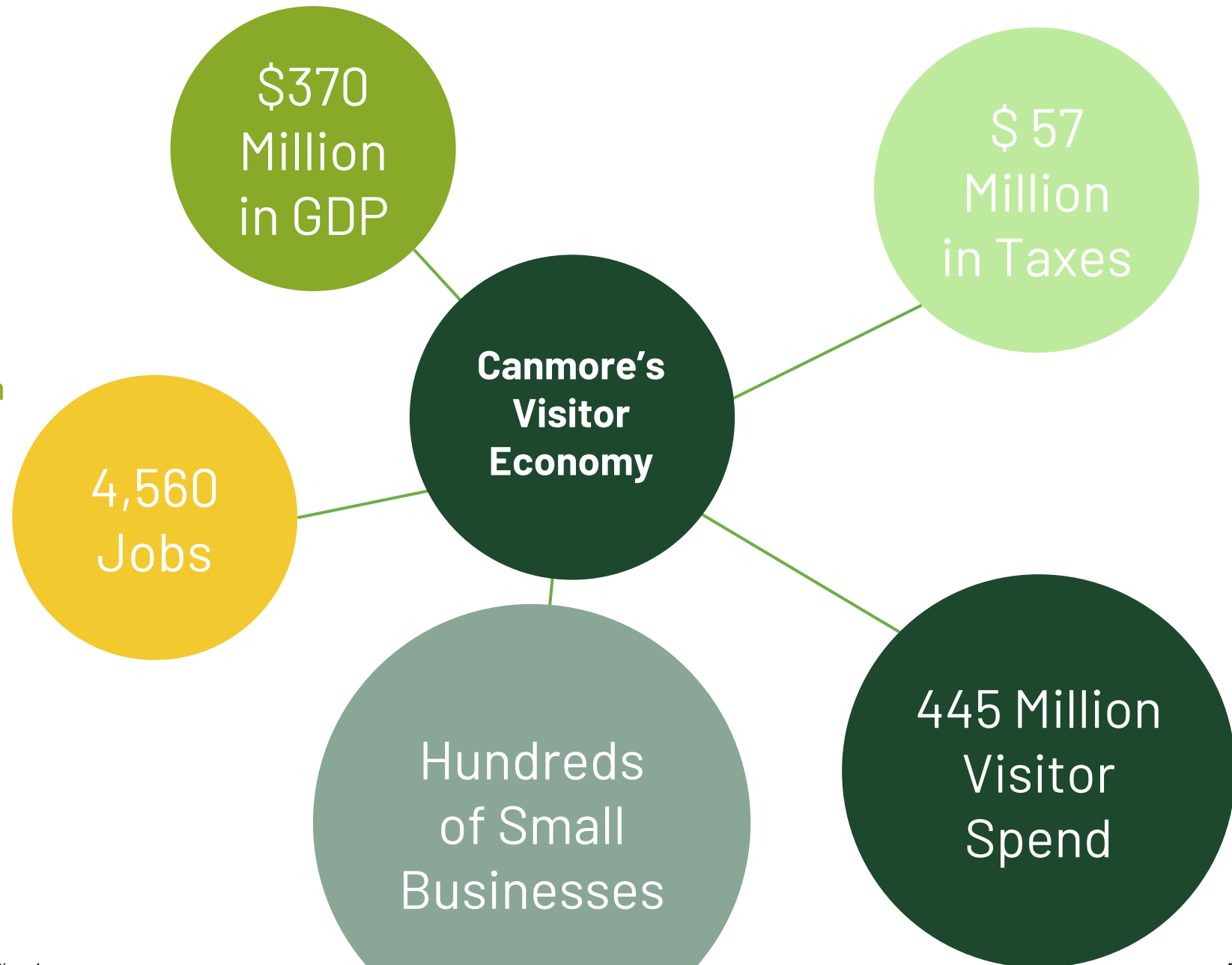
# Celebrating Tourism

April 24 - 30, 2023 is Tourism Week



# Tourism in Numbers

The Visitor Economy in Canmore in 2019





## Tourism Contributes to a vibrant community

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We are a town of 15,000 – similar in population to other Alberta towns such as Strathmore, Bonnyville or Brooks – yet we have over 70+ restaurants, 40+ hotels, hundreds of stores, shops and galleries.

Elevation Place and the Canmore Nordic Centre are other world-class facilities not often found in communities this size.

# From Recovery to Resilience

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## Destination Management

Tourism Canmore Kananaskis is helping its members to move forward not only with marketing but with initiatives that showcase our move into Destination Management:

In March, we held a strategic planning workshop for hotel members, to ensure their businesses will flourish in 2045 – to be able to anticipate and prepare for all the changes that are coming our way.

We are launching the Peaks Academy this month, an online training tool that will enable our members to train their staff on customer service, destination awareness, indigenous cultural knowledge and human-wildlife interaction.



# Marketing to the Right Visitor

## The Curious Adventurer

Tourism Canmore Kananaskis is marketing to an audience called the Curious Adventurer. Curious Adventurers want to belong and feel like locals, they are looking for personal enlightenment, nurture their personal growth by collecting stories about the people they meet and the places they visit. They align well with what locals are looking for in our visitors and with our brand purpose to “Transform the way we live in our world”.





## Protecting our Wilderness

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We have engaged GDS, the Global Destination Sustainability Index, to conduct a Sustainable Destination Assessment, to give us a baseline on our sustainability and measure us against over 100 destinations worldwide. The assessment will be a baseline to develop an action plan to execute on our strategic plan goal on becoming a leader in sustainable tourism.

Additionally, we are further building out our Pledge to the Peaks, encouraging more visitors to take action to care for the land, animals and people of Canmore and Kananaskis.



**TOWN OF CANMORE**  
**MINUTES**  
 Committee of the Whole  
**Tuesday, March 21, 2023 at 1:00 p.m.**

**COUNCIL MEMBERS PRESENT**

Sean Krausert	Mayor
Tanya Foubert	Deputy Mayor
Wade Graham	Councillor
Jeff Hilstad	Councillor
Jeff Mah	Councillor
Karen Marra	Councillor

**COUNCIL MEMBERS ABSENT**

Joanna McCallum	Councillor
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**ADMINISTRATION PRESENT**

Therese Rogers	Acting Chief Administrative Officer/General Manager of Corporate Services
Whitney Smithers	General Manager of Municipal Infrastructure
Scott McKay	General Manager of Municipal Services
Cheryl Hyde	Municipal Clerk (recorder)
Greg Burt	Supervisor of Municipal Enforcement
Danielle Liwanag	Paid Parking Coordinator
Caitlin Miller	Manager of Protective Services
Andy Esarte	Manager of Engineering
Claire Ellick	Transportation Engineer
Lauren Miller	Manager of Planning and Development

Mayor Krausert called the March 21, 2023 Committee of the Whole meeting to order at 1:00 p.m.

**A. CALL TO ORDER AND APPROVAL OF AGENDA**

1. **Land Acknowledgement**
2. **Agenda for the March 21, 2023 Committee of the Whole Meeting**

7-2023COW Moved by Mayor Krausert that the Committee of the Whole approve the agenda for the March 21, 2023 meeting as presented.

**CARRIED UNANIMOUSLY**

**B. DELEGATIONS - None**

**C. MINUTES**

1. **Minutes of the February 21, 2023 Committee of the Whole Meeting**

8-2023COW Moved by Mayor Krausert that the Committee of the Whole approve the minutes of the February 21, 2023 meeting as presented.

**CARRIED UNANIMOUSLY**

Minutes approved by: \_\_\_\_\_



**D. STAFF REPORTS**

**1. 2022 Municipal Enforcement Annual Report**

Administration spoke to a written report providing an overview of overall department objectives, 2022 highlights, and 2022 statistics.

**2. 2022 Paid Parking Annual Report**

Administration spoke to a written report providing information on paid parking revenues collected in the Town Centre and Quarry Lake, numbers of paid parking permit registrations, numbers of warnings and tickets issued, and future improvements planned for the paid parking program.

**3. Canmore Automated Traffic Enforcement Annual Report**

Administration spoke to a written report providing information on automated traffic enforcement (ATE) program objectives, locations where the program is in effect, 2022 enforcement statistics, and programs that received funding from ATE revenues.

**4. Local and Collector Road Speed Limits: Safety and Livability**

Administration spoke to a written report discussing the safety and livability goals being addressed by the proposed speed limit reductions along local and collector roads in Canmore.

**5. Elevation Place Aquatic Centre Update**

Administration spoke to a written report reviewing service delivery challenges being experienced by the aquatic centre including staffing shortages, planned and unplanned maintenance, and unplanned closures, as well as steps underway to address the challenges. Positive outcomes include increased hours of operation, increased delivery of swim instruction, and the return of programs for Bow Valley Schools.

**Meeting break 2:57 – 3:15 p.m.**

**6. Planning and Development Service Delivery Improvements**

Administration spoke to a written report providing an update on the changes implemented within the Planning and Development department to improve service delivery and outline what further changes can be expected in 2023.

**7. Cougar Creek Construction Update**

Administration gave a verbal report advising that a mutual termination agreement was reached with Flatiron, thus resolving the contract dispute between Flatiron and the Town. Administration also provided an update on short-term construction plans and next steps toward project completion.

**E. COUNCILLOR UPDATES**

**1. March 2023 Councillor Updates**

Written report, received as information.

**F. ADMINISTRATIVE UPDATE**

**1. March 2023 Administrative Update**

Written report, received as information.

Minutes approved by: \_\_\_\_\_

**G. COUNCIL RESOLUTION ACTION LIST**

**1. Council Resolution Action List as of March 3, 2023**

Written report, received as information.

**H. CORRESPONDENCE**

**1. Letter from AHS Re: Response to Sponsorship Program**

**2. Letter from Minister of Municipal Affairs Re: Budget 2023**

Received as information.

**I. IN CAMERA - None**

**J. ADJOURNMENT**

9-2023COW

Moved by Mayor Krausert that the Committee of the Whole adjourn the March 21, 2023 meeting at 4:39 p.m.

**CARRIED UNANIMOUSLY**

\_\_\_\_\_  
Sean Krausert, Mayor

\_\_\_\_\_  
Cheryl Hyde, Municipal Clerk

Minutes approved by: \_\_\_\_\_



# Briefing

**DATE OF MEETING:** April 18, 2023 **Agenda #:** D-2

**TO:** Committee of the Whole

**SUBJECT:** Preliminary 2023 Property Tax Rates

**SUBMITTED BY:** Palki Biswas, Manager of Finance

**RECOMMENDATION:** To provide preliminary 2023 property tax rates for discussion prior to Council approving the Property Tax Rate Bylaw on May 2, 2023.

## EXECUTIVE SUMMARY

Each year Administration recommends municipal tax rates for the various residential sub-classes and non-residential class properties based upon assessed property values, the budgeted tax requirement, professional judgment, Council approved Property Tax Policy, and other direction provided by Council. The Property Tax Rate Bylaw must be passed before the tax notices can be mailed (mailing date of May 15, 2023, which is consistent with prior years). Ahead of passing the annual Property Tax Rate Bylaw, preliminary assessment information and tax rates are being provided to Council for discussion.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

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

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

On December 20, 2022, Council approved the 2023 Operating Budget for \$68,302,946 via Resolution 314-2022. The 2023 municipal tax requirement to satisfy this budget is a total of \$32,040,636 in municipal tax revenue which includes \$450,000 budgeted for Vital Homes and \$25,000 budgeted in supplementary property taxes.

## DISCUSSION

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

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

## ASSESSMENT

The Town's Assessor, Benchmark Assessment Consultants Inc., has provided the assessment values used to calculate the proposed tax rates for 2023. While the Town appoints the designated assessors, the work of the assessors is outside the control of the Town and proceeds in accordance with the assessment process and the related provincial legislation and regulations. An overview of the 2023 assessment data including market changes and growth was provided to Council in a workshop on February 14, 2023.

The assessment roll has been completed, and the notices were mailed out on February 13 with a final complaint deadline of April 24. Property owners can question their assessments and file a formal assessment appeal until that date. It is important to note that the values used in this report are those that appeared on the assessment notices mailed on February 13 and include adjustments made to *April 6*, but there will likely be more adjustments made as part of the assessment query and appeal process.

The total taxable assessment base in 2023 is **\$10.68 billion**, an increase of \$2.0 billion (22.60%) over the previous year: \$9.03 billion residential (84.55%) and \$1.65 billion non-residential (15.45%) broken down as follows:

Real Growth (assessed values of new properties that did not previously exist):  
+\$127.67 million (+\$85.12 million residential, +\$42.55 million non-residential)

Market Inflation (net increase in the assessed values of existing properties):  
+\$1.84 billion (+\$1.61 billion residential, +\$231.0 million non-residential)

This is net of \$640.28 million (2022: \$556.0 million) in exempt property assessed values. The table below outlines the total year over year assessment increase per property class. An increase in the overall assessment does not automatically mean more taxes are collected, since the total amount of taxes collected is determined based of the cost of services, as approved in the annual budget.

Classification	2023	2022	Change in Assessment	2023 Rolls
Residential	\$8,462,528,820	\$6,931,738,140	22.1%	9,124
Tourist Home*	428,620,740	290,571,240	47.5%	603
Tourist Home – Personal Use*	70,915,000	62,488,000	13.5%	97
Vacant, Serviced	67,883,000	53,190,000	27.6%	78
Non-Residential	1,595,420,930	1,327,574,460	20.2%	2,334
Machinery and Equipment (incl. Linear)	54,806,650	51,520,120	6.4%	23
<b>Total</b>	<b>\$10,680,175,140</b>	<b>\$8,717,081,960</b>	<b>22.5%</b>	<b>12,259</b>

\* The difference between the Tourist Home and Tourist Home – Personal Use assessment categories as shown above are determined by filing of the appropriate declaration form for the 2023 year.

## MEDIAN ASSESSMENT COMPARISON

The preliminary changes in median assessed value from 2022 to 2023 for the residential property types are listed below. It is important to note that those properties with assessment changes above or below the *median* will see higher or lower taxation increases/decreases.

Classification	Median Assessment		Change in Median Assessment
	2023	2022	
Residential	\$969,000	\$800,000	21.1%
Tourist Home	670,000	534,000	25.5%
Tourist Home – Personal Use	686,000	534,000	28.5%
Vacant, Serviced	\$874,000	\$691,000	26.5%

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

Classification	Median Assessment		Change in Median Assessment
	2023	2022	
Single Detached Units*	\$1,211,500	\$997,000	21.5%
Residential Condominiums	756,000	720,000	5.0%

*\*Includes non-condo duplex, triplex, and fourplexes*

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

## MUNICIPAL TAX

Council approved a 12.5% revenue increase with the 2023 budget. As the overall assessment value has increased year over year, the municipal tax rate decreased to bring in the same amount of revenue. The median single-family homeowner with a change in assessed value from \$997,000 to \$1,211,500 will see an increase in municipal taxes of \$19.14 per month. If a property value has increased or decreased more or less than this, there will be a corresponding effect on taxes.

The 2023 municipal tax requirement is a total of **\$32,040,636** in revenue which includes \$450,000 for Vital Homes and \$25,000 in supplementary property taxes. A total of \$20.77 million is proposed to be collected from residential properties and \$11.27 million from non-residential ones. In addition, the Town is required to collect provincial education tax, seniors housing requisition, as well as linear and industrial assessment requisitions on behalf of the Province and the Bow Valley Regional Housing Authority (BVRH).

## EDUCATION TAX

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

The Town of Canmore's share of the provincial education tax requisition is determined by applying the provincial uniform tax rates to the Town's 2023 equalized assessment (equalized assessments have a one-year time lag when compared to municipalities' assessment; for e.g., equalized assessment for 2023 is based on 2021 assessment year). Although the provincial education tax amount remained the same as the previous year, the Town will see an overall increase of 3% or \$815,800 in 2023 due to the increase in assessment values for a

total of \$24,743,442. Additionally, there is an adjustment of \$42,331, under collected from prior year (2022), bringing the total education requisition to be collected to **\$24,785,773**. Each year, the province sends a preliminary education property tax requisition for use when setting the annual tax rates. Later in the year, a final requisition is received that is often different from the preliminary one, resulting in under or over levies that are to be adjusted for in the subsequent year. The 2022 under collections are a result of assessment and school tax requisition adjustments after the 2022 tax rates were set.

## **SENIOR'S REQUISITION (BVRH)**

The Seniors Requisition for 2023 is determined by BVRH who provide affordable housing options to seniors and other residents within the Bow Valley. For the Town of Canmore, the 2023 net requisition (including over levy from prior year) is at **\$1,540,394** to help fund these services. This is an increase of \$55,634 from the 2022 net requisition. As with education taxes, over and under levies of the Seniors Requisition are due to assessment changes made after the tax rates are set and are corrected in the following year.

## **DESIGNATED INDUSTRIAL PROPERTY REQUISITION**

As specified in the MGA, the province assesses Canmore's linear and designated industrial property. As a result, the Town is expected to collect a provincial requisition for these assessment costs from industrial and linear properties. The 2023 provincial uniform tax rate for all designated industrial property assessment is set at **\$0.0746** per \$1,000 of the designated industrial property assessment as per ministerial order. The total revenue collected and remitted to the government in 2023 will be **\$4,200**.

## **COMBINED TAX RATES**

In compliance with the policy, the 2023 proposed property tax rates are calculated on the following basis:

- the residential/non-residential tax split will be 65/35 respectively; the split used last year and one that is still in line with competitor and neighbouring communities.
- Class 1 property is divided into subclasses for property assessment purposes while visitor accommodation units are classified as non-residential properties. Two class 1 subclasses are "Tourist Home" and "Tourist Home - Personal Use".
  - A tourist home property will be taxed at a rate equivalent to that of non-residential properties for Municipal and Vital Homes taxes in recognition of the fact that it can be used as a non-residential visitor accommodation unit and can be rented out for short-term and long-term accommodation purposes.
  - A tourist home property shall be placed in the Tourist Home – Personal Use subclass for any given taxation year if all owners registered on title, on or before January 31 of each fiscal year, sign a statutory declaration declaring that the property will be used only for personal purposes, and will not be advertised or operated for short-term or long-term rental during the current taxation year. The tax rate for the Tourist Home - Personal Use subclass shall be the same as the Municipal tax rate for the residential subclass.
- properties classified as "Vacant Land – Residential" will be taxed at a rate equal to the residential rate.

Section 6 of the Property Tax policy requires that “indicators of tax rate ratios and residential taxes per capita in neighbouring and comparator municipalities will be monitored on an ongoing basis, with an intention to target a residential/ non-residential tax share split in line with the average of these findings.” Administration provides per dwelling figures rather than per capita, as with Canmore’s non-permanent population and the challenges of determining their numbers, the per capita calculation is difficult and does not result in a clear comparison. Please see the attachment for a summary of this 2022 information.

It is important to note that these ratios and per dwelling amounts fluctuate annually and the Property Tax Task Force report recommended that annual taxes be set with a split in line with the averages and not at the exact averages. Given that the averages are in line with the 65/35 residential/non-residential split used in prior years, the same split was also used to calculate the 2023 rates. Canmore’s 2022 tax per dwelling unit is in line with both competitor and neighbouring communities. The 2023 *preliminary* mill rates are calculated in accordance with the policy and the chart below details the municipal, vital homes requisition and senior requisition rates for residential and non-residential properties.

	<b>Municipal Tax Rate</b>	<b>Municipal Tax Ratio (Class: Residential)</b>	<b>Vital Homes Requisition Rate</b>	<b>Senior Requisition Rate</b>
<b>Residential</b>				
Residential	2.05051	1:1	0.01937	0.14439
Tourist Home	6.72057	3.28:1	0.13619	0.14439
Tourist Home – Personal Use	2.05051	1:1	0.01937	0.14439
Vacant, Serviced	2.05051	1:1	0.01937	0.14439
<b>Non-Residential</b>				
Non-Residential	6.72057	3.28:1	0.13619	0.14439
Machinery and Equipment (incl. Linear)	6.72057	3.28:1	0.13619	0.14439

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

**FINANCIAL IMPACTS**

A total of \$32,040,636 in municipal tax revenue needs to be collected for 2023. Overall, this represents a \$3.91 million or 13.9% increase over 2022 (including growth) and 12.5% increase over 2022 (not including growth).

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

<b>Classification</b>	<b>Change in Average Assessment</b>	<b>Increase per \$100,000 Assessed Value*</b>
Residential	21.3%	\$18.64
Tourist Home	22.1%	97.09
Tourist Home – Personal Use	26.4%	26.09
Vacant, Serviced	35.8%	38.54
Non-Residential	13.7%	54.70
Machinery and Equipment (incl. Linear)	6.4%	\$12.28

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

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

**STAKEHOLDER ENGAGEMENT**

None.

**ATTACHMENTS**

2022 Tax Split Comparisons

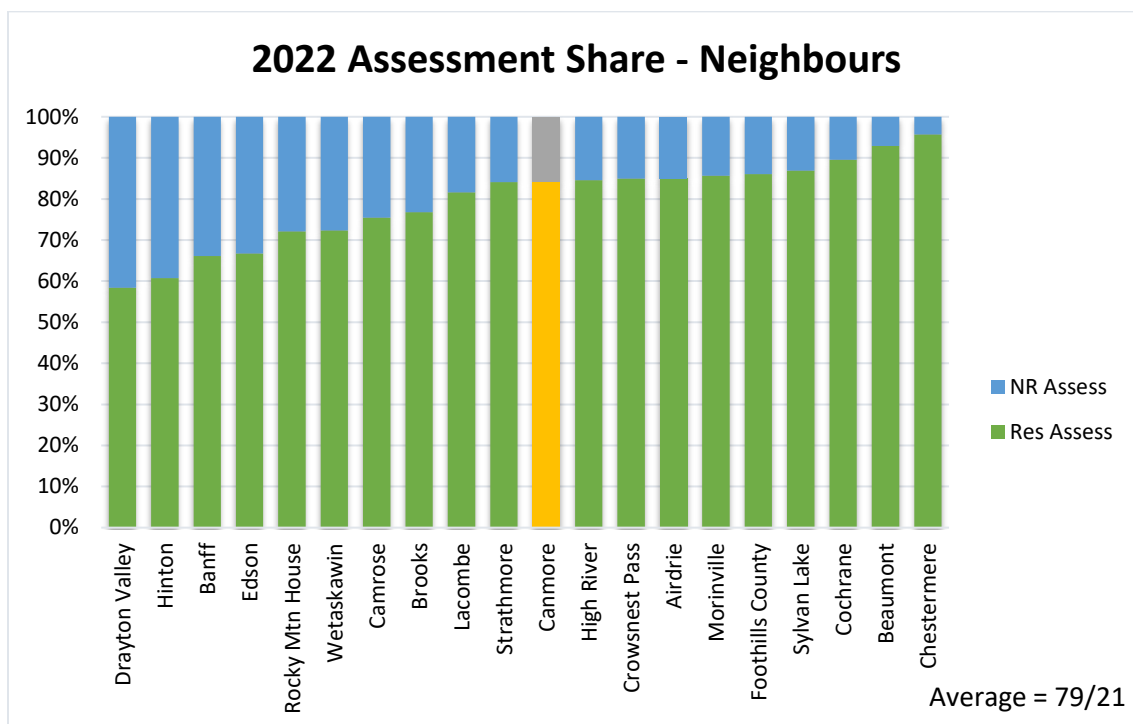
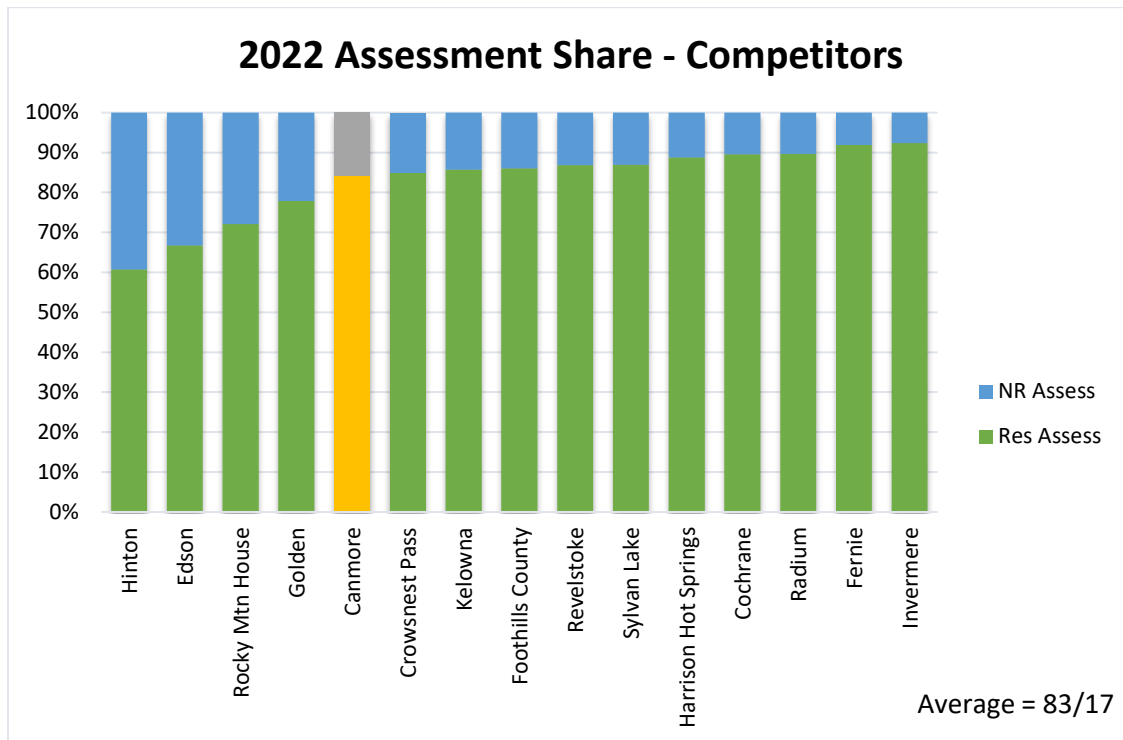
**AUTHORIZATION**

Submitted by:	Palki Biswas Manager of Finance	Date: <u>April 6, 2023</u>
Approved by:	Therese Rogers General Manager of Corporate Services	Date: <u>April 12, 2023</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>April 10, 2023</u>

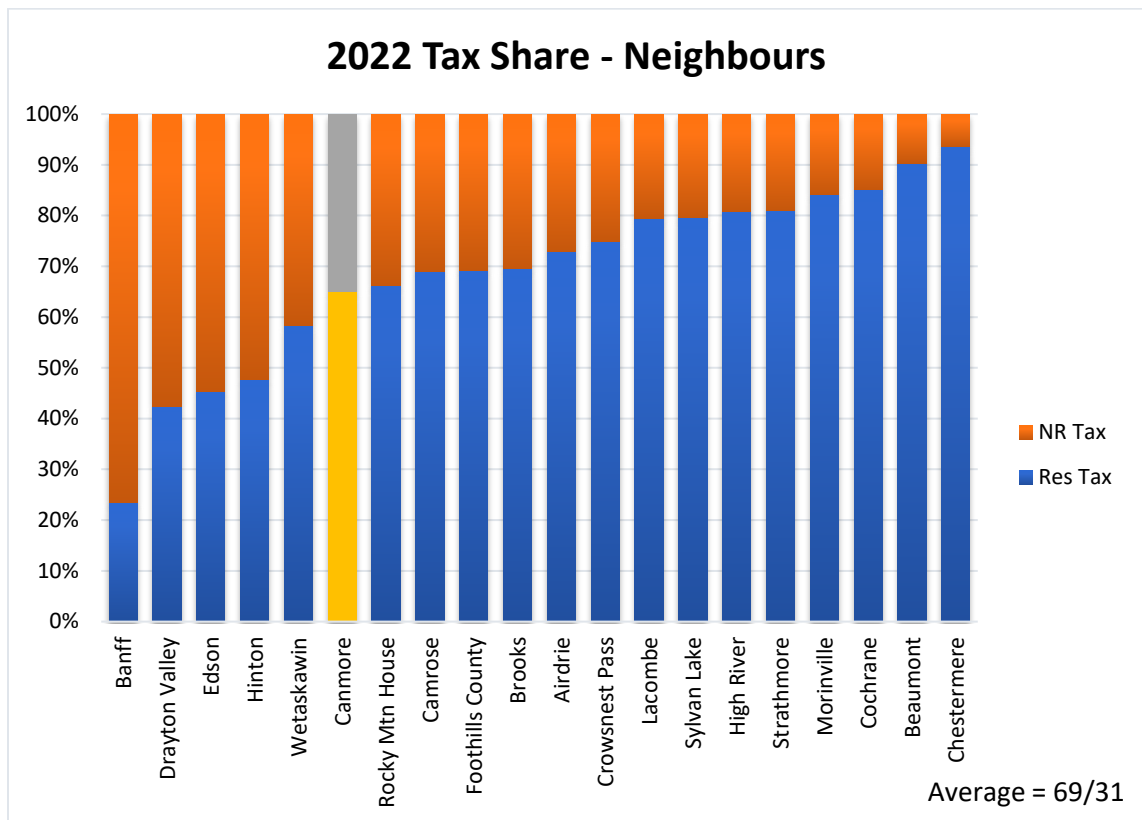
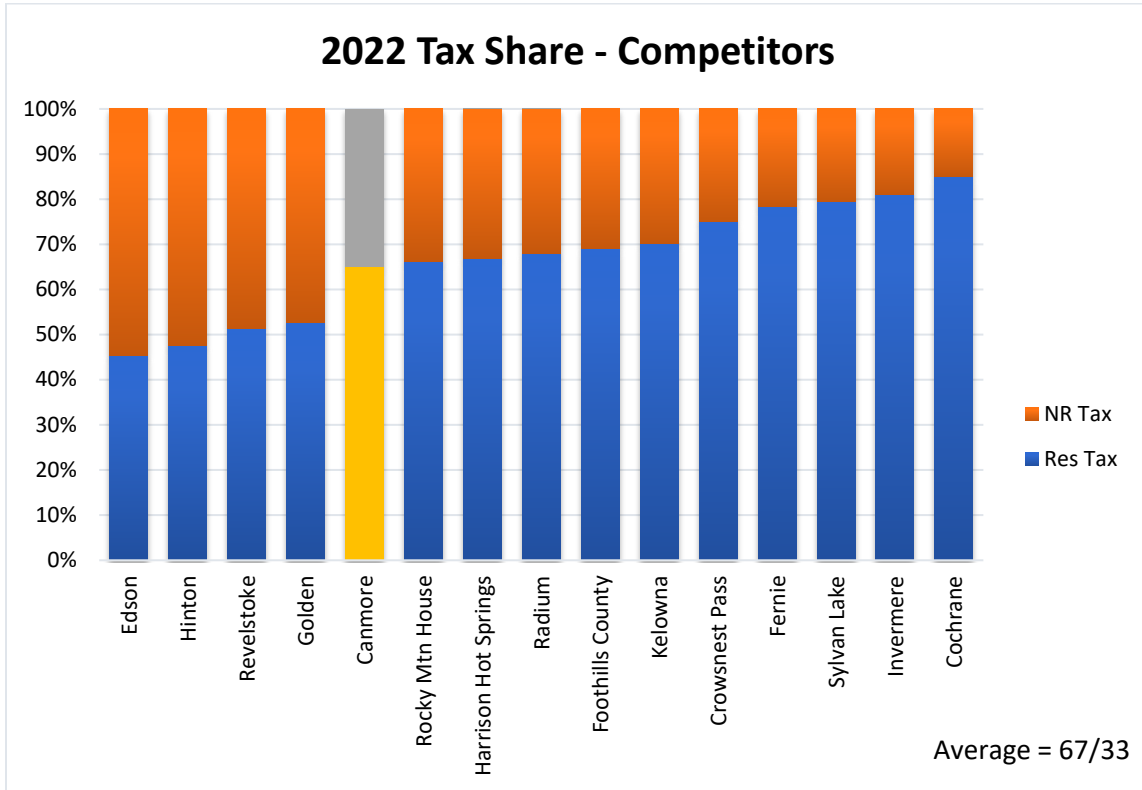


## How Does Canmore Compare to Neighbours and Competitors in Alberta and British Columbia?

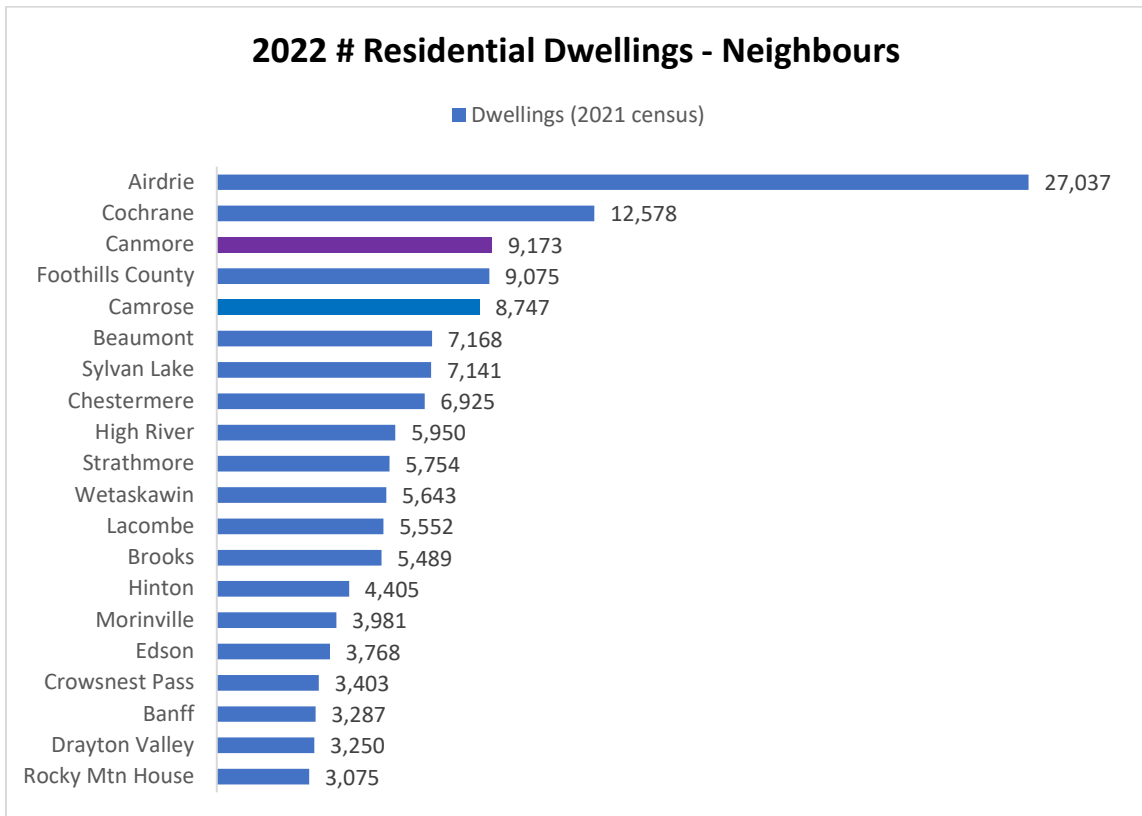
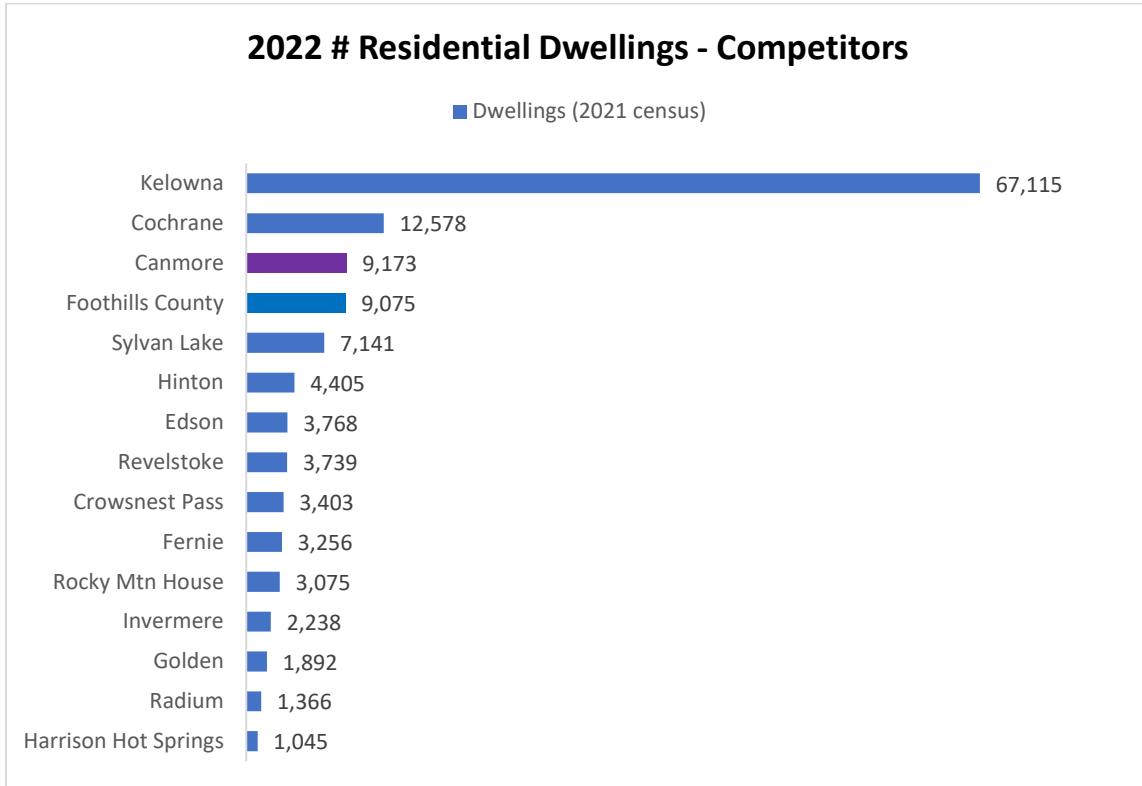
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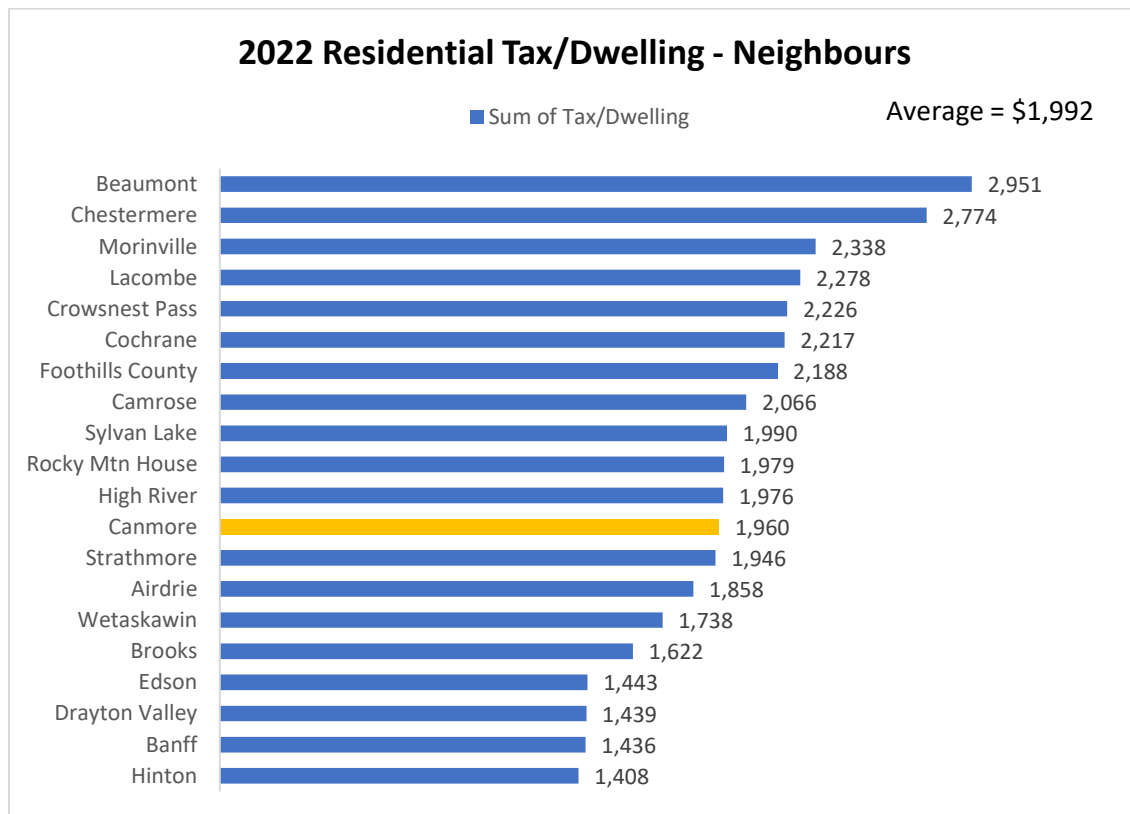
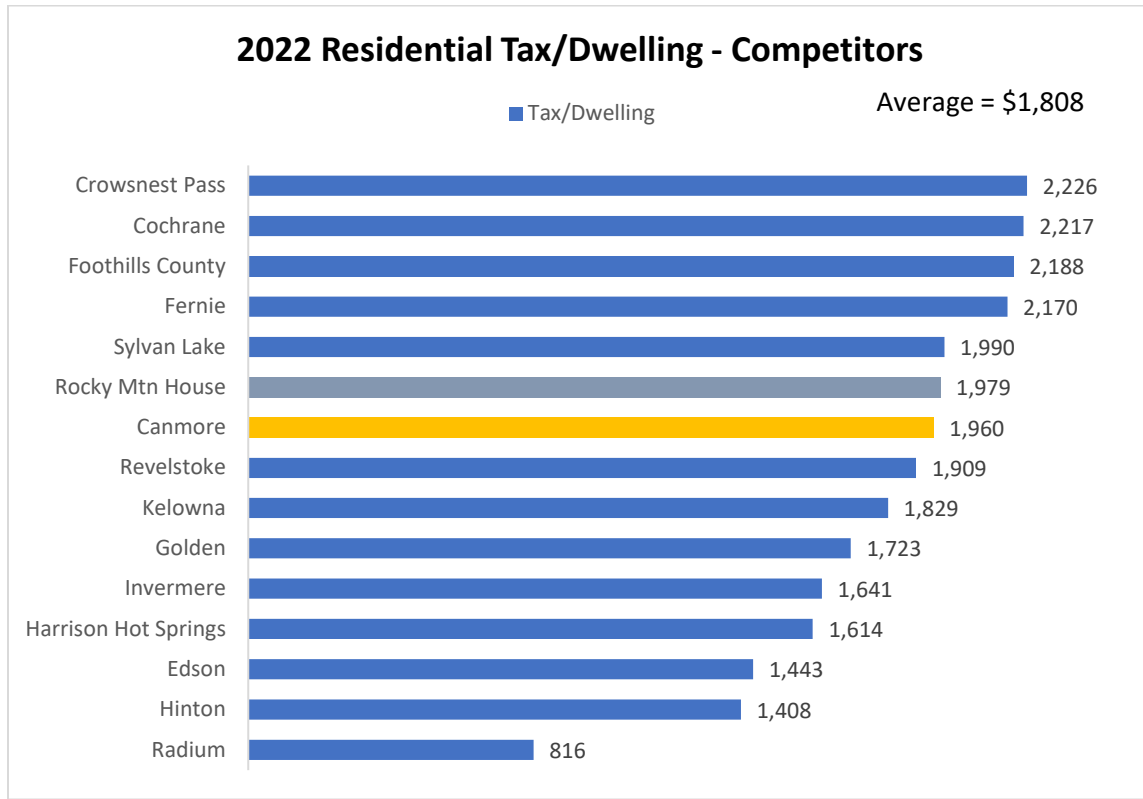
## TAXES



## NUMBER OF RESIDENTIAL DWELLINGS



## RESIDENTIAL TAX PER DWELLING



**DATE OF MEETING:**

April 18, 2023

**Agenda #: E**

## 1. Mayor Krausert

### a) Canmore Community Housing

- I defer to Councillor Foubert's report.

### b) Tourism Canmore Kananaskis

- Tourism Canmore Kananaskis sponsored the Tourism Summit in Edmonton at the end of February, which is an advocacy summit hosted by the Tourism Industry Association of Alberta (TIAA). Recurring themes throughout the two days were:
  - The continuing need for sustainable funding pathways for tourism operators and industry as a whole. TIAA continues to leverage the economic findings in its recent economic impact research study with government to advance a case for long-term sustainable investment in Alberta's visitor economy.
  - Immigration programs are being underutilized in Alberta. While immigration isn't the only solution to addressing the sector's labour shortages, we need to find a way to access and better utilize these programs.
  - Provincial politics has become increasingly uncertain over the last few years making it more important to ensure we are pursuing non-partisan policy-based advocacy efforts. Ensuring the sector is poised for recovery and growth means bringing forward policy changes based on data and evidence to all political parties.
  - Continuing to amplify consistent messages across industry is increasingly important. TIAA's Advocacy Resources can help.
- As TCK continues to develop a Peaks Academy to provide consistent visitor experience training to various frontline staff in Canmore, the Stoney Nakoda have been approached with respect to Culture & History components. Related to these efforts, board and staff will be engaging in cultural awareness training.
- A Membership Specialist has been hired.
- Tourism Week is April 24 – 30, 2023, with the theme being: Canada – Powered by Tourism. More information can be found here:  
[https://tiac-aitc.ca/TIAC\\_s\\_Tourism\\_Week\\_in\\_Canada.html](https://tiac-aitc.ca/TIAC_s_Tourism_Week_in_Canada.html)

### c) Rocky Mountain Heritage Foundation

- Nothing new to report.

### d) Emergency Management Committee

- Nothing new to report. The next meeting is scheduled for May 17, 2023.

- e) Human Wildlife Co-existence Roundtable
  - Nothing new to report. The next meeting is scheduled for June 2, 2023.
  
- f) Town of Canmore – MD of Bighorn Inter-Municipal Committee
  - Nothing new to report.
  
- g) Canmore Tourism Roundtable
  - Nothing new to report.
  
- h) Mid-Sized Cities Mayors’ Caucus (MCMC)
  - MCMC had a 2.5-day gathering in Cochrane from March 22<sup>nd</sup> – 24<sup>th</sup>. During this gathering we met with Premier Danielle Smith, Minister Rebecca Schulz, MLA Rachel Notley (Leader of the Opposition), and Barry Morishita (Leader of the Alberta Party). We also talked strategy for future advocacy.
  - Canmore will be hosting an MCMC Summit from January 10<sup>th</sup> – 12<sup>th</sup>, 2024. The Summit will feature attendance invitation to all members of Council from each member municipality; discussions with government representatives (elected and administrative); and addressing common issues. The planning sub-committee met on March 13<sup>th</sup> to finalize choice of venue (The Malcolm Hotel) and to begin to structure the program.
  
- i) Advocacy on Behalf of the Town of Canmore
  - With respect to being recognized as tourism-based economies (along with Banff and Jasper), I participated in the following meeting/activities:
    - weekly meetings with New West Public Affairs (strategist) up until March 31<sup>st</sup>, which ends our current contract term, and with whom we will reconnect following the election;
    - on March 17<sup>th</sup>, I had a call with MLA Rosin and the Mayors of Banff and Jasper to discuss Bill 208, which was her private members bill regarding a tourism designation. While the bill would later receive first reading, it died on the floor of the legislature when the session ended and would have to be reintroduced if it is to be considered again.
  - March 22 – 24, as noted above, attended in-person meetings of the Mid-sized Cities Mayors’ Caucus.
  
- j) Events
  - On March 18<sup>th</sup>, I brought remarks on behalf of the Town of Canmore to the Banff YWCA’s VINEart Gala, and recognized the important work of the YWCA that benefits the Bow Valley.
  - On April 1<sup>st</sup>, I presented the Mayor’s Community Update presentation to “Da Guys” Breakfast Gathering.

**k) Miscellaneous**

- Continued my monthly appearances on Mountain FM with Rob Murray.
- Various media interviews re - Bill 208; RCMP retroactive pay.
- On April 3<sup>rd</sup>, I attended the Court of Appeal hearing of the Town's appeal of the Land & Property Rights Tribunal decision in favour of the Three Sisters Mountain Village along with a small contingent from Canmore Council and Administration.
- On April 6<sup>th</sup>, CAO Sally Caudill and I met for lunch with Chief Roy Whitney of the Tsuu'tina First Nation as part of our ongoing efforts to establish relationships with Treaty 7 Indigenous communities.
- On April 10<sup>th</sup>, CAO Sally Caudill and I met for lunch with Chief Aaron Young of the Chiniki First Nation and several of his advisors as part of our ongoing efforts to establish relationships with Treaty 7 Indigenous communities.

**2. Councillor Foubert**

**a) Canmore Community Housing**

- See Coun. Mah's update.

**b) Bow Valley Regional Transit**

- See Coun. McCallum's update.

**c) Canmore Planning Commission**

- See Coun. Hilstad's update.

**d) Canmore Museum**

- Construction of the upgrades to Discovery Hall gallery is currently underway. The board approved upgrades to our security and surveillance system at our last meeting and once installed, it will help protect the important artworks on display from our collection and those on loan from private owners and other collections.
- The museum board continues to work towards a strategic plan for the physical space needed for us to continue to deliver on our mandate and vision into the future.

**e) Alberta Municipalities Environment and Sustainability Committee**

- The committee's next meeting is May 4.

**f) Alberta Municipal Climate Leadership Council**

- The next meeting is April 20.

**g) Other activities:**

- Attended the March BOWDA luncheon
- Handed out cookies donated by JK Bakery on March 18 to our Canmore local route Roam drivers for transit worker appreciation day.
- Attended the Elected Officials Education Program course on Council's Role in Service Delivery on March 20 in Edmonton.

- Attended the YWCA Banff's Upstander Training course.
- Attended the public feedback session on the Palliser ASP on March 23.
- Through Zoom, attended the FCM webinar From National Adaptation Strategy to local climate resilience on March 23.
- Attended the Banff Canmore Community Foundation Moving Mountains gather and share at the Union Hall on March 24.
- Attended the Future of Municipal Government Summit and Municipal Leaders Spring Caucus in Edmonton March 29-31. The agendas included presentations and workshops on inter-municipal collaboration frameworks; local governance in Alberta; facilitation, mediation and arbitration; FCSS; Victim Services; and remarks from Premier Danielle Smith, Opposition Leader Rachel Notley and Minister of Municipal Affairs Rebeca Schulz.
- Attended the Court of Appeal hearing in Calgary on April 3.
- Attended the CMHC Housing Accelerator Fund online information session on April 6.

### **3. Councillor Graham**

#### **a) Canmore Community Housing**

- Recruitment Committee has awarded the placement contract to Human Edge from Calgary. Looking to hiring an Exec Director by summer.
- Defer the rest of the report to Councillor Foubert.

#### **b) Canmore Mountain Arts Foundation**

- AGM scheduled for April 11th
- Kathie Irvine nominated for President

#### **c) Cultural Advisory Committee**

- Workshop with Nation Access Arts Centre
- The Motion: Moved that Cecile LePage, Patricia Johnson, Donna Jo Massie, Katie Keary and a member of the Indigenous community be appointed to the Cultural Advisory Committee Public Art Selection Sub-Committee (the Jury) for the Three Sisters Gallery Climate Matters installation.
- The Motion: Moved that Courtney King, Nicole Fougere, Heather Wood, Jerritt Clooney and a member of the Indigenous community be appointed to the Cultural Advisory Committee Public Art Selection Sub-Committee (the Jury) for the Civic Centre Interior Mural Project installation.
- Micro Grant Program
- Subcommittee has met and discussed the parameters of granting – they have three questions for CAC which will be sent out for discussion prior to the next meeting.
- Between now and the next meeting Jamie will begin work on the Micro Grant Program Project Charter and will be prepared to present and discuss at the next meeting.
- The April meeting will focus primarily on the Micro Grant Program
- Lamphouse Endowment Fund for the Arts: Emerging Artist Bursary
- Chris reported that the Banff Canmore Community Foundation has allocated \$5,000 to the bursary.



- d) Wildsmart
- No meetings and nothing to report

- e) Miscellaneous
- Nothing to report.

#### 4. Councillor Hilstad

a) CAO Performance Review Committee

- CAO Performance Review Committee has met with and provided feedback to the CAO. Thanks to everyone that participated in the discussions for their thoughtful and fulsome feedback.

b) Heliport Monitoring Committee

- Alpine Helicopters has submitted their 2022 Annual Report, which the committee will review at our next scheduled meeting.

c) Canmore Planning Commission

- Nothing New to Report

d) Enforcement Appeal Review Committee

- Nothing new to report.

e) Community Grants Selection Committee

- Applications for the Community Grants Program are open. The deadline for applications is noon on April 28, 2023. For more information visit the Town of Canmore website at: [Town of Canmore - Community Grants](#)

#### 5. Councillor Mah

a) Bow Valley Waste Management Commission

- Nothing new to report as we did not meet.

b) Business Improvement Area (BIA)

- BIA met on March 29th to discuss the budget presentation and levy schedule to be brought forth at the Tuesday, Apr 4th council meeting.
- BIA has struck a hiring committee in the search of a new Executive Director and will be ramping up efforts now that the budget presentation has occurred.

c) Biosphere Institute of the Bow Valley

- Nothing to report as we did not meet.

d) Emergency Management Committee

- I defer to Mayor Krausert's report.

- e) Canmore Community Housing
  - The hiring committee has chosen Human Edge Executive Search for the recruitment process of the new director
  - On March 30th, 2023, the board met to approve CCH's new business plan. This new plan more accurately reflects the intentions and desire of the board to take bold steps in addressing housing needs.
  - On March 30th, 2023, the board met with Human Edge to further clarify our expectations of the new director. This was a very fruitful conversation in pinning down values, mindset as well as potential hiring challenges and opportunities.
  - Please reference the attached CCH Management report for operations update and status of vital home sales:
  
- f) Miscellaneous
  - None to report.

## 6. Councillor Marra

- a) Assessment Review Board (ARB)
  - Nothing to report
  - Complaint due date is April 24, 2023
  
- b) Bow Valley Waste Management Commission
  - I defer to Councillor Mah
  
- c) Canmore Public Library
  - Strategic Planning Session set for May 23, 2023
  - Don't miss the next Earth Talks presentations "Why We Should Talk More About Garbage" with Melissa Tomaszewski coming up on April 17th! Visit our website to learn more and reserve your spot!
  - The Board was presented with the 2022 Financial Audit from Avail LLP. Financials are in good standing and the board approved the results.
  
- d) Subdivision and Development Appeal Board (SDAB)
  - Nothing to report. To view any upcoming appeals or to find Board Orders please visit the Town of Canmore Website
  
- e) Inter-Municipal Committee – Town of Canmore and M.D of Bighorn
  - Nothing to report. No meeting held in March.
  
- f) Southern Alberta Energy from Waste Association (SAEWA)
  - Strategic Planning Session set for April 21, 2023

- g) Bow Valley Regional Housing
  - Audit review for 2022 was presented by KMSS LLP and approved by the board.
  - See attached Newsletter and waitlists
- h) Miscellaneous
  - I attended the Alberta Seniors and Community Housing (ASCHA) in Edmonton along with Councillor McCallum.
  - ASCHA welcomed over 300 delegates to three days of inspirational discussion, keynote presentations and educational breakout sessions from subject experts and thought leaders in all things related to seniors and community housing. It was a great opportunity for senior leaders, managers, frontline workers, and board members to engage and learn.

## 7. Councillor McCallum

- a) Bow Valley Regional Housing
  - I defer to Councillor Marra's report
- b) Subdivision and Development Appeal Board
  - Nothing to report.
- c) Assessment Review Board
  - Nothing new to report.
- d) Alberta Municipalities Safe and Healthy Communities Committee
  - Nothing new to report.
- e) Bow Valley Regional Transit Services Commission (BVRTCS)
  - The Proterra bus that Canmore Council approved for purchase has been ordered to ensure delivery in the Spring of 2024.
  - The Dillon-commissioned "Canmore Local Transit Service Review" is currently being prepared in the draft stage and is anticipated to be received for review in the coming weeks. This report will assist in future year decision-making for Canmore local.
  - The BVRTSC has signed a contract with Arbus Mountain Homes to purchase a five-bedroom staff accommodation unit to house Roam employees. It is due to be completed in early 2024.
  - The Commission completed its 2023 BVRTSC Strategic Planning Update.
  - The Commission decided that they would not permit dogs to ride leashed on the bus at this time. The status quo will continue, with ROAM continuing to allow dogs on the bus in carriers and on its human's lap.
  - Schedule changes that started in March can be found here:  
<https://roamtransit.com/2023/03/changes-to-route-3-5c-5t-8x/>
- f) Miscellaneous
  - March 29 – 31, 2023 - I attended the Alberta Municipalities Spring Caucus Meeting in Edmonton last month.
  - April 2 – 5, 2023 – I attended the Alberta Seniors and Community Housing Conference (ASCHA) with Councillor Marra.

### Canmore Rental Statistics for 2023

		Jan.	Feb.	Mar.	Q1 Averages	Apr.	May	June	Q2 Averages	July	Aug.	Sept.	Q3 Averages	Oct.	Nov.	Dec.	Q4 Averages	Annual Average
Shared 1Bdrm	Average	\$900.00	\$ 1,095.20	\$1,533.33	\$ 1,176.18				\$ -				\$ -				\$ -	\$ 1,176.18
	Median	\$900.00	\$ 1,150.00	\$1,400.00	\$ 1,150.00				\$ -				\$ -				\$ -	\$ 1,150.00
	Available	1	5	3	3				0				0				0	3
Studio	Average				\$ -				\$ -				\$ -				\$ -	#DIV/0!
	Median				\$ -				\$ -				\$ -				\$ -	#NUM!
	Available	0	0	0	0				0				0				0	0
1 Bedroom	Average	\$2,218.50	\$ 3,250.00	\$1,816.67	\$ 2,428.39				\$ -				\$ -				\$ -	\$ 2,428.39
	Median	\$2,100.00	\$ 3,250.00	\$1,500.00	\$ 2,100.00				\$ -				\$ -				\$ -	\$2,100.00
	Available	10	2	3	5				0				0				0	5
2 Bedroom	Average	\$2,745.42	\$ 3,076.82	\$3,203.00	\$ 3,008.41				\$ -				\$ -				\$ -	\$ 3,008.41
	Median	\$2,700.00	\$ 2,900.00	\$3,150.00	\$ 2,900.00				\$ -				\$ -				\$ -	\$2,900.00
	Available	12	11	9	11				0				0				0	11
3 Bedroom	Average	\$4,480.00	\$ 4,691.67	\$4,484.67	\$ 4,552.11				\$ -				\$ -				\$ -	\$ 4,552.11
	Median	\$3,750.00	\$ 4,625.00	\$4,450.00	\$ 4,450.00				\$ -				\$ -				\$ -	\$4,450.00
	Available	5	6	15	9				0				0				0	9
4+Bedroom	Average	\$5,133.57	\$ 4,517.00	\$6,596.67	\$ 5,415.75				\$ -				\$ -				\$ -	\$ 5,415.75
	Median	\$4,750.00	\$ 4,995.00	\$5,000.00	\$ 4,995.00				\$ -				\$ -				\$ -	\$4,995.00
	Available	7	5	3	5				0				0				0	5
Summary Total Studio-4		34	24	30	88	0	0	0	0	0	0	0	0	0	0	0	0	88

### Canmore Rental Statistics for 2022

		Jan.	Feb.	Mar.	Q1 Averages	Apr.	May	June	Q2 Averages	July	Aug.	Sept.	Q3 Averages	Oct.	Nov.	Dec.	Q4 Averages	Annual Average
Shared 1Bdrm	Average	\$880.56	\$ 920.83	\$781.25	\$ 860.88	\$847.50	-	\$935.00	\$ 891.25	\$1,200.00	\$901.11	\$863.33	\$ 988.15	\$895.00	\$ 995.00	\$ 1,056.25	\$ 982.08	\$ 934.17
	Median	\$800.00	\$ 900.00	\$762.50	\$ 800.00	\$900.00	-	\$950.00	\$ 925.00	\$1,200.00	\$900.00	\$875.00	\$ 900.00	\$935.00	\$ 885.00	\$ 1,100.00	\$ 935.00	\$ 900.00
	Available	9	6	4	6	8	0	6	5	2	9	3	5	3	6	8	6	5
Studio	Average	\$1,300.00	\$900.00	-	\$ 1,100.00	-	\$1,300.00	-	\$ 1,300.00	\$ 1,400.00	\$ 1,525.00	\$1,075.00	\$ 1,333.33	\$1,200.00	\$ 1,000.00	\$ 1,375.00	\$ 1,191.67	\$ 1,230.56
	Median	\$1,300.00	\$900.00	-	\$ 1,100.00	-	\$1,300.00	-	\$ 1,300.00	\$ 1,400.00	\$ 1,525.00	\$1,075.00	\$ 1,400.00	\$1,200.00	\$ 1,000.00	\$ 1,375.00	\$ 1,200.00	\$ 1,300.00
	Available	2	1	0	1	0	1	0	0	1	1	1	1	1	1	1	1	1
1 Bedroom	Average	\$1,714.00	\$ 1,749.17	\$1,646.11	\$ 1,703.09	\$1,759.38	\$1,783.33	\$1,966.67	\$ 1,836.46	\$2,040.00	\$2,066.00	\$ 1,954.00	\$ 2,020.00	\$2,031.33	\$ 2,278.75	\$ 2,188.38	\$ 2,166.16	\$ 1,931.43
	Median	\$1,700.00	\$ 1,847.50	\$1,695.00	\$ 1,700.00	\$1,525.00	\$1,750.00	\$2,100.00	\$ 1,750.00	\$2,100.00	\$2,050.00	\$ 1,837.50	\$ 2,050.00	\$2,011.00	\$ 2,200.00	\$ 1,900.00	\$ 2,011.00	\$ 1,873.75
	Available	5	6	9	7	8	6	3	6	5	14	10	10	12	12	13	12	9
2 Bedroom	Average	\$2,545.24	\$ 2,901.56	\$2,909.72	\$ 2,785.51	\$2,371.39	\$2,602.21	\$2,710.69	\$ 2,561.43	\$2,900.00	\$2,711.86	\$ 2,799.28	\$ 2,803.71	\$2,811.63	\$ 2,810.56	\$ 2,749.00	\$ 2,790.40	\$ 2,735.26
	Median	\$2,250.00	\$ 2,850.00	\$2,747.50	\$ 2,747.50	\$2,199.50	\$2,324.50	\$2,550.00	\$ 2,324.50	\$2,697.50	\$2,600.00	\$ 2,700.00	\$ 2,697.50	\$2,700.00	\$ 2,700.00	\$ 2,500.00	\$ 2,700.00	\$ 2,648.75
	Available	21	16	18	18	18	14	26	19	26	35	29	30	27	27	15	23	23
3 Bedroom	Average	\$3,716.86	\$ 3,686.36	\$4,163.18	\$3,855.47	\$4,059.06	\$3,622.94	\$3,669.23	\$3,783.74	\$3,871.43	\$3,463.18	\$ 3,903.21	\$3,745.94	\$3,947.57	\$4,704.14	\$ 4,722.67	\$4,458.13	\$3,960.82
	Median	\$3,450.00	\$ 3,400.00	\$4,000.00	\$ 3,450.00	\$3,450.00	\$3,400.00	\$3,400.00	\$ 3,400.00	\$3,500.00	\$3,500.00	\$ 3,550.00	\$ 3,500.00	\$3,600.00	\$4,625.00	\$ 3,750.00	\$ 3,750.00	\$ 3,500.00
	Available	14	11	11	12	16	17	13	15	7	22	14	14	21	14	9	15	14
4+Bedroom	Average	\$3,600.00	\$ 5,016.67	\$3,016.67	\$ 3,877.78	\$8,166.67	\$7,025.00	\$6,500.00	\$ 7,230.56	\$4,800.00	\$4,862.50	\$ 5,950.00	\$ 5,204.17	\$5,519.17	\$3,140.00	\$ 3,596.67	\$ 4,085.28	\$ 5,099.44
	Median	\$3,600.00	\$ 3,250.00	\$3,000.00	\$ 3,250.00	\$8,000.00	\$8,000.00	\$6,500.00	\$ 8,000.00	\$4,800.00	\$4,250.00	\$ 5,500.00	\$ 4,800.00	\$5,200.00	\$3,140.00	\$ 3,790.00	\$ 3,790.00	\$ 4,525.00
	Available	1	3	3	2	3	5	2	3	1	8	6	5	6	2	3	4	4
Summary Total Studio-4		43	37	41	121	45	43	44	132	40	80	60	180	67	56	41	164	597

Sources: Asset West, PEKA, ReMax, RMO, Peak Estates, Rent Faster, Kijiji

**DATE OF MEETING:** March 30, 2023 **Consent Agenda**

**SUBJECT:** Management Report

**RECOMMENDATION:** For information

**EXECUTIVE SUMMARY****1.0 OPERATIONS UPDATE**

<b>CCH OPERATIONS REPORT</b>											
<b>February 2023</b>											
	<b>OWN Program</b>			<b>RENT Program</b>							
<b>Wait List:</b>	158	+12 over last month		102			+5 over last month				
<b>Applications YTD:</b>	28	+12 over last month +22 over STLY		39			+19 over last month +21 over STLY				
<i>Applications Received/Processed 2022:</i>	72			154							
<b>Inquiries YTD:</b>	56	+26 over last month +38 over STLY		77			+44 over last month +57 over STLY				
<i>Inquiries 2022:</i>	227 Total			238 Total							
<b>Current Occupancy:</b>				100%	Hector	100%	McArthur	100%	Wolf Willow	100%	NLCC
<b>Total Vital Home Units:</b>	160	No units for sale in February 3 units from Spring Creek were onboarded to the Program		60		48		9		1	
<b>Turnover YTD:</b>	2%	3		0%	0	8%	4	0%	0	0%	0
<i>Turnover 2022:</i>	12%	19 sales (19/157)		18%	11 Units (11/60)	31%	15 units (15/48)	30%	3 Units (3/9)	0%	0
<b>↑ Above numbers updated as of February 28, 2023 ↑</b>											

## 2.0 CCH VITAL HOMES SALES – JANUARY TO MARCH 2023

**Sold or conditionally sold:** none

**Current listings/showings:** 101D Wolf Willow, 2 bedroom ground floor unit, \$281,000 list price, 15 people from wait list came to showing

Appendix A - Committee of Whole report						
Note: Sales are recorded in the year the transaction closes						
28-Feb-23						
Vital Homes Homeownership Program						
Year	Resales	New Inventory	Total	Resales	New Inventory	
2023	0	3	3		3AL	
2022	9	10	19	5WW, 3HB,1MSC	10RR	
2021	15	8	23	3 MSC, 2CR, 2HB, 1MR, 7WW	2LR, 4-7&7, 2JPL	
2020	11	6	17	1CR, 8WW, 2MSC	1LR, 1Vt, 4JPL	
2019	3	33	36	3 MSC	1Vt, 32HB	
2018	<u>3</u>	<u>21</u>	<u>24</u>	3CR	17HB, 4CML	
<b>Total</b>	<b><u>41</u></b>	<b><u>78</u></b>	<b><u>119</u></b>			
Wolf Willow (2021)		<b>44</b>				
Legend						
Coyote Ridge	CR	Arnica Lodge	AL			
Hawks Bend	HB	Creekstone Mountain Lodge	CML			
Five-Plex 818 7 Street	FP	Glacier Rock Lodge	GRL			
Lookout Ridge	LR	Jack Pine Lodge	JPL			
Mineside Court	MSC	Moraine Ridge	MR			
Ravens Ridge	RR					
Seventh & Seventh	7&7					
Versant	Vt					
Wolf Willow	WW					

Appendix A - Committee of Whole report

**Note:** Sales are recorded in the year the transaction closes

31-Mar-23

Year	Vital Homes Homeownership Program		Total	Resales	New Inventory
	Resales	New Inventory			
2023	0	5	5		5AL
2022	9	10	19	5WW, 3HB,1MSC	10RR
2021	15	8	23	3 MSC, 2CR, 2HB, 1MR, 7WW	2LR, 4-7&7, 2JPL
2020	11	6	17	1CR, 8WW, 2MSC	1LR, 1Vt, 4JPL
2019	3	33	36	3 MSC	1Vt, 32HB
2018	<u>3</u>	<u>21</u>	<u>24</u>	3CR	17HB, 4CML
<b>Total</b>	<b><u>41</u></b>	<b><u>78</u></b>	<b><u>119</u></b>		
Wolf Willow (2021)		<b>44</b>			

Legend	
Coyote Ridge	CR
Hawks Bend	HB
Five-Plex 818 7 Street	FP
Lookout Ridge	LR
Mineside Court	MSC
Ravens Ridge	RR
Seventh & Seventh	7&7
Versant	Vt
Wolf Willow	WW

Spring Creek	
Arnica Lodge	AL
Creekstone Mountain Lodge	CML
Glacier Rock Lodge	GRL
Jack Pine Lodge	JPL
Moraine Ridge	MR

**CCH 2022 Goals and Strategies – (March 2023)****Strategy/Objective: Complete Ravens Ridge development**

Complete development of ten (10) VHP homeownership units in Peaks Landing with move-ins scheduled to be complete by April 2022.

- *The one-year warranty through ANHWP continues through April of 2023.*

**Strategy/Objective: Review VHP program criteria**

Review both the Homeownership and Rental program criteria by Q2 2022. Review the Matching Down Deposit Program (MDDP) and Accessory Dwelling Grant Program (ADGP) in Q4 2022.

- *The Vital Homes Rental program policy was reviewed in June and proposed amendments were approved.*
- *The Homeownership program was reviewed in August and proposed amendments were approved. It was reviewed again in November and effective January 1, 2023, the Net Asset threshold test was eliminated and the household income threshold increased to \$250,000.*
- *The MDDP and ADGP programs were discontinued December 31, 2022. MDDP and ADGP funding that has not been disbursed is to be reinvested in new programming as directed by CCH's Board at the appropriate time.*

**Strategy/Objective: CCH Housing Action Plan**

Evaluate impact of purpose-built rental buildings on Town of Canmore market rates by Q4 2022. Identify key stakeholders and create a terms of reference for the CCH Housing Action Plan through Q3 and Q4 of 2022.

- *The Board reviewed a report in October noting the impact of purpose-built rental buildings since 2019.*
- *The Board moved that Lot 7 on Palliser Lane be surveyed with the intent of developing a purpose-built rental building on the site beginning in 2023. (CCH will await the Palliser ASP update to be completed first)*
- *An employee housing survey has been circulated to the Bow Valley Chamber of Commerce, BOWDA, BIA and CHLA and their membership, in late January 2023. Survey results are anticipated to be available in March 2023. Using the survey findings CCH will identify key gaps, stakeholders and anticipates determining next steps by Q2 2023.*

**Strategy/Objective: Palliser Lands Master Planning**

Engage stakeholders adjacent to the CCH held Palliser Lands and seek their participation in a Master Planning process for the subject lands, by Q4 2022. The process of creating and approving the Master Plan is anticipated to be an eighteen (18) plus month process, anticipated to be completed in 2024.

- *Master Planning of the CCH held Palliser lands will await the Town of Canmore's Palliser ASP update.*

**Strategy/Objective: Wolf Willow Condominium**

Continue gradually disposing of the remaining rental units held by CCH (13) into the VHP homeownership program through 2022. It is anticipated that up to 5 sales will occur in 2022 and the balance over 2023 and 2024.

- *As of March 31, 2023, there are nine (9) units at Wolf Willow that CCH holds in its rental inventory.*



**Strategy/Objective: Investigate social media options**

Investigate options for third party oversight in managing CCH social media by Q1 2022.

- *An RFP was issued and proposals need to be submitted to administration by April 17<sup>th</sup>. Administration will then review the proposals received and award the contract to the proposal that best meets the criteria .*

**Strategy/Objective: Matching Down Deposit Program (MDDP) & Accessory Dwelling Grant Program (ADGP)**

Both programs are three-year pilot programs initiated in 2020. The MDDP is applicable only to VHP owners and those on the VHP waitlist, the program will match an eligible applicants' down deposit dollar for dollar up to \$25,000 for the purchase of a market unit, restrictions apply and cumulatively \$150,000 is available in 2022. The ADGP is designed to assist eligible applicants with offsetting the costs of constructing a new accessory dwelling or legalizing an existing accessory dwelling. Grant funding of up to \$20,000 or 75% of development costs, which ever is less, is available, restrictions apply and cumulatively \$100,000 is available in 2022.

- *CCH's Board moved \$210,000 in uncommitted 2021 MDDP and ADGP funds into the 2022 MDDP funds available. There is \$360,000 in 2022 MDDP available, and \$100,000 in 2022 ADGP funds available.*
- *\$75,000 in MDDP funding was used as a function of 3 Ravens Ridge purchases.*
- *Three (3) ADGP applications were received/approved in 2022 (March -\$20,000 & 2 in November - \$15,000 & \$20,000 commitment). One approved applicant subsequently advised they would not be proceeding.*
- *The MDDP and ADGP programs were discontinued December 31, 2022. MDDP and ADGP funding that has not been disbursed is to be reinvested in new programming as directed by CCH's Board at the appropriate time.*

**Strategy/Objective: Determine future projects**

Continue to monitor market need for homeownership and/or rental gaps and work with the ToC to identify where opportunities may exist, or gaps need to be filled, on an on-going basis.

- *The Board has directed CCH proceed with a development on two lots it owns in TSMV. It is anticipated development of these lots will begin in 2023.*

**Strategy/Objective: Partnership opportunities**

Investigate opportunities to work in partnership with the private sector to create VHP housing opportunities for residents of Canmore.

- *Six (6) Vital Homes Program units have been sold by SCMV to their employees at Arnica (SCMV), anticipated possession dates are between Q1 and Q2 2023. Three of these units turned over in February 2023 and two were turned over in March of 23023.*

**Strategy/Objective: Maintain full capacity of existing VHP rental and homeownership program**

Continue to provide on-going program services through 2022, which although not limited to, includes the following: receiving clients and responding to inquiries about CCH programs; processing CCH rental and homeownership applications; surveying CCH clients with respect to the services CCH is offering; general bookkeeping; administration of the VHP resale list and VHP sales; contract management of the

property management agreement; monitoring website and social media activity; preparing Board packages and minutes; implementing Board/Shareholder policies/procedures as required.

- *The Hector and McArthur Place were at 100% occupancy in March 2023*



Regular Board Meeting  
Minutes  
Thursday, February 23, 2023, 9:00 a.m.  
Bow River Seniors Lodge, Canmore AB

**PRESENT:** Karen Marra (Vice-Chair), and Joanna McCallum

**TELECONFERENCE:** Lisa Rosvold (Chair), and Barb Pelham

**ALSO PRESENT:** Ian Wilson (CAO), Greg Hutchings (Operations Manager), and Jennifer Comighod (Client Services Manager)

**REGRETS:** Chip Olver, Julie Canning, and Anita Szuster

1. **CALL TO ORDER**  
Vice-Chair K. Marra called the meeting to order at 9:35 a.m.
2. **ADOPTION OF AGENDA**  
*Motion 23-001: J. McCallum* to approve the agenda. Carried unanimously.
3. **APPROVAL OF MINUTES**
  - a. **Regular Meeting of the Board:**  
*Motion 23-002: J. McCallum* to approve the minutes of the December 02, 2022, regular meeting of the board as presented. Carried unanimously.
4. **COMMITTEE REPORT**
  - a. **Community Integration Committee:** verbal update provided and discussed.
5. **CAO REPORT**
  - a. **This is Home Redevelopment:** verbal update provided and discussed.
  - b. **2022 Audit:** verbal update provided and discussed.
  - c. **2023 Supportive Living Programs – Budget Development:** report provided and discussed.
  - d. **2023 Social Housing Program Budgets:** report provided and discussed.
  - e. **Phase 3+ Projects:** verbal update provided and discussed.
  - f. **ASCHA Convention and Trade Show:** verbal update provided and discussed.
6. **UNFINISHED BUSINESS**
  - a. **BVRH 2023 – 2027 Strategic Plan:** report provided and discussed.  
*Motion 23-003: B. Pelham* to approve the 2023 – 2027 Strategic Plan. Carried unanimously.
7. **NEW BUSINESS**
  - a. **2023 BVRH Board Calendar:** calendar provided and discussed.
8. **CORRESPONDENCE AND INFORMATION**
  - a. **February 2023 BVRH Bulletin:** presented and reviewed.  
*Motion 23-004: L. Rosvold* to accept the report as information. Carried unanimously.
  - b. **February 2023 Occupancy and Waitlist Report:** presented and reviewed.  
*Motion 23-005: L. Rosvold* to accept the report as information. Carried unanimously.
9. **DATE AND LOCATION OF NEXT MEETING(S)**
  - a. **March regular meeting:**  
March 23, 2023, starting at 10:00 a.m. in Bow River Lodge, Canmore.

**10. ADJOURNMENT**

*Motion 23-006: J. McCallum* that the meeting adjourn at 10:37 a.m. Carried unanimously.

  
\_\_\_\_\_  
Karen Marra, Vice Chairperson

  
\_\_\_\_\_  
Ian Wilson, CAO

**MINUTES PREPARED BY:** Jennifer Comighod, Client Services Manager

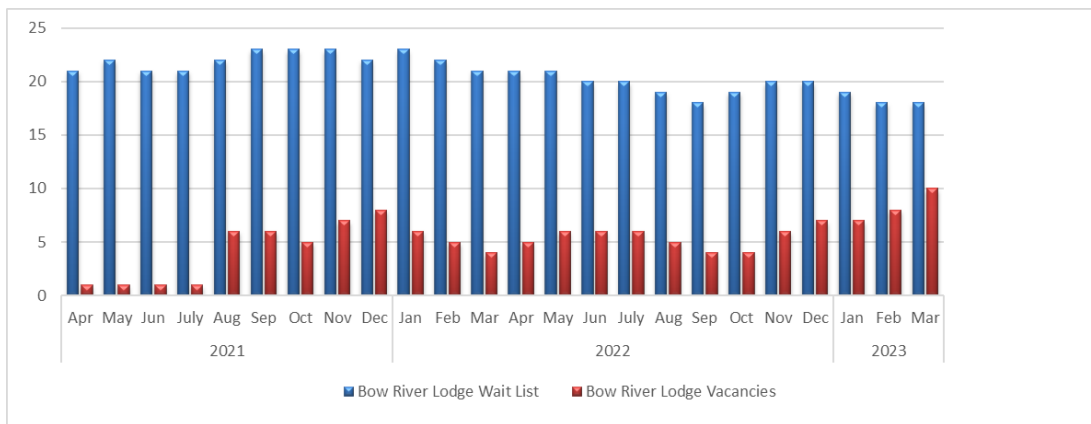


# March 2023 Occupancy & Waitlist Report

## Bow River Seniors Lodge in Canmore

Occupancy and waitlist as of March 15, 2023:

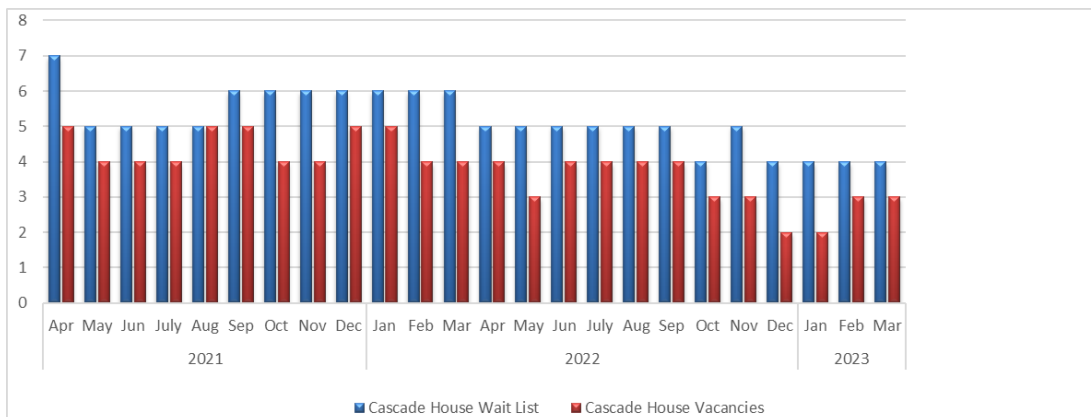
- The lodge has sixty-three residential suites.
- Of those suites, fifty-six are occupied or available for occupancy.
- The other suites are not available for occupancy. They are not captured in the chart below, but include:
  - Seven are being utilized as offices, storage, breakroom, and amenity spaces.
- 78% of the habitable suites are occupied or awarded pending move-in.
- Eighteen candidate households are wait-listed, and most of them are not yet ready to move in.



## Cascade House (Seniors Lodge) in Banff

Occupancy and waitlist as of March 15, 2023:

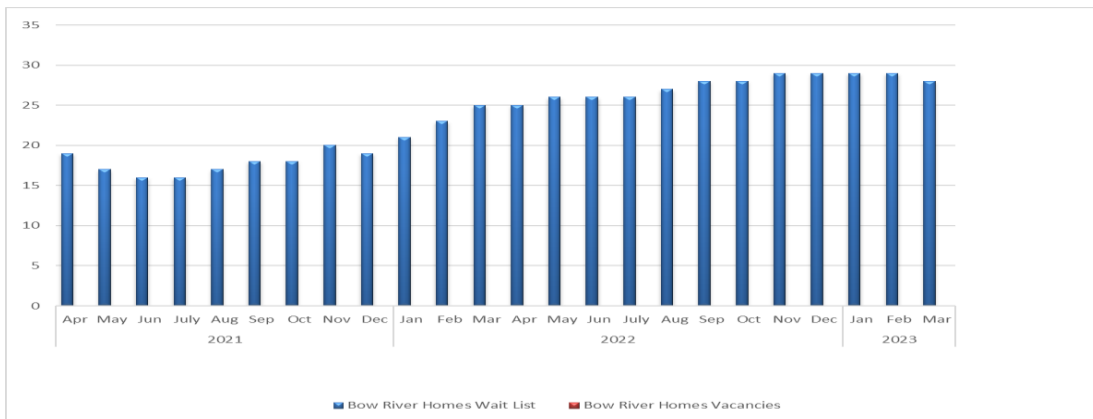
- The lodge has twenty-two residential suites.
- Of those suites, nineteen are occupied or available for occupancy.
- The other suite is not available for occupancy. They are not captured in the chart below, but include:
  - Three are being rehabilitated.
- 84% of the habitable suites are occupied or awarded pending move-in.
- Four candidate households are wait-listed, and all of them are not yet ready to move in.



## Bow River Homes (Seniors Self-Contained) in Canmore

Occupancy and waitlist as of March 15, 2023:

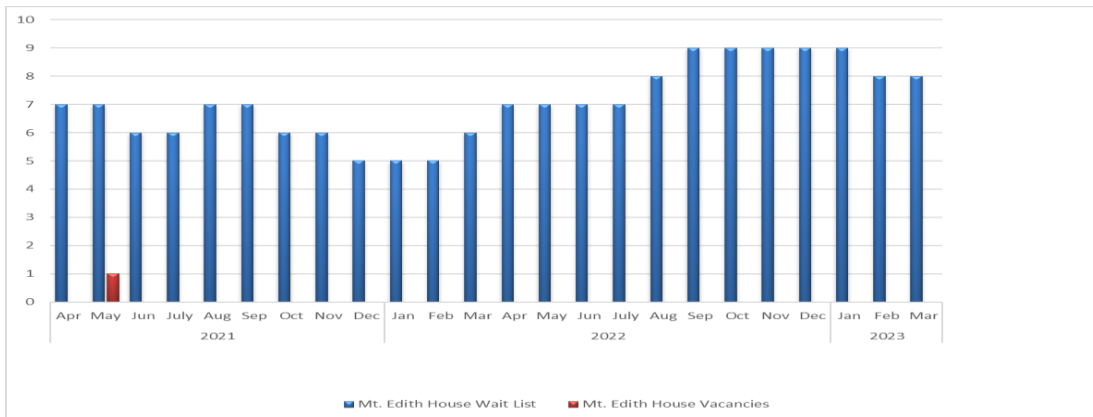
- The project has twenty-eight self-contained residential suites.
- Of those suites, twenty-seven are occupied or available for occupancy.
- The other suite is not available for occupancy. They are not captured in the chart below, but include:
  - One that is being rehabilitated.
- 100% of the habitable suites are occupied or awarded pending move-in.
- Twenty-eight candidate households are wait-listed.



## Mount Edith House (Seniors Self-Contained) in Banff

Occupancy and waitlist as of March 15, 2023:

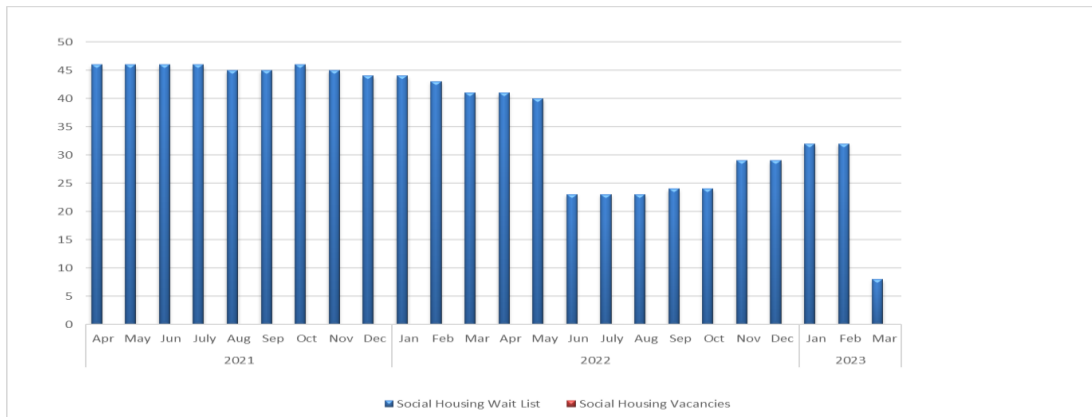
- The building has thirty-four self-contained residential suites.
- Of those suites, thirty-two are occupied or available for occupancy.
- The other suite is not available for occupancy. They are not captured in the chart below, but include:
  - Two that are being rehabilitated.
- 100% of the habitable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



## Community Housing Projects in Canmore

Occupancy and waitlist as of March 15, 2023:

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



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

Occupancy and waitlist as of March 15, 2023:

- A monthly budget of \$32,370.00.
- Providing financial subsidies to 60 active client households.
- The monthly subsidy totalled \$30,899.00, averaging \$515.00 per client household.
- Of our active RS client households:
  - 51 live in Canmore
  - 7 live in Banff
  - 1 live in Deadman’s Flat
  - 1 live in Exshaw

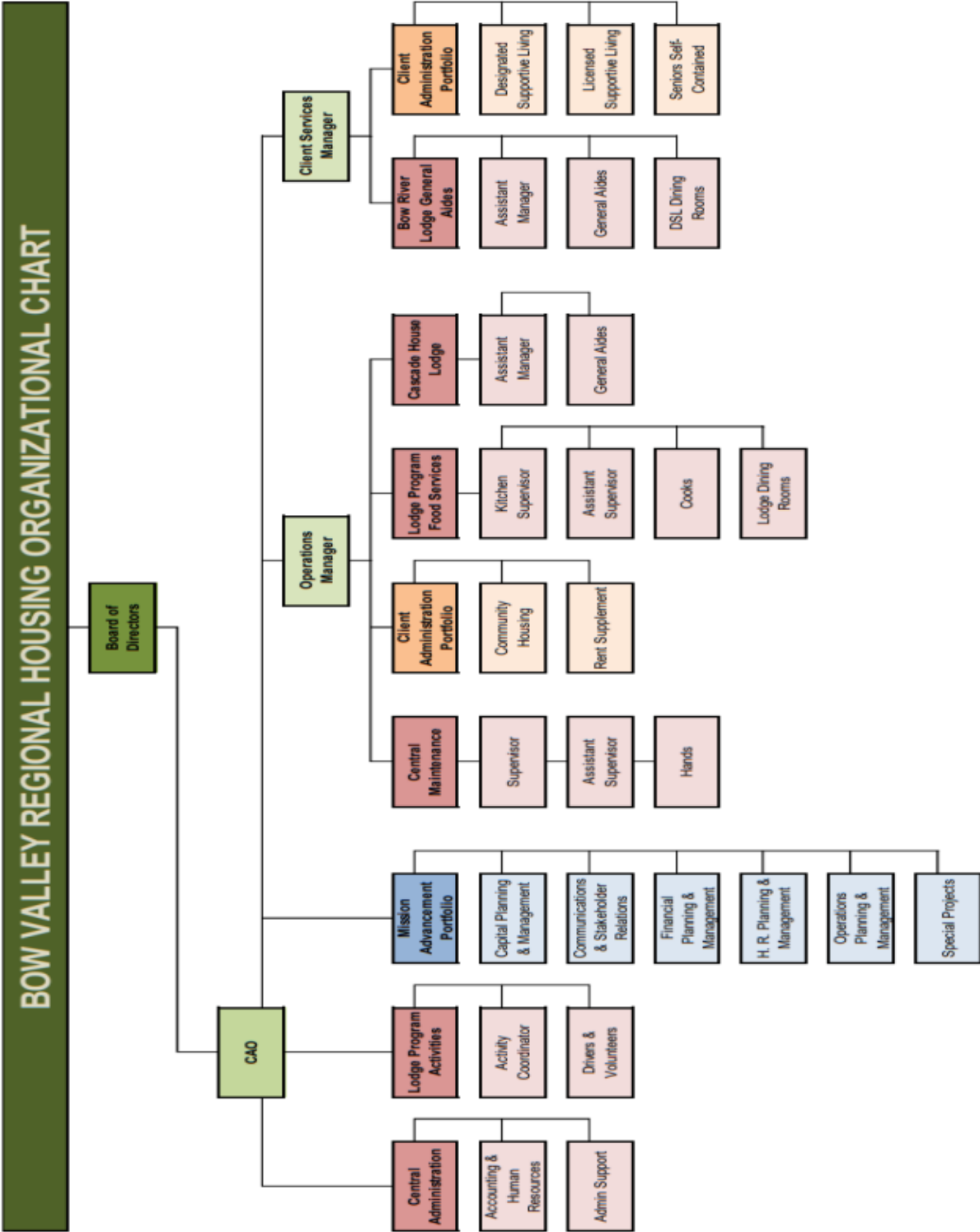
# Overview of BVRH Programs



<p><b>A Housing Management Body</b></p>	<h2 style="text-align: center;">BOW VALLEY REGIONAL HOUSING</h2> <p style="text-align: center;">Providing accommodation services for Bow Valley region seniors and residents of modest means who struggle to secure and maintain appropriate housing.</p>				
<p><b>Two Divisions</b></p>	<p style="text-align: center;"><b>Supportive Living</b></p> <p style="text-align: center;">Supportive Housing &amp; Hospitality Programming 145 suites able to house 150+ people</p>		<p style="text-align: center;"><b>Social Housing</b></p> <p style="text-align: center;">Housing and Financial Assistance Programming 120 residences and 40+ financial assistance designations, all told housing nearly 400 people</p>		
<p><b>Four Programs</b></p>	<p style="text-align: center;"><b>Seniors' Lodges</b></p> <p style="text-align: center;">Level 2 supportive services and accommodation in addition to Level 4 and 4D designated supportive living services at Bow River Lodge</p>		<p style="text-align: center;"><b>Senior's Self-Contained</b></p> <p style="text-align: center;">Independent Seniors Housing 62 apartments</p>	<p style="text-align: center;"><b>Community Housing</b></p> <p style="text-align: center;">Family Housing 58 residences</p>	<p style="text-align: center;"><b>Rent Supplement*</b></p> <p style="text-align: center;">Financial assistance for renters supporting 40+ renting households</p>
<p><b>Ten Projects</b></p> <p>25 properties</p> <p>6 multi-tenant complexes</p> <p>20 stand-alone houses</p> <p>280 housing units</p> <p>capacity to house 500+ people</p> <p>40+ supplement designations</p>	<p style="text-align: center;"><b>Bow River Seniors' Lodge</b></p> <p style="text-align: center;">63 level 2 suites in Canmore owned by ASHC</p>	<p style="text-align: center;"><b>DSL Wing</b></p> <p style="text-align: center;">30 level 4 suites AND 30 level 4D suites</p>	<p style="text-align: center;"><b>Bow River Homes</b></p> <p style="text-align: center;">28 apartments in Canmore owned by ASHC</p>	<p style="text-align: center;"><b>Woodlands Townhouses</b></p> <p style="text-align: center;">30 townhouses in Canmore owned by ASHC</p>	<p style="text-align: center;"><b>Rent Assistance Benefit</b></p> <p style="text-align: center;">40+ households living in the local rental market*</p>
	<p style="text-align: center;"><b>Cascade House Seniors' Lodge</b></p> <p style="text-align: center;">22 suites in Banff owned by BVRH</p>		<p style="text-align: center;"><b>Mount Edith House</b></p> <p style="text-align: center;">34 apartments in Banff owned by ASHC</p>	<p style="text-align: center;"><b>Cougar Creek Townhouses</b></p> <p style="text-align: center;">8 townhouses in Canmore owned by ASHC</p>	
	<p style="text-align: center;"><i>"Our residents do not live in our workplace; we work in their homes..."</i></p>				
				<p style="text-align: center;"><b>Larch Houses</b></p> <p style="text-align: center;">15 houses in Canmore owned by ASHC</p>	<p>*Note that rent supplement clients do not live in BVRH nor ASHC residences; they find private rental accommodation in the region.</p>
				<p style="text-align: center;"><b>Cougar Creek Houses</b></p> <p style="text-align: center;">5 houses in Canmore owned by ASHC</p>	
<p><b>\$5.4 Million Operating Budget in 2023</b></p>	<p>Operating budget of approximately \$3.2M Op deficits funded via Municipal requisition</p>	<p>Op. budget ~ \$1.1M Funded via AHS and accom fees</p>	<p>Operating budget of approximately \$0.4M Budget dictated and funded by Alberta Seniors, Community and Social Services</p>	<p>Operating budget of approximately \$0.4M Budget dictated and funded by Alberta Seniors, Community and Social Services</p>	<p>Operating budget of approximately \$0.27M Budget dictated and funded by Alberta Seniors, Community and Social Services</p>



# Overview of BVRH Organizational Plan



# List of commonly used acronyms



AAMD&C	Alberta Association of Municipal Districts and Counties	FFE	Furniture, Fixtures and Equipment
ADM	Assistant Deputy Minister	GOA	Government of Alberta
AHA	Alberta Housing Act	GOC	Government of Canada
AHS	Alberta Health Services	HMB	Housing Management Body
AMA	Alberta Municipal Affairs	IBI	IBI Group
AMH&A	Alberta Mental Health & Addictions	ID9	Improvement District #9
ANPHA	Alberta Non Profit Housing Association	ISL	ISL Engineering
APHAA	Alberta Public Housing Administrators Association	KEA	KEA Canada
ASCHA	Alberta Seniors Citizens Housing Association	KID	Kananaskis Improvement District
ASHC	Alberta Social Housing Corporation	KMSS	Kenway Mack Slusarchuk Stewart LLP
AUMA	Alberta Urban Municipalities Association	LTC	Long Term Care
BCCF	Banff Canmore Community Foundation	MD8	Municipal District of Big Horn
BCNPHA	BC Non Profit Housing Association	MEH	Mount Edith House
BHC	Banff Housing Corporation	MO	Ministerial Order
BRH	Bow River Homes	MSA	Master Services Agreement
BRL	Bow River Lodge	NA	Needs Assessment
BVRH	Bow Valley Regional Housing	PLRS	Private Landlord Rent Supplement
BVVA	Bow Valley Victim Services Association	RGI	Rent Geared to Income
CADAR	Capital Asset Development and Acquisition Reserve	RS	Rent Supplement
CAMR	Capital Asset Management Reserve	SHAR	Social Housing Accommodation Regulation
CAO	Chief Administrative Officer	SL	Supportive Living
CCHC	Canmore Community Housing Corp	SL1	Supportive Living Level 1
CH	Community Housing	SL2	Supportive Living Level 2
CHRA	Canadian Housing & Renewal Association	SL3	Supportive Living Level 3
CNIT	Core Need Income Threshold	SL4	Supportive Living Level 4
DSL	Designated Supportive Living	SL4D	Supportive Living Level 4/Dementia
DTTRS	Direct-to-Tenant Rent Supplement	SLA	Supportive Living Accommodation
ED	Executive Director	SLALA	Supportive Living Accommodation and Licensing Act
EHC	Enhanced Homecare	SSC	Seniors' self-contained
EOA	Expiry of Agreements	TOB	Town of Banff
FCSS	Family and Community Support Services	TOC	Town of Canmore

# Monthly Bulletin

March 2023



## NEWS, INITIATIVES, AND EVENTS

### Designated Supportive Living (DSL) Operations

We were proud and excited to welcome our first DSL residents into the new wing at Bow River Lodge last month! The program brings public DSL care to the region for the first time and will help keep seniors close to their loved ones and supports in the community for longer. We expect up to 30 former residents of the region who left to access this level of care will return to live at Bow River Lodge!

We want to thank the Government of Alberta, Alberta Seniors, Community and Social Supports, Alberta Health, Alberta Health Services, and SE Health for helping us bring this facility to Canmore and the Bow Valley region. There will be a Grand Opening in April.

### 2023 Operating Budgets

We have completed our Supportive Living operating budgets, which inform our annual municipal requisition. We have received the 2023 Social Housing budgets for Alberta Seniors, Community, and Social Supports, which keep our Community Housing and Seniors' Independent Housing at 2022 levels. The Province has provided an increase to our Rent Supplement budget along with a one-time lump sum of \$54,000 to be used for rental assistance; this has allowed us to increase the number of households on the program by nearly one third.

### 2022 Audit

Our annual external audit has been completed by KMSS. They presented their findings and the 2022 financial statements to the Board in March. The audit found that all systems and procedures align with accepted principles.

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## **PROGRAM OCCUPANCY RATES**

<b>Bow River Lodge</b>	78%
<b>Cascade House</b>	84%
<b>Bow River Homes</b>	100%
<b>Mount Edith House</b>	100%
<b>Community Housing</b>	100%
<b>Rent Supplement</b>	100%

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## **SPECIAL PROJECTS**

### **This is Home (Phase 3+)**

We have submitted a draft business case to Alberta Seniors, Community, and Social Supports for our Phase 3+ Projects. These projects, if approved, would refresh much of our Community and Seniors' Independent Housing stock, while adding different types and affordability levels of housing to the region in Canmore and perhaps elsewhere. We hope that the GOA will appreciate and be able to approve the opportunity here and that we will be able to collaborate with them, the Town of Canmore, and perhaps other Housing Agencies to address some of the housing crisis in the Bow Valley.

## **RESOURCES**

- In an emergency please dial **911**
- For 24/7 nurse advice and general health information for Albertans information on diseases, treatments, staying well, and healthcare services dial **811**
- For 24/7 community program and service information, including affordability programming for residents of the Bow Valley dial **211**

## ABOUT BOW VALLEY REGIONAL HOUSING

Bow Valley Regional Housing (BVRH) is a Housing Management Body (HMB) serving the Government of Alberta and the Bow Valley Region. HMB operational funding sources vary. Tenants pay accommodation fees. Those fees are subject to affordability limits, which prevents them from fully covering the costs of operations. Provincial grants and municipal ratepayer requisitions subsidize seniors lodge deficits, while the Province also subsidizes deficits in independent seniors and community housing.

As the HMB for the Bow Valley region, BVRH is responsible for social housing, as well as affordable supportive living accommodation for seniors throughout Kananaskis Country, the Bow Corridor, the MD of Bighorn and all of Banff National Park, an area covering about 13,500 square kilometres. All told, we currently house, or help to house approximately 400 residents of the Bow Valley in eight permanent housing projects encompassing 36 separate buildings.



More information is available on our website at [www.bvrh.ca](http://www.bvrh.ca)

# Administrative Update

**DATE OF MEETING:**

April 18, 2022

**Agenda #: F-1**

## **A. CAO's Office**

### **1. CAO**

- a) Attending various department meetings to listen in and hear what's happening throughout the organization, answer any staff questions, and speak to our work related to implementing Council's strategic plan.
- b) Along with the General Manager of Municipal Infrastructure, attended a lunch with members of the BOWDA board as part of our ongoing commitment to establish strong relationships and open communication.
- c) Mayor Krausert and I had meet and greet lunches in April with Tsuu T'ina Chief Roy Whitney and Chiniki Chief Aaron Young and CAO Brian Evans.
- d) CST and the Town Solicitor held a full day offsite planning session that focused on advancing corporate and council priorities and finalizing Outcomes and Key Results related to Council's 2023-2026 strategic plan.
- e) We are working to review and update the Town's approach to Health and Safety Management. Using our latest audit results (we passed!) CST and members of the HR team held a workshop with Managers and Supervisors to ensure that our approach to Health and Safety reinforces our commitment to providing a healthy and safe workplace for all staff and contractors on all job sites. We want to ensure our Health and Safety program reinforces our commitment to:
  - Ensuring workers leave work as healthy as when they started (or better)
  - Regularly show and communicate our commitment to a safe and healthy workplace
  - Clearly articulate legislative and Town of Canmore expectations and requirements
  - Provide appropriate level and type of tools and resources to meet or exceed the items above

### **2. General Manager of Municipal Services**

- a) In collaboration with the Bow Valley Regional Transit Services Commission's CAO, administration submitted an application to the Province's [Low Income Transit Pass Expansion grant program](#). While the Town of Canmore's Affordable Services Program provides Low Income Transit Passes for Regional service, the Province also recognized the impact that local fare free transit has on affordability in Canmore and took this into account when approving a grant totaling \$812,262. Funding will be received over two fiscal years as follows:
  - 2023 – \$710,729
  - 2024 - \$101,533

### **3. General Manager of Corporate Services**

- a) Participated in a call with Public Service Canada to discuss the change in the Town's cost share for RCMP services triggered by the 2021 federal census and Canmore's population exceeding 15,000. The Town moves from a 70-30 to a 90-10 cost share, with changes taking effect retroactively to April 1, 2022. Adjustments for this is expected in the Town's Q2 invoice

(August). The Town has included an accrual of an estimate of these increased charges in the 2022 year-end, based on information received from RCMP.

Public Service Canada had no updated information on the federal government's approach to retroactive pay resulting from negotiated wages from April 1, 2017, to March 31, 2021. Since the call, Federal Budget 2023 was announced, and retroactive costs have been passed on to municipalities with a two-year window to pay. The Town of Canmore received an invoice for \$520,789 for the retroactive pay raise costs. Knowing that municipal downloading was a possibility, the Town accrued \$556,000 over the last several years based on estimates provided to avoid a significant tax increase. The Government of Canada did offer all contract jurisdictions with extended time of up to two years for payment of these retroactive costs. Since the Town has accrued a sufficient amount to cover the invoice, Administration has decided to make this one-time payment within 45 days of receipt of the invoice (in accordance with the Policing agreements timelines). All of this is coming at the same time as Canmore transitions from the 70-30 cost sharing split to 90-10 cost sharing split, due to the town population increasing over 15,000, so the accrual surplus will be used for increased policing costs.

#### **4. General Manager of Municipal Infrastructure**

- a) Work continues with Indigenous, government and civil society organizations on the creation of a Bow Valley Indigenous and Allies Working Group. The purpose of the group is to share information and knowledge that is pertinent to advancement of good relations, and to share and report on actions being undertaken that contribute to the advancement of Truth and Reconciliation in the Bow Valley. The objective of ally members is to invite Indigenous led support strategies that provide Indigenous guidance, education, training, and direction towards developing healthy and mutually beneficial relationships between non-Indigenous organizations and communities.
- b) The Town, with support from Bow Valley Regional Housing and Canmore Community Housing, submitted a Housing Needs Assessment to the Province (see attached). The non-mandatory assessments are intended to help inform the Ministry of Seniors, Community and Social Services' planning in support of affordable housing solutions. The affordable housing needs assessments are intended to help identify municipal/regional housing needs and support the allocation of provincial funds to housing providers (see attached).
- c) Attended a Human Wildlife Coexistence Technical Working Group meeting. As a reminder, the Biosphere Institute is hosting Bear Day on April 22, at the day lodge at the Canmore Nordic Centre. Bear Day is a great opportunity to learn more about the bears in our area and to refresh bear safety knowledge and skills, so you are prepared for the upcoming season! Indoor and outdoor activities include bear spray demonstrations, bear safety talks, a bear trapping demonstration, bear awareness hikes (registration required), a kids' bear storytime and bear-related booths and displays. More information can be found at <https://www.biosphereinstitute.org/events/2023/04/22/bear-day-2023>
- d) Along with the Finance Manager, attended a webinar on CMHC's Housing Accelerator Fund grant program. The Housing Accelerator Fund provides incentive funding to local governments encouraging initiatives aimed at increasing housing supply. It also supports the development of complete, low-carbon and climate-resilient communities that are affordable, inclusive, equitable and diverse. The webinar shared details on the program, available funding, and expected outcomes. We anticipate the Town will be applying to the Fund this summer.

The application must include a Council-approved Action Plan, the development of which is underway and is scheduled to be presented to Council at the May business meeting.

## **5. Legal**

- a) The Province has extended the deadline for Joint Use Planning Agreements (JUPA) compliance to June of 2025. See correspondence for the letter from Minister Shultz for details. The Town has circulated proposed terms and conditions to be included in the JUPA to the school authorities and invited a first round of comment.
- b) The appeal on the Land and Property Rights Tribunal (LPRT) for the Three Sisters Area Structure Plans was heard by the Court of Kings Bench on April 2, 2023 in Calgary. Members of Administration and Council attended. No further action will be taken until the decision of the court is released.

## **B. MUNICIPAL SERVICES**

### **1. Community Social Development**

- a) Bow Valley Immigration Partnership, which CSD is a member of, is leading the Bow Valley Mental Health Participatory Action Learning Project (MHPAL). MHPAL aims to identify new approaches to supporting mental health in four minority language, cultural, and faith communities in the Bow Valley. Inspired by community-based research, the project is led by a team of people closely connected to the communities engaged in the project; health and other service providers, and ethnocultural and faith community associations. a project that aims to support ethno-cultural groups with strengthening mental well-being.
- b) The Family Connection Centre (FCC) will be hosting an Early Years' Fair on April 29, 2023 to connect families with children 0-6 years of age with local resources and services.
- c) Family Community Support Services (FCSS) completed their 2022 Annual Report to the province. As part of this report, FCSS reported that their program supported 1,987 volunteer hours in 2022. The Community Evaluator will be presenting a summary data from the CSD department in the fall, which includes information from FCC and FCSS.
- d) FCSS, in partnership with the Canmore Recreation Centre and the Youth Engagement Team, hosted a Connection-based Easter Egg Hunt on Thursday, March 30th for Canmore Collegiate High School students, where students will find eggs hidden throughout the building that will direct students to connect with a specific staff to get a treat. Participants also be entered into a grand prize draw each time they connect to a staff member.
- e) Manager of CSD attended an Innovation and Integration meeting through the Canmore Hospital, the hospital has welcomed a new Obstetrician and is once again able to deliver babies 24 hours per day, 7 days per week.

### **2. Recreation Services**

- a) Elevation Place hosted a swim meet organized by the Bow Valley RipTides Swim Club on Sunday, March 12. There were 150 athletes in attendance.
- b) Sport field and ball diamond facility allocation is currently underway for the 2023 season.
- c) Aquatics partnered with Bow Valley Settlement Services to host a 'Try It' swim session on March 28 and with Rocky Mountain Adaptive Sports to deliver a swim session focused on accessibility on March 30.



### 3. Fire-Rescue

- a) In preparation for spring and summer, department training will focus on:
- Wildland Fire Courses – May, June, and September
    - May - Wildland Firefighter Course
    - June/September - Wildland Urban Interface Course
  - Water Rescue Skills - May

### 4. Protective Services

- a) The provincial regulations regarding municipal police committees are forthcoming and expected to be available after May 29. These regulations accompany the recently amended *Police Act* and will inform the upcoming police committee bylaw.
- b) The Manager of Protective Services and the Deputy Fire Chief participated in a Wildfire Mutual Aid meeting hosted by Alberta Forestry, Parks and Tourism in Crowsnest Pass on March 2<sup>nd</sup>. This meeting provided the opportunity to network with mutual aid partners, receive updates on Wildfire operations from the province, and featured a presentation about the Georgetown Wildfire Exercise from June 2022. The presentation spoke to the multi-jurisdiction and agency cooperation that was required for a successful exercise and how that has increased preparedness in the Bow Valley.

### 5. Economic Development

- a) Stakeholder engagement related to the Labour Market Recruitment and Retention Strategy project will take place throughout April and May. Efforts will include stakeholder interviews, business interviews, business owner and employee surveys.
- b) A second Business Financial Bootcamp was held at the end of March with 16 local entrepreneurs and businesses participating.
- c) The soft launch of HappiPad started in early April. The landing page can be found at <https://happipad.com/canmore/> and additional communication and marketing efforts will occur over the coming weeks.
- d) Arts and Events
- **Cultural Advisory Committee:** A series of presenters have contributed to the cultural and diverse learning of the Cultural Advisory Committee so we could better outreach and understand artists from a variety of backgrounds.
  - **Interior Mural Project:** The Canmore Civic Centre will be home to two new murals in June – they will go in the hallway in the two alcoves where the benches are. Installation will start in May.
  - Arts and Events has transitioned back to hosting in-person activities and has re-imagined our last two events.
    - New Year's Eve:** Transitioned from the Pond over to the Canmore Recreation Centre. Door counters indicate an estimated attendance ranging somewhere between 1100-1200 people coming through the building. Event feedback has been extremely positive, and A&E intends to continue hosting New Year's Eve at the Canmore Recreation Centre moving forward.
    - Winter Carnival:** Transitioned from the Civic Centre and the Pond over to Centennial Park. The Stan Rogers Stage is a great outdoor venue with excellent space for outdoor

winter activities. New activities introduced consisted of the Party in the Park, the Carnival Cabaret, the Flour Packing Challenge, and Axe Throwing. The Kid & Mutt Races were well received again for 2023 – there were waitlists for two of the three age categories. Even though the event experienced extreme cold, we estimate an overall attendance of approximately 1000-1200 people came through the park over the course of the weekend.

- **Canada Day:** Arts & Events opened float registration for our upcoming Canada Day Parade on Monday, April 3<sup>rd</sup>. Registration will close on Sunday, June 18<sup>th</sup>.

## C. CORPORATE SERVICES

### 1. Human Resources

- a) Following a lengthy collective bargaining process that occurred throughout the pandemic, as well as a mediation process, the Canmore Firefighters Association Local 4705 of the IAFF has applied for Compulsory Arbitration pursuant to section 97(1) of Alberta's Labour Relations Code. While the Town and IAFF local 4705 have come to agreement on the majority of items within the collective agreement, we could not agree to all of the details on three articles. It is uncertain at this time how long it will be before the parties will be before an arbitrator, but it is anticipated to be as long as a year from now.
- b) On March 31 the Province will be implementing a number of changes to the Occupational Health & Safety Code. Members of Town of Canmore Administration who hold leadership roles have been notified of the lengthy list of changes and will update operational safety plans as and where required. The impact to Town of Canmore operations is minor, with most changes aimed at the mining and energy sectors.

### 2. Communication

- a) Through a rigorous RFP (request for proposal) process, we have selected LOOP as our new web platform provider, an Alberta-based company specializing in municipal websites. We have already begun collaborating with them to develop our new site to launch this summer. We will incorporate the feedback we received from almost 100 residents to ensure the new platform meets WCAG (Web Content Accessibility Guideline) accessibility standards, features a robust search tool, and an intuitive navigation structure to enhance user experience. To learn more about what we heard from residents and how we are using that data to improve our website, refer to our [What We Heard report](#) available at [www.mycanmore.ca/newwebsite](http://www.mycanmore.ca/newwebsite). We value the contributions of all participants in this process (see attached).

## D. MUNICIPAL INFRASTRUCTURE

### 1. Engineering Services

- a) Cougar Creek (1562): Ironclad mobilized to the site on March 20th to begin work on a short-term scope of work. The mobilization is complete and drilling and grouting work is scheduled for April. Completion for this phase of work is planned for August. Procurement for the next phase of work is initiated, with any contract award for project completion contingent on funding discussions with the Province, and associated Council budget approval.
- b) Railway Avenue Design (7239): Engagement feedback has been compiled and reviewed. Intersection modelling and concept updates underway. Council will be provided with an update at an upcoming COW meeting, and subsequent to that the final design will be brought to Council for approval.

- c) CP Rail has notified the Town that a crossing replacement is required adjacent to the intersection of Railway Avenue and Bow Valley Trail. Costs for the crossing replacement, estimated \$330,000, are the responsibility of the Town as the Road Authority per our crossing agreement. Though the replacement was anticipated in a future year, recent deterioration of repairs has brought the need for replacement forward. CP Rail has provided notice to the Town and work is expected to take place in June, however a firm date has yet to be established. The work is expected to take several days and require a full closure of Railway Avenue. A Request for Decision for a capital project to fund the work is scheduled for the June regular meeting.

## 2. Facilities

- a) Fire Station Construction (7229): Construction continues to progress. A supply delay of mechanical equipment will shift the substantial completion date from spring to summer, but the project is still expected to be handed over to the Town ahead of schedule.
- b) CRC Rooftop Solar Expansion - Phase 2 (7232): Implementation has initiated with April/May projected completion.
- c) Elevation Place Lifecycle Maintenance Project (7287):
- Elevation Place steam room equipment has been installed after lengthy supply chain and contractor delays, and the steam room is now open as of March 27.
  - Pool gutter repairs and tile repairs for the leisure pool and hot tub will be completed during the annual shutdown. The pool gutter contractor has been procured.
  - Hot tub and leisure pool chemical controllers have been procured and will be installed this summer following confirmation the equipment will integrate with the existing building management system (BMS) ideally by mid to late April.
- d) Operational Updates
- Annual Arena Shut Down Update
    - Both arenas are planned for shut down this summer: Alex Kaleta Arena starting on June 22 and Thelma Crowe Arena starting on July 22. The first ice booking after re-opening is on August 14.
    - During this time, a new condenser will be installed within the plant room in order to address the minor but regular ammonia leaks that have been occurring since its initial installation. The new unit uses a different design that is fully enclosed.
    - Other routine maintenance is planned, and will include board repairs/maintenance and re-painting the structural beams in the Thelma Crowe Arena.
  - Annual Elevation Place Aquatics Centre Shut Down Update
    - August 28 – October 1
      - (i) There will a full closure of the Aquatic Centre from August 28 to September 17
      - (ii) The lap pool and steam room will return to use on September 18
      - (iii) The anticipated full reopening of the Aquatic Centre is on October 2
    - A crack was observed on March 22 in the upper concrete platform of the waterslide in the Aquatic Centre at Elevation Place. The slide feature was immediately shut down to ensure the safety of patrons and staff. Structural engineer expertise was engaged and brought on site the next day to inspect. It was confirmed that the slide needs to be closed until repairs are completed. Administration is awaiting the report from the structural engineer, which will describe the scope of work, and will be used to procure contractors to implement the necessary repairs.

- Administration has been approved for a \$20,150 grant from the Federation of Canadian Municipalities (FCM) Green Municipal Fund to implement a Building Monitoring and Analysis System for the Canmore Recreation Centre (CRC). The CRC is one of the Town’s highest energy consuming buildings and this technology will help identify opportunities for energy reduction. The system will provide real time monitoring of energy consumption and advise staff if energy use for different equipment/processes in the building is above expected levels.
- Waste Management Centre Repairs: Unanticipated repairs are needed to address roof snow melt that is leaking from damaged eaves troughing causing ice to form in front of recycling bay doors and creating a safety hazard. Repairs are also needed to the wall behind where baled recyclables have been stored in the recycling bay.

**3. Public Works**

a) Parks

- Six seasonal staff start April 4.
- Seasonal lighting removal on the Main Street trees and 10<sup>th</sup> street light poles has been delayed due to staffing challenges with our contractor. Lights will come down in the first two weeks of April.

b) Streets and Roads

- Drainage – Streets & Roads crews are managing drainage challenges from the spring melt. Warm daytime temperatures combined with overnight freezing contribute to frozen catch basins unable to accept water, ponding, and overland flow. This creates slip, trip, and fall hazards on paths, sidewalks, and roadways.
- Street sweeping – Street sweeping began in late March. Cleaning up salt and sand spread on the roadways throughout the winter helps keep contaminants out of drainage infrastructure and water sheds.  
Initial steps include an “informal bulking program” whereby street sweepers clean up as much material as possible without using signage, enforcement, or communication supports. A coordinated “formal program” will commence in April.
- Admin Fleet Vehicle Utilization – Data for 14 months beginning January 1, 2022 for the administrative fleet vehicles is shown below. High level observations include:
  - (i) Equipment is used almost once per day per vehicle
  - (ii) Trips are generally short in distance and duration (pulled from expanded data)
  - (iii) Most trips taken are within the town limits (pulled from expanded data)
  - (iv) The EV has the second highest utilization rate!

Unit Number	Vehicle	Type	Period	Days in period	Trips in period	Average trips per day	Predominant user group
F-055	2011 Mercedes Smart Car	ICE	01-Jan-2022 - 10-Mar-2023	434	191	0.44	PW
F-058	2011 Chev Cruz	ICE	01-Jan-2022 - 10-Mar-2023	434	533	1.23	Admin
F-075	2014 Chevy Trax	ICE	01-Jan-2022 - 10-Mar-2023	434	368	0.85	Admin
F-100	2018 Ford Transit	ICE	01-Jan-2022 - 10-Mar-2023	434	315	0.73	Admin
F132	2023 Chevy Bolt	EV	01-Nov-2022 - 10-Mar-2023	116	112	0.97	Admin
						0.84	

c) Solid Waste Services

- Southern Alberta Energy from Waste Association – Following an expression- of- interest and evaluation process an energy-from-waste partner has been identified. Hitachi Zosen Inova is the board approved partner. A formal project development agreement now needs to

be completed for implementation to occur. The project is hoped to begin construction in 2027-2028.

- Annual container maintenance – with spring upon the landscape, as the snow melts, six months of litter becomes visible. This is especially noticeable around the community recycling and waste containers. Once the snow is gone, we will begin clean-up and maintenance of all the community containers. We do wait for the ground to be fully snow and ice free as often the litter is frozen in place and we want to be efficient and only visit each site once.

d) Utilities

- Regulatory: No contraventions to report.
- Service Disruptions:
  - As the warmer weather begins to produce longer freeze/thaw events, EPCOR has been responding to several large pools of water along roadways. EPCOR has been working with the Streets & Roads team to ensure the storm system is accessible and functional.
  - March 6<sup>th</sup>: EPCOR responded to a sewer back up along 8<sup>th</sup> Avenue. The investigation found the manhole was filled with sticks and had become plugged. An insert was installed to inhibit debris from entering the manhole in the future.
  - March 8<sup>th</sup>: A resident living on Mount Peechee Place experienced odour issues in their basement whenever EPCOR was flushing the lines close by. EPCOR did a home visit and added water to the second floor drain and no odours were noticed when the sewer lines were flushed.

e) Sustainability

- The 2023 Town of Canmore Solar Incentive Program received a total of 41 applications between its launch on February 13 and the submission deadline of March 27. Ten incentives of \$1,250 available were awarded by a lottery. A short survey was included on the application form about the applicant's reason(s) for installing solar. Overwhelmingly, the motivation was environmental stewardship.
- There is now a waitlist for Year 1 of the Clean Energy Improvement Program (CEIP), as the amount requested by the 12 applicants in the pre-application phase has reached the Year 1 budget of \$309,512. Waitlisted residents can access CEIP if an approved applicant decides not to proceed to the full application phase or requires less upfront financing than they had originally indicated, or once Year 2 of the program commences in November.
- The contract for the development of the Climate Emergency Action Plan (CAP 7308) has been awarded to Sustainable Solutions Group (SSG). The Climate Emergency Action Plan will bring the Environmental Sustainability Action Plan, the Climate Action Plan and the Climate Change Adaptation Background and Resilience Action Plan into one overarching guiding document. The intent of this project is to create an Action Plan, encompassing climate change mitigation, climate change adaptation/resilience and broader environmental actions. This project will develop a new and updated mandate that builds on the work of the past 13 years, while taking into consideration scientific advances in climate change projections and modelling and updated global climate change mitigation targets. The Action Plan will ensure that the Town's efforts on climate change are cost effective, inclusive, equitable, and align with current international, national and provincial climate change initiatives, targets or goals.
- The RFP for the Human Wildlife Coexistence Implementation and Action Plan (CAP 7312) closed on March 24<sup>th</sup>.

- Administration will be updating the Fruit Tree Incentive Program in 2023 to cover 100% of the cost of fruit tree(s)/bush(es) removal up to \$500/property. This dollar value was selected based on the majority of submissions to the incentive program in 2022 falling below \$500. Administration anticipates that these changes will increase uptake in the program.
- The Lower Silvertip Wildlife Corridor (LSWC) working group continues to meet. Ground truthing on the east and west portions of the LSWC has taken place and a proposed trail plan has been developed. The working group has contracted Stormy Lake to conduct a stakeholder engagement session with the various trail user groups, details on this engagement session to come. After the engagement on the proposed trail plan, the LSWC Management Plan will be finalized and brought forward to Council for information.
- The Emergency Response Plans (ERP) for Extreme Heat and Wildfire Smoke project (CAP 7264) funded by the Municipal Climate Change Action Centre is scheduled to be completed by April 30th. Engagement on the development of these ERPs consisted of a community survey, a booth at the Town Open House, a workshop with community groups specializing in health and wellbeing, a workshop with the members of the Human Wildlife Coexistence Roundtable Technical Committee, and a workshop with senior management. The final report will be presented to Council for consideration in the summer of 2023.
- The Province has announced that Alberta is adopting tier 1 as the minimum province-wide standard for building energy efficiency for housing and small buildings under Part 9 of the Alberta edition of the National Building Code, and tier 1 for energy efficiency for other buildings. Tier 1 is the lowest standard of the five tiers or levels for energy efficiency (see H-3).



# Housing needs assessment

Assessment: HNA-0011

Date of completion: Work in progress

For details on the meaning of each field and how to enter information, please refer to the [Affordable housing needs assessment guidebook](#).

## Get started

### Submission contact

**Name:** Sara Jones  
**Title:** Executive Assistant  
**E-mail address:** sara.jones@canmore.ca  
**Organization type:** Municipal government  
**Name of municipal government:** Town Of Canmore  
**Municipality(ies) in assessment:** Canmore

## Population

When entering information into fields, enter all the data for the municipalities you are completing the needs assessment on behalf of. All fields are required, unless otherwise noted. Information, where available from Statistics Canada for the municipality(ies) noted above is included in the grey boxes below.

Data for the municipality(ies) you have selected is not available due to data suppression from Statistics Canada to protect individual privacy. Please upload any municipal census report/dataset to support your Housing Needs Assessment submission.

	2016	2021	Compound annual growth (2016 - 2021)	2028 (projected)	Compound annual growth (2021 - 2028)
<b>Total population</b>	13,992			18,095	
<b>Household count</b>	5,705			7,552	

	2016	2021	2028 (projected)
<b>Average household size</b> (max 10)	2.4		2.3
<b>Median age</b> (max 99)	41.4		43
<b>Percentage of population age 65 or greater</b> (max 100)	13.1%		19.2%

	Own home	Rent home	Rent home (subsidized)
<b>Percentage of households 2021</b>	68.45%	31.55%	2.89%

### Comments on population, household projections and other population considerations (optional):

Source data for projected Average Household size (2.3)/Median Age (43)/percentage of population over 65 (17.4+1.4) taken from 2021 Statistics Canada Census and assumes comparable figures in 2027 from 2021 census data

Source data for projected population is Bow Valley Housing Needs Assessment (BVHNA) Section 5.1 (pg.45 in pdf). Source data for Household count is 2021 Stats Canada Census (6805) + (747) BVHNA (Table pg. 48 in pdf)(2023-2027: 75 SF+ 336 Row/TH +336 APT/Condo)

Canmore's estimated permanent population in 2022 is 16,417 people and the total population is estimated at 20,292 people.

Canmore's actual permanent population growth from 2016 to 2021 was 18% and the community population grew during that time by about 2,000 people.

Canmore's median age is 42.8 years old and these 2021 results continue the recent and ongoing aging trend.

Age categories at the upper range (65+ years) made up 18% of Canmore's population in 2021 compared to 13% 2016.

Comment: This stat may show a need for additional seniors housing but may not show a need for additional low-income seniors housing. This trend may be because Canmore attracts individuals with significant financial assets and these individuals tend to be older adults

Age categories at the lower range (below 15 years) made up 13% of Canmore's population in 2021 compared to 15% 2016.

Age categories at the middle range (15 years-64) made up 72% of Canmore's population in 2021 compared to 70% 2016.

Canmore had 6,800 households in 2021 representing an increase of 865 households from 2016.

Families without children make up 36% of all households, and those with children decreased from 33% in 2016 to 30% in 2021.

Comment: this stat may indicate a need for additional affordable housing for families with children  
One person households increased from 24% to 27% of all household types.

The median total individual income in 2019 was \$47,010 which was 1% higher than in 2018 (\$46,590). This median income is \$4,500 more than the Alberta median individual income (Employment income and all other forms of income, including investment income).

In 2019, the median individual employment income was just over \$39,000 or 83% of the median individual total income. The Alberta individual employment income during the same year was \$43,050 and this represents 92% of the median total individual income.

Comment: This stat highlights the need for housing that is affordable and accessible to local employees

The employment rate in 2016 was 71%, 1% less than in 2011 and 4% points greater than the Alberta rate.



# Income/Economy

Information from Statistics Canada, where available for the municipality(ies) for which the assessment is being done, is included below. If you have more recent or relevant data, you may select the checkbox below and enter the relevant/updated information.

## Median household income (2016)

	From Stats CAN
All households	\$99,000.00
Owner households	\$121,000.00
Renter households	\$71,000.00
Year of data provided	2016

## Labour force data

The economic region has been determined based on the census subdivision(s) you have selected. For more information on economic regions, please visit the [Statistics Canada website](#). You may enter your own information instead of using the data from the economic region.

Reporting region:	Banff--Jasper--Rocky Mountain House
Labour participation rate:	70.4%
Unemployment rate:	5.3%
Month/year of data provided:	Mar-2022

## Major local industries

Select from the National Occupation Classification (NOC) industries. Please include top ten employer/industries, including those that employ a majority of lower income households. Also highlight if the workforce is seasonal or temporary (e.g. construction projects).

### Industry 1

Health care and social assistance

#### Top employers in industry (optional)

NA
----

#### Unique characteristics impacting housing demand (optional)

Making up 11% of Canmore's top employment industries as the the 2019 Situational Analysis completed as part of the Economic Development Strategy
--------------------------------------------------------------------------------------------------------------------------------------------------

### Industry 2

Construction

#### Top employers in industry (optional)

NA
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#### Unique characteristics impacting housing demand (optional)

Making up 9% of Canmore's top employment industries as the the 2019 Situational Analysis completed as part of the Economic Development Strategy

**Industry 3**

Professional, scientific and technical services

**Top employers in industry (optional)**

NA

**Unique characteristics impacting housing demand (optional)**

Making up 8% of Canmore's top employment industries as the the 2019 Situational Analysis completed as part of the Economic Development Strategy

**Industry 4**

Retail trade

**Top employers in industry (optional)**

NA

**Unique characteristics impacting housing demand (optional)**

Predominantly low income employment opportunities. No buffer through tipping structures. Making up 10% of Canmore's top employment industries as the the 2019 Situational Analysis completed as part of the Economic Development Strategy

**Industry 5**

Educational services

**Top employers in industry (optional)**

NA

**Unique characteristics impacting housing demand (optional)**

Making up 7% of Canmore's top employment industries as the the 2019 Situational Analysis completed as part of the Economic Development Strategy

**Industry 6**

Public administration

**Top employers in industry (optional)**

NA

**Unique characteristics impacting housing demand (optional)**

Making up 6% of Canmore's top employment industries as the the 2019 Situational Analysis completed as part of the Economic Development Strategy

**Industry 7**

Administrative and support, waste management and remediation services

**Top employers in industry (optional)**

NA

**Unique characteristics impacting housing demand (optional)**

Making up 4% of Canmore's top employment industries as the the 2019 Situational Analysis completed as part of the Economic Development Strategy

**Industry 8**

Other services (except public administration)

**Top employers in industry (optional)**

NA

**Unique characteristics impacting housing demand (optional)**

make up 5% of Canmore's top employment industries as the the 2019 Situational Analysis completed as part of the Economic Development Strategy

**Industry 9**

Transportation and warehousing

**Top employers in industry (optional)**

NA

**Unique characteristics impacting housing demand** (optional)

Making up 4% of Canmore's top employment industries as the the 2019 Situational Analysis completed as part of the Economic Development Strategy

**Industry 10**

Accommodation and food services

**Top employers in industry** (optional)

NA

**Unique characteristics impacting housing demand** (optional)

Generally lower income service industry jobs. Making up 15% of Canmore's top employment industries as the the 2019 Situational Analysis completed as part of the Economic Development Strategy

# Housing

The housing data below is derived from the 2016 Statistics Canada Census. No entry is required. You can use this information to estimate housing need in the Housing Supply section of the Housing Needs Assessment.

A household is considered in “Core Housing Need” if its housing does not meet one or more of the adequacy, suitability or affordability standards, and it would have to spend 30 percent or more of its before tax income to access acceptable local housing. Acceptable housing is adequate in condition, suitable in size, and affordable. Adequate housing does not require any major repairs, according to residents. Suitable housing has enough bedrooms for the size (number of people) and makeup (gender, single/couple, etc.) of the needs of the households, according to National Occupancy Standard (NOS) requirements.

			Bachelor	1 Bedroom	2 Bedroom	3 Bedroom	4+ Bedroom
<b>Owner households</b>							
In core housing need	Units		0	0	55	60	20
	%Total		0%	0%	5.12%	4.05%	2.13%
Spending more than 30% of household income on shelter costs	Units		0	25	270	215	105
	%Total		0%	27.78%	25.12%	14.53%	11.17%
Spending more than 50% of household income on shelter costs	Units		0	0	120	75	45
	%Total		0%	0%	11.16%	5.07%	4.79%
<b>Renter households</b>							
In core housing need	Units		0	65	95	70	0
	%Total		0%	21.67%	11.73%	13.21%	0%
Spending more than 30% of household income on shelter costs	Units		0	115	250	185	45
	%Total		0%	38.33%	30.86%	34.91%	34.62%
Spending more than 50% of household income on shelter costs	Units		0	45	90	60	25
	%Total		0%	15%	11.11%	11.32%	19.23%
<b>All households</b>							
In core housing need	Units		0	80	150	130	25
	%Total		0%	20.51%	7.94%	6.47%	2.34%
Spending more than 30% of household income on shelter costs	Units		0	140	525	400	150
	%Total		0%	35.9%	27.78%	19.89%	14.02%
Spending more than 50% of household income on shelter costs	Units		0	55	210	135	75
	%Total		0%	14.1%	11.11%	6.72%	7.01%

## Additional information

Information on rents and vacancies is provided for your reference from CMHC and/or the Government of Alberta as of 2016.

		Bachelor	1 Bedroom	2 Bedroom	3+ Bedroom
<b>Canmore</b>					
Average rent		\$	\$ 1,345	\$ 1,888	\$
Vacancy rate		0%	0%	4%	0%

**Provide some context on the average rent or vacancy rates if the information above do not accurately capture the current market housing situation (e.g. variable housing demand due to seasonal/temporary fluctuations in population, vacancy mostly in high-end market units, and data inaccuracies due to survey methodology).** (optional)

This section has been completed by Government of Alberta and the figures provided do not reflect the current rental market status. CCH gathers local rental listing rates monthly (document attached), for 2022 the Median rental market listing rates were : Bachelor:\$1,250/ 1-BDRM:\$1,880.50/ 2-BDRM:\$2,698.75 / 3-BDRM: \$3,475 . Vacancy rates in Canmore are 0% across the board.

We have a lack of available developable land and the cost to acquire the same.

Post COVID: a high volume of remote workers have moved to Canmore and absorbed rental units that were previously available to local workers. Their income is derived outside of Canmore and is higher than the local economy provides, by extension they have the ability to pay higher rents and this has driven the overall rental market prices up. A high volume of both retirees and remote workers have entered the local housing market, their wealth earned from outside of Canmore has been brought into the local market and they have absorbed previously available homeownership and rental units at price points that local workers can't afford. The cumulative affect of this wealth earned outside of Canmore entering the housing market has driven both rental and homeownership prices up significantly over the last 2 years.

## Policies and key initiatives

**Please provide current municipal/regional housing policies and key initiatives that enable affordable housing (e.g. tax exemptions, inclusionary zoning), as well as any current local community plans and regional growth strategies established within the last five years.**

- Changed LUB to incentivize ADUs
- Exploring tax policies within the limits of the MGA
- Continue to enforce short term rental restrictions in residential areas
- Inclusionary zoning is not a tool available to us
- Currently doing local area planning with a focus on employee housing and affordable housing provide through our housing provider (CCH)
- Happipad - promoting tools to share availability of rental units in town - increase utilization of existing housing stocks

Files added: 0. Canmore Rental Summary 2022.pdf;BVR HNA May 2019 Final.pdf;Town of Canmore Situational Analysis Final Draft Feb 2020 (3).pdf;2023-2026 Council Strategic Plan.pdf;MDP-2016-03-amended Jan 2020.pdf

## Community consultations

Please provide findings from community consultations undertaken on housing needs with persons, organizations, authorities, or community groups (including Indigenous groups) serving the priority low- to moderate-income populations\* selected for the municipality(ies).

### Who did you consult with?

Business community, not-for-profits, housing providers (BVRH, CCH), developers and builders, community at large

### What was the consultation process?

Ongoing formal and informal conversations

### What were the results of these consultations?

Resounding consensus on the overwhelming need for supports for affordable housing and housing supply overall

### What target populations were the consultations related to?

People at risk of homelessness or transitioning out of homelessness supports

Other

Files added: NA

# Housing supply

Please provide the number of non-market housing units currently in the municipality(ies), as well as the number of units currently needed.

## 2023 current state

	Existing units	Current unit deficit (need)	Current accessible unit deficit (need)	Number of households on waitlist
Community housing	58	145		29
Seniors self contained	62	40		38
Seniors lodge	85	0		24
Other seniors housing				
Non-market affordable housing	275			255
Permanent supportive housing	0	45		
Special needs				
Indigenous housing				
Rent supplement	46	340		8
Other				

## 2028 projections

	Current unit deficit (need)	Anticipated new units	Committed or under development	Projected new demand	Unit loss to expiry, condition or age	Total projected unit deficit
Community housing	145	0	0	34	0	179
Seniors self contained	40	0	0	27	0	67
Seniors lodge	0	0	0	67	0	67
Other seniors housing						
Non-market affordable housing				360		360
Permanent supportive housing	45	0	0	19	0	64
Special needs						0
Indigenous housing						
Rent supplement	340	0	0	43		383
Other						

If applicable, provide information on the number of emergency shelter spaces available, usage and trends associated with these spaces. (optional)

As per the attached 2020 Rural Housing and Services Needs Estimation project report (Bow Valley Report): "In total, there are 145 individuals within the Bow Valley that are either living in insecure housing conditions, or sharing these conditions with [housing needs estimation] survey respondents"

As per the 2022 Canmore Winter Emergency Shelter program review (HSBV program review): "During the 116 nights that the outreach and shelter programs operated, 28 unique individuals accessed a combined total of 366 bed nights."

As per the 2022 Living Wage Report, Canmore has the highest living wage in all of Alberta. This means that an individual in Canmore must earn more income to cover expenses related to a conservative, yet decent standard of living.

Files added: BVR HNA May 2019 Final.pdf; Bow Valley Report VFinal.pdf; HSBV Program Review 2022.pdf; 2022 Final LW report.pdf



# Municipal priorities

Please list the top three (3) priority housing types for the municipality and the number of units needed. Provide rationale / key findings to support the top housing priorities.

## Priority 1

**Housing type:** Non-market affordable housing

**Current units available:**

**Current units deficit:**

**Projected unit deficit in 5 years:**

**Current vacancy rate:**

**Current waitlist count:**

### Key findings/comments

- Very low vacancy rates
- Attraction of housing for second home owners have substantially reduced available income appropriate housing for the local community
- High living wage - Canmore's 2022 Living Wage for various scenarios (see attached Living Wage Report)
  - o Family of four: \$131,586 household/year
  - o Lone parent: \$85,813/year
  - o Single individual: \$52,780/year

Please upload any documentation you may have to support this priority. (optional)

Files added: 2022 Canmore Living Wage Report.pdf

## Priority 2

**Housing type:** Rent supplement

**Current units available:**

**Current units deficit:**

**Projected unit deficit in 5 years:**

**Current vacancy rate:**

**Current waitlist count:**

### Key findings/comments

See previous submissions

Please upload any documentation you may have to support this priority. (optional)

Files added: NA

## Priority 3

**Housing type:** Other

**Current units available:**

**Current units deficit:**

**Projected unit deficit in 5 years:**

**Current vacancy rate:**

**Current waitlist count:**

### Key findings/comments

- Tools for work to reside housing
- Housing protected for local residents/workers

Please upload any documentation you may have to support this priority. (optional)  
Files added: NA

## **Municipal endorsement**

Have you received a municipal endorsement for each municipal government this submission is for?

**Please upload copies of supporting documentation of your municipality's endorsement(s) for this Housing Needs Assessment.**

The municipal endorsement may consist of: approval by council, council committee, or municipal general manager.

For questions about municipal endorsements, please contact [SH.HousingNeedsAssessment@gov.ab.ca](mailto:SH.HousingNeedsAssessment@gov.ab.ca).

Files added: Housing Needs Assessment - Municipal Endorsement.pdf

# What We Heard: Website Renewal Project

March 2023

## Background

The Town of Canmore website is an important resource for our residents to access accurate information about our programs, services, and initiatives; however, the current website platform has reached the end of its life cycle. Therefore, we are undertaking a project to renew our website platform to improve user experience and prepare the Town of Canmore to offer expanded e-services in the future.

A focus of this project is to make the new website as user-friendly as possible. We are taking a user-centric approach to the website renewal project to enhance user experience. We provided opportunities for our users to provide feedback at key milestones in the project to understand their needs and priorities. We appreciate the time that nearly 100 residents took to participate in engagement for this project, and we will consider all the feedback we received as we design the structure and capabilities of our new website.

## Approach

We conducted public engagement in two phases: 1) documenting the requirements we are looking for in a new website platform vendor, and 2) developing website content structure design. We took a data-driven approach to develop clear and tangible information to guide our decision-making and to track measurable improvements over time.

**In Engagement Phase #1** (November 2022-January 2023), we solicited input to understand the current state of website use, essential capabilities, and future aspirations to inform the development of the Request for Proposals for a new website Vendor.

### Tactics:

- Shared Online Survey #1 to solicit input about current website use and essential capabilities (Dec. 15-Jan. 10).
  - *✓ Result: We received a total of 53 submissions to this survey. See Appendix A for results.*

**In Engagement Phase #2** (January-March 2023), we engaged the public to identify website navigation improvements from a user-centric perspective and develop baseline data for future evaluation.

### Tactics:

- Presented website project at the Jan. 25 Town of Canmore Open House.
  - *✓ Result: Solicited initial input on key tasks residents perform on our website to inform the development of Survey #2.*
- Shared Online Survey #2 to solicit input about website content navigation (Feb.15 –March 3).
  - *✓ Result: We received 34 submissions to this survey. See Appendix A for results.*
- Conducted 20-minute, 1:1 navigation focus sessions on a Zoom call to collect navigation data.
  - *✓ Result: We conducted ten focus sessions with members of the public. The navigation test timed participants as they completed prompts associated with the Top Tasks identified in Online Survey #2 (see Appendix B for details and results). These results were timed and additional data was noted to provide baseline measurements of how easy/fast it is to complete essential tasks to inform navigation design and to provide a baseline reference to track improvements to user experience over time.*

## Key Result Themes

### Search Tool

One of the most common issues raised by users is the need for a more robust search engine. Many users expressed frustration at being unable to find what they were looking for with the current search tool. Our no-result rate is currently around 16%.

### Top Tasks

We asked users what type of information they consider most important from the Town of Canmore. Based on their responses, we identified 15 "Top Tasks" that users should be able to access quickly and easily. As we reconfigure our navigation and website layout, we will prioritize these tasks. This could involve adding quick links or featuring them prominently on the main landing page. We may also adjust menu items and page names to make these tasks more intuitive to find.

### Navigation

Users have told us that menus and links on our website are not always intuitive. Items on our main page or with clearly labeled menu items were easy to find, as confirmed by the Top Tasks results. However, many other items are buried in menus that are five or more clicks deep, or have vague titles, making them difficult to locate quickly. For example, the payment for parking is located under a menu item titled "Paid Parking Program and Fee Fare Transit," which took users more than four minutes to locate.

Users also commented that there are too many drop-down options, which creates clutter. They liked some quick navigation items, such as "Contact Us" or "Engage," but some found them too small or difficult to find. While users liked the options of "I Want To..." or "Help Me Find," unclear navigation sometimes forced them to rely on the search tool, which didn't always deliver results.

### Mobile Responsiveness

Approximately 40% of our users access the Town of Canmore website on mobile devices. Users told us that the current website lacks responsiveness on mobile devices, making it challenging to navigate due to menus and tables that don't load properly.

### Calendars

Users rely on calendar information to learn more about upcoming programs, events, and activities in the Town of Canmore. They would like to see a main calendar where they can adjust views to see the type of events they are interested in. Some users expressed frustration at long load times and current calendar views that can be confusing to understand.

### Content

Users generally report being able to find what they're looking for on the Town of Canmore website. However, there were mixed reports on how well users could contact the person or department they needed to reach.

During navigation testing, users found that accessing information on webpages requires significant scrolling with lots of text to wade through on the main landing page and subpages. They recommended simplifying content, adding anchors or quick links at the top of webpages containing a lot of information, and placing key details high on the page rather than hiding it in FAQs or drop-downs.

## **Layout**

Users recommended minimizing text and using icons, images, or other graphics to replace text where possible.

Users expressed that they would like to see information on the main page that reflects immediate citizen concerns, such as upcoming events, hot topics relevant to the community, and major initiatives that the Town is working on to keep residents better informed. They felt that less relevant information, such as "Work for Us," distracted from what residents were looking for.

## **Design**

Users want a simple and clean website that reflects the feeling of Canmore while remaining professional. They like the imagery of Canmore, but also find that the current amount of imagery creates clutter that takes away from the user experience. Users also request simple iconography to make it clear where information is located.

## **Accessibility**

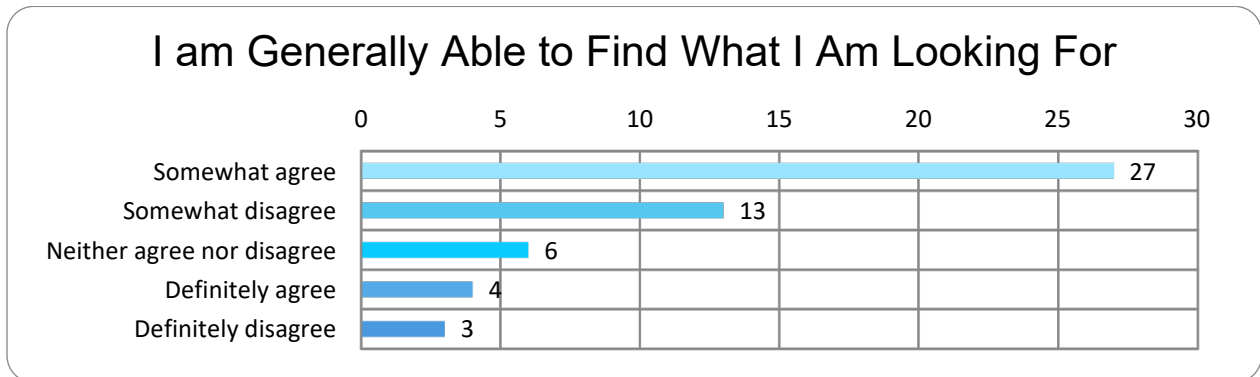
Some users expressed frustration that the text was too small and difficult to read. They also recommended using text color with contrast to the background for users with visual impairments.

## **Next Steps**

- We are selecting a Vendor to provide a new website platform based on a competitive RFP process.
- We will work with the successful Vendor to apply the insights provided by residents, where technically possible. We will work to improve completion efficiency for the Top 15 Tasks (see Appendix B). Based on feedback received from the public, we intend that the new platform will meet WCAG accessibility standards, will feature a more robust search tool, will be responsive on all browsers and mobile devices, and will feature simple icons and graphics to increase intuitive navigation and user experience. Where possible, we will review and update web content to streamline information and will apply consistent layouts and branding across the site.
- We anticipate that we will be able to launch our new website in late spring/early summer 2023.
- Following go-live, we will perform additional navigation testing to evaluate improvements to Top Task completion rates.

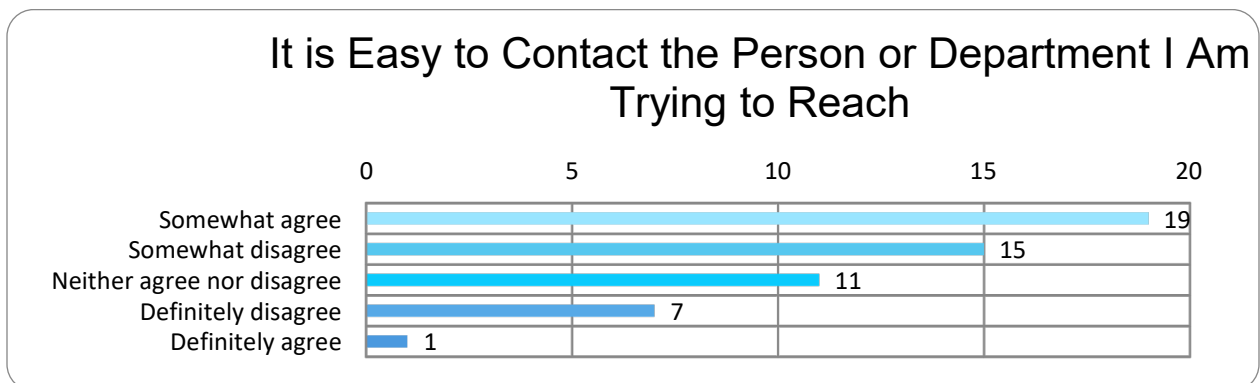
## Appendix A: Survey Results

The figures presented below are based on data collected from two online surveys conducted on our public engagement website, MyCanmore.ca. The first survey was designed to understand the current state of website use, essential capabilities, and future aspirations. It was available for submissions from December 15, 2022 to January 10, 2023 and received 53 responses. The second survey focused on identifying the most critical information for users and was available for submissions from February 15 to March 3, 2023, and received 34 responses.



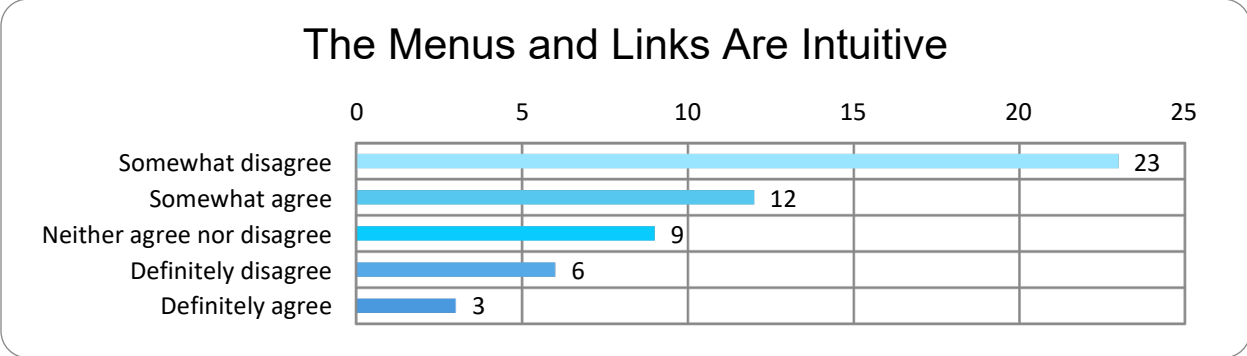
*Figure 1: I am Generally Able to Find What I am Looking For.*

Most respondents agreed that they were able to find the information they were looking for on the Town of Canmore website.

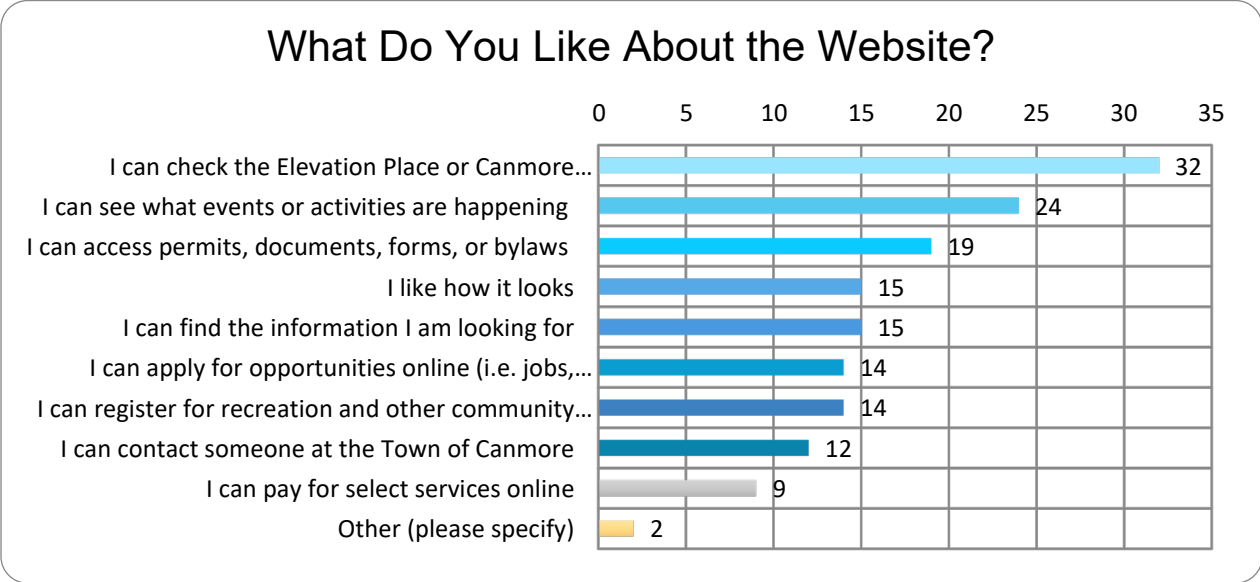


*Figure 2: It is Easy to Contact the Person or Department I am Trying to Reach*

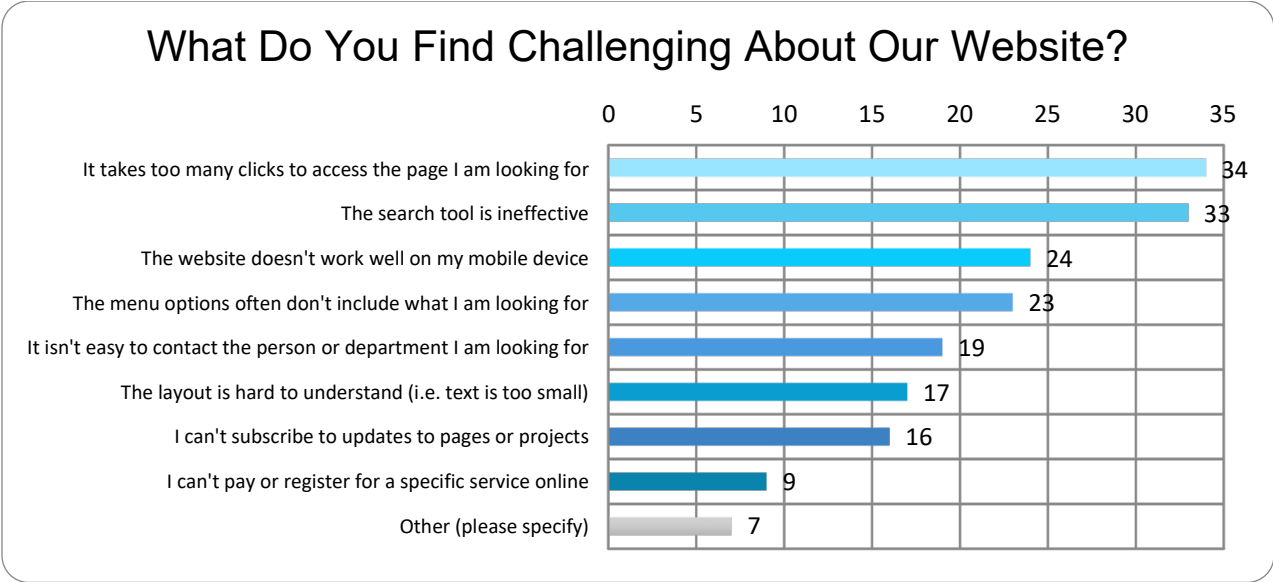
There was a nearly equal number of users who felt that it was easy or difficult to contact to reach a specific person or department on the Town of Canmore website.



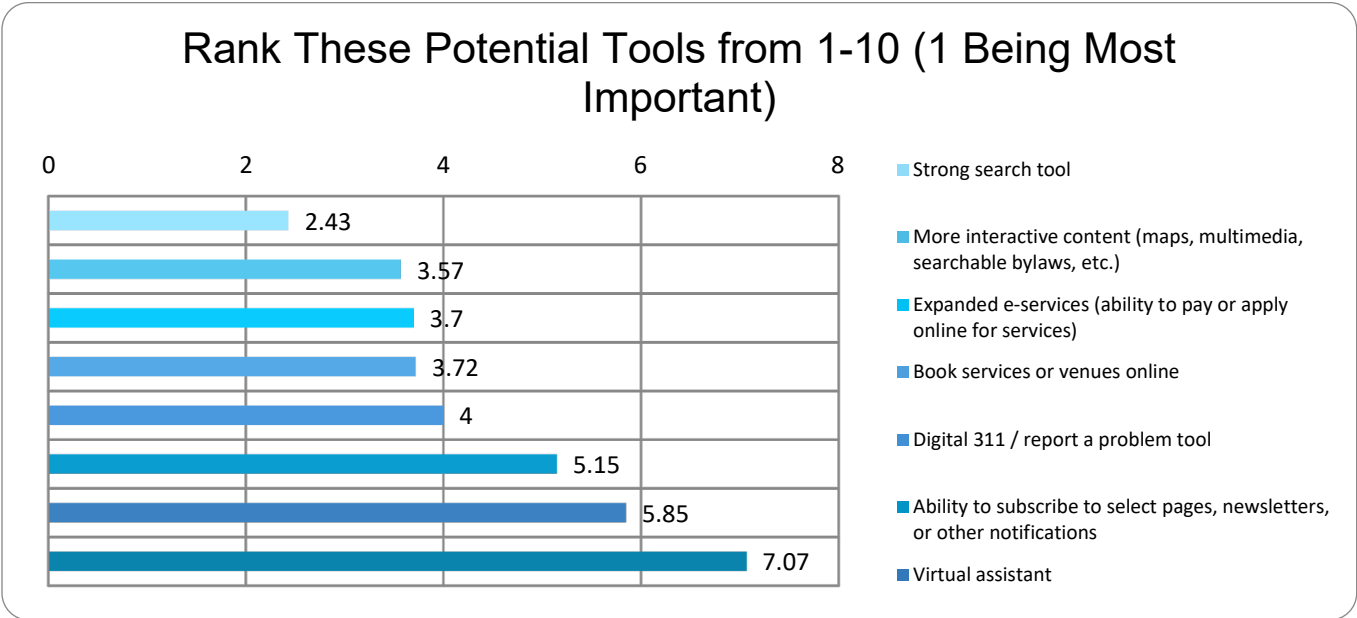
**Figure 3: The Menus and Links Are Intuitive**  
 Most users did not find menus and links on the Town of Canmore website to be intuitive.



**Figure 4: What Do You Like About the Town of Canmore Website?**  
 Users reported liking the ability to check the Elevation Place or Canmore Recreation Centre schedules, learning about upcoming events, accessing essential documents, and generally liking the look and feel of the site.



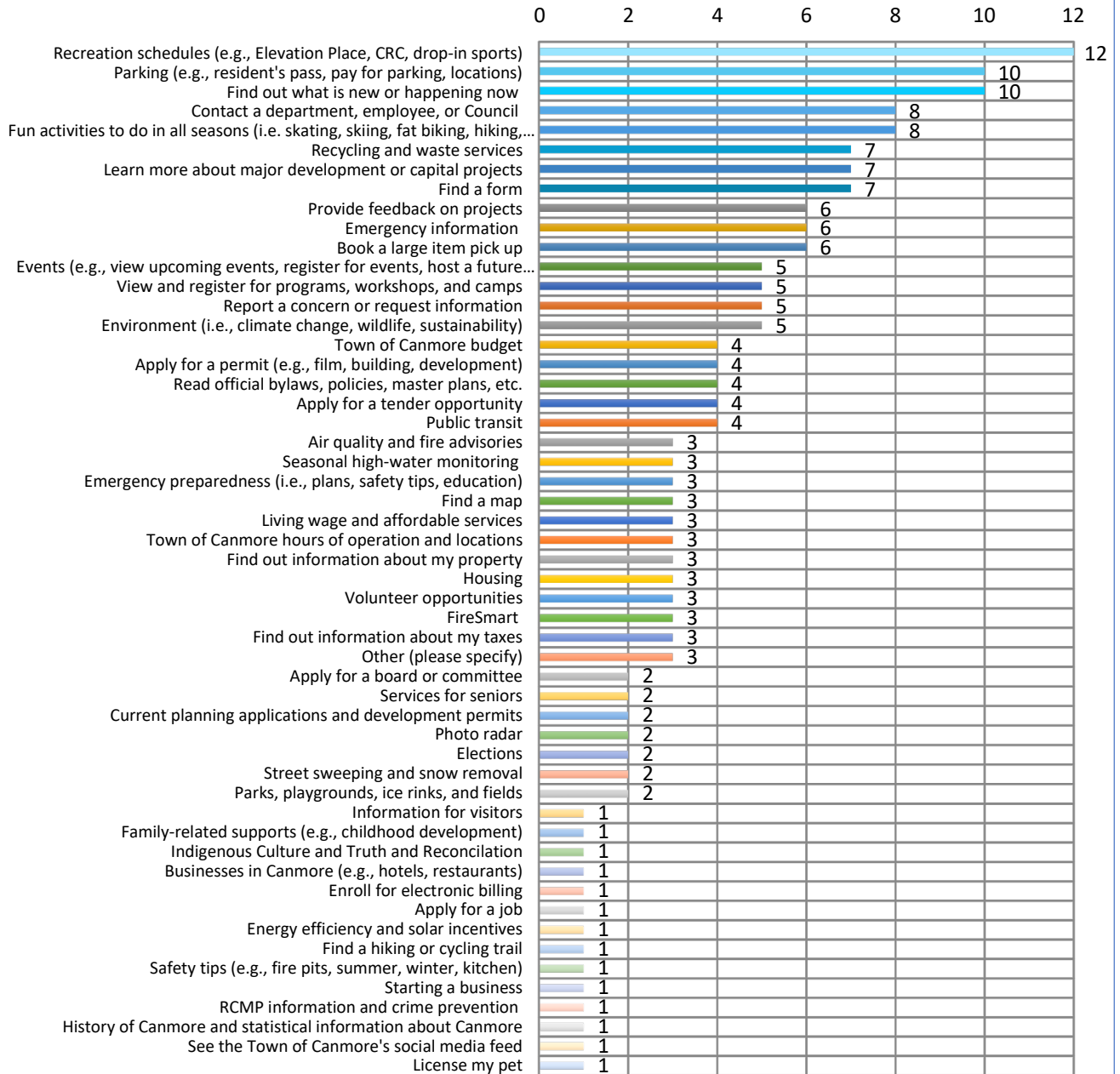
**Figure 5: What Do Find Challenging About the Town of Canmore Website?**  
 The top challenges reported by users were challenging navigation, an ineffective search tool, lack of mobile responsiveness, and unclear menu options.



**Figure 6: Rank These Potential Tools From 1-10 (With 1 Being Most Important)**  
 When asked to rank potential new tools that could be available on a new website platform, users identified a strong search tool as their number one priority with more interactive content and additional e-services as their second and third choices respectively.



## What Information From the Town of Canmore is MOST Important to You?



**Figure 7: What Information from the Town of Canmore is MOST Important to You?**

When asked to select the information most important to them (each user had up to 6 votes), users indicated that recreation schedules, parking information, what's happening now/events, contacting a department, and fun activities to do as their top five priorities. We used this list to generate the Top 15 Tasks that we evaluated as part of the navigation focus sessions. This data is summarized in Appendix B.

## Appendix B: Top Task Testing Results

Based on the results from Figure 7, we have compiled a list of the top 15 tasks that our users want to achieve on our website. As we redesign our website navigation, we will prioritize these tasks to make them more accessible and user-friendly.

To establish a benchmark for how quickly and easily these tasks can be accomplished, we assigned a specific task or piece of information to each task and conducted 1:1 navigation testing focus sessions with ten residents. Participants were asked to complete the task or find a specific answer to a question, and we recorded the time it took to complete the task and noted any pain points in their navigation process.

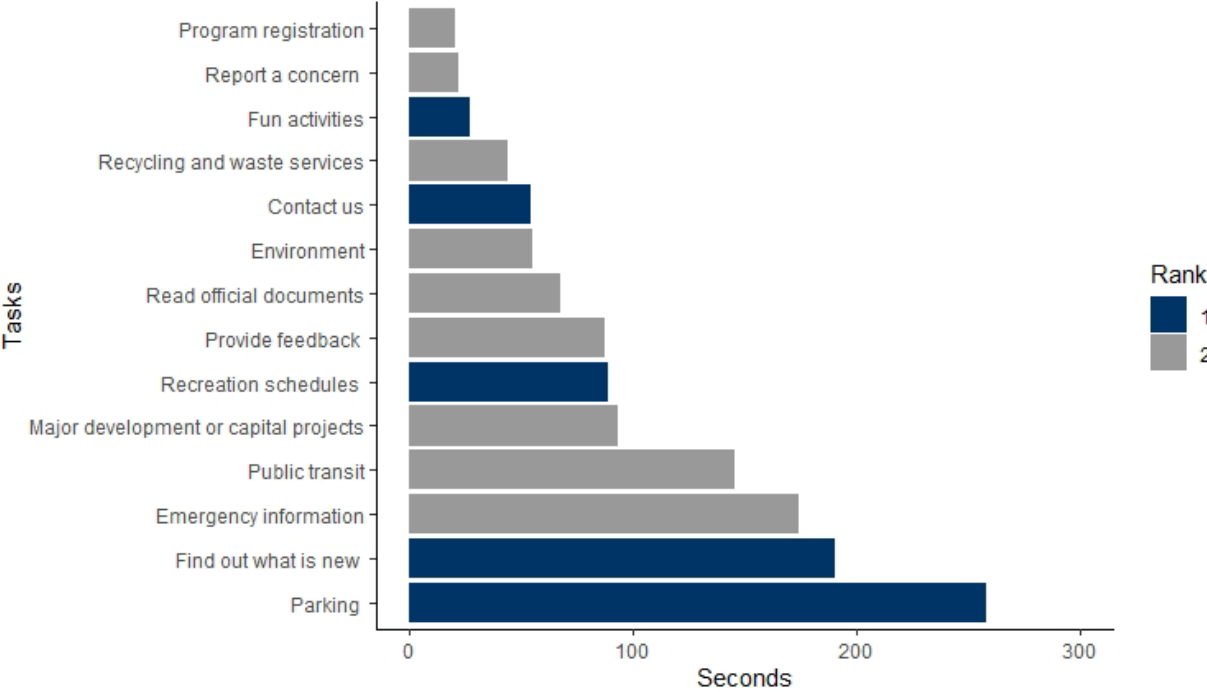
The results below show the average completion times for each task. On average, users completed a top 15 task in 1.33 minutes and a top 5 task in 2:05 minutes. The average time to complete a Top 5 Task took 42.6% longer than the average for the full Top 15 list. The individual average task times ranged from 0:20 at the lowest end to 4:18 at the highest end. Tasks located on the main page, with clear menu items and page names, that appeared within search results, and could be completed within three clicks significantly reduced completion times.

This data provides a useful roadmap for making tangible improvements to our navigation, menus, and layout to enhance the user experience, particularly for the top five tasks. Once we launch the new website, we will assess the same tasks to measure improvements in our navigation. We will set targets to decrease the average completion time as part of our website success metrics.

Rank	% of Vote	Task	Prompt	Baseline Time
1	6.5	<b>Recreation schedules (e.g., Elevation Place, CRC, drop-in sports)</b>	Find the public swim time for March 15	1:39
2	5.4	<b>Find out what is new or happening now</b>	What is the Town of Canmore's next event?	3:10
3	5.4	<b>Parking (e.g., resident's pass, pay for parking, locations)</b>	How much is a monthly resident's parking pass in peak season?	4:18
4	4.3	<b>Fun activities to do in all seasons (i.e. skating, skiing, fat biking, hiking, cycling)</b>	What outdoor skating rinks are currently open?	0:27
5	4.3	<b>Contact a department, employee, or Council</b>	What is the Civic Centre main phone number?	0:54
6*	3.7	<b>Find a form</b>	<i>Not a true task. Not evaluated.</i>	N/A
7	3.7	<b>Recycling and waste services</b>	What items do we pick up for free as part of our large item pick-up program?	0:44
8	3.7	<b>Learn more about major development or capital projects</b>	What is the expected completion year for the Cougar Creek mitigation project?	1:33
9	3.2	<b>Provide feedback on projects</b>	What is an example of a project we are seeking input on?	1:27
10	3.2	<b>Emergency information</b>	What evacuation zone is your current residence located in?	2:54

11	2.7	<b>Environment (i.e., climate change, wildlife, sustainability)</b>	What is the Town of Canmore's target GHG emission reduction goal by 2030?	0:55
12	2.7	<b>View and register for programs, workshops, and camps</b>	When does spring recreation program registration open?	0:20
13	2.7	<b>Report a concern or request information</b>	Try to report a pothole.	0:22
14	2.2	<b>Public transit</b>	When does the first bus leave from Glacier Drive on the Cougar Creek Roam Bus route?	2:25
15	2.2	<b>Read official bylaws, policies, master plans, etc.</b>	According to our Land Use Bylaw, are Accessory Dwelling unit allowed in all low-density residential districts and within duplexes?	1:07
<b>Replaced #6</b>	2.2	<b>Council meetings, agendas, minutes</b>	What time does the Council meeting on April 4 start?	0:54

Figure 8 presents a visual summary of the completion times for the Top Task navigation. The times are ranked in ascending order and are expressed in seconds (converted from minutes). The Top 5 tasks are highlighted in blue, while tasks 6 to 15 are colored grey. This color coding helps us to easily identify that almost half of the Top 5 tasks required more time to complete relative to the overall task list.



**Figure 8: Top Task Navigation Completion Times**  
 This figure summarizes the average time taken to complete each of the Top 15 tasks. The Top 5 tasks are classified as 'Rank 1' and are coloured in blue, while the remainder of tasks are classified as Rank 2 and are coloured grey.

**Council Resolution Action List**

**G1**

Motion #	Agenda Item	Resolution	Council Mtg Date	Service Area	Action Status	Last Update	Date Complete
99-2021	<b>MOU with Stoney Nakoda</b>	Direct administration to investigate and report back on the scope, process and resources needed to establish a Memorandum of Understanding (MOU) with the Stoney Nakoda Nation.	27-Apr-21	CST	The Stoney Nakoda Nation have indicated that they would like access to lands within the Town of Canmore boundaries for cultural ceremonies. This would help in building relationships that will assist with establishing an MOU in the future. Council approved a request to advance this work at the Sept 7, 2021 council meeting. Administration continues to reach out to the Stoney Nakoda Administration to advance this work.	1-Mar-23	
216-2021	<b>Advancing Truth and Reconciliation with the Stoney Nakoda Nation</b>	Direct administration to work with the Stoney Nakoda Nation to identify lands within the Town of Canmore boundaries that would be appropriate for cultural ceremonies and assist with any necessary agreements for the use of these lands.	7-Sep-21	CST	Work is ongoing. The next step for this items rests with the Stoney Nakoda Nation.	1-Mar-23	
219-2021	<b>Lower Silvertip Wildlife Corridor</b>	Direct administration to assemble a working group consisting of key Lower Silvertip Wildlife Corridor landowners to develop principles for and an approach to shared management of the corridor.	7-Sep-21	Public Works Admin	The Lower Silvertip Wildlife Corridor Working Group has produced a draft shared management plan. Engagement with various trail user groups is underway. After the engagement is complete, the shared management plan will be finalized.	5-Apr-22	
79-2022	<b>Procedural Bylaw Amendment 2022-04 Omnibus</b>	Direct administration to investigate the options for video and audio being treated as written submissions and imbedded in the record of public submissions.	5-Apr-22	Clerks	IT and the Municipal Clerk continue to investigate options as part of the capital project to update Council Chambers A/V. This would be part of phase 2 of this project - Agenda Management Software	13-Feb-23	
149-2022	<b>Bow Valley Clean Air Society</b>	Review and recommendation of implementing a closed-door bylaw from approximately early September to early June; and, if the recommendation is in support of the request, to provide Council with a draft closed door bylaw for consideration.	5-Jul-22	Public Works	An administration update was provided to the Committee of the Whole in November 2022. Monitoring of doors will occur over the winter with a report planned to come to Council next spring or summer.	7-Dec-22	
258-2022	<b>Bylaws 2022-09 and 2022-10 800 3rd Avenue Municipal Development Plan and Land Use Bylaw Amendments</b>	Return no later than June 2023 with a response from the applicant regarding motion 125-2022: That Council direct administration to work with the Applicant to prepare a recommendation and/or wording for a potential amendment with respect to Bylaws 2022-09 and 2022-10 ("the Bylaws") regarding each of the following topics and provide the said recommendation and/or wording to Council prior to the 2nd reading of the Bylaws. • Limiting house sizes in the subject area; • Creation of a legal instrument upon all parcels of the subject lands, which will include the following elements: (i) if a palliative care facility is not constructed in Area A then Area A will revert to the owner and the land in Area A will remain in a natural state; (ii) there is to be no trail or road connection between the Spring Creek development and 3rd Avenue through the subject lands; and (iii) the lands shall be protected in perpetuity from any further development except as described in the application; • Minimizing the distance between the buildings in Area B and 3rd Avenue in order to minimize the disruption to the undeveloped areas of the lands; • Removing the buildings in Area C, subject to an agreement between the Spring Creek development and the Applicant whereby the Spring Creek development provides at its own cost water servicing to the palliative care facility (if such is determined to be needed) and provides at its own cost fill, landscaping, and a trail for Area C to become a park; and • Limiting maximum building height.	1-Nov-22	Planning	Next steps on moving this forward are now with the applicant.	1-Nov-22	
262-2022	<b>Commercial Food Waste</b>	Prepare a mandatory commercial food waste program, to include a Recyclables and Waste Control Bylaw amendment and implementation plan, by April 2023 for a program start of October 1, 2023.	1-Nov-22	SWS	Council approved the bylaw amendment at the April 4 business meeting.	4-Apr-23	4-Apr-23
31-2022FIN	<b>Finance Committee Deliberation and Direction</b>	Develop a Paid Parking Revenue Allocation Model (PPRAM) for approval prior to the 2024 budget amendment in fall of 2023.	24-Nov-22	Fin	Administration will begin preliminary discussions on the allocation model in April.	22-Mar-23	
57-2022FIN	<b>Finance Committee Deliberation and Direction</b>	Explore options with regards to a car share program and report back to Council no later than the end of 2023.	29-Nov-22	Eng			

38-22022FIN	<b>Finance Committee Deliberation and Direction</b>	Return to Council with recommendations to change the Safe Park Program.	29-Nov-22	CSD	Administration provided a report to Council and asked for their input on success measures at the April 4, 2023 business meeting.	4-Apr-23	4-Apr-23
61-2022FIN	<b>Finance Committee Deliberation and Direction</b>	Reassess the Canmore Community Housing requisition in the fall of 2023 for the 2024 budget amendment to ensure alignment with any new programs or priorities.	29-Nov-22	Council/CCH	This motion has been sent to the Interim ED of CCH for planning purposes	27-Mar-23	
62-2022FIN	<b>Finance Committee Deliberation and Direction</b>	Include provincial downloading in the annual budget process.	29-Nov-22	CST	Administration has started a tracking system in advance of the 2024 budget amendments process.	2-Feb-23	
285-2022	<b>Update on Council Resolution 251-2021 – Election Signage</b>	Return to Council with options for regulating or managing election signage on municipal property by December 2023.	6-Dec-22	Planning			
69-2023	<b>Mandatory Commercial Food Waste Diversion Bylaw</b>	Direct administration to return with a process and recommendations for directing revenue resulting from enforcement from the specified fines except for sections 4.7(a) and 7.1 in Bylaw 2023-15 to the Wildsmart Program.	4-Apr-23	Finance			
70-2023	<b>Procedural Bylaw Amendment 2022-04 Omnibus</b>	Have the procedural bylaw amendment 2023-16 omnibus and bylaw 2016-19(finance committee bylaw) reviewed by an independent governance expert and that council direct administration to report back to council with alternative methods for the public to be heard by council before or during regular business meetings and committee of the whole meetings.	4-Apr-23	CAO			



# Correspondence

**DATE OF MEETING:**

**April 18, 2023**

**Agenda #: H**

1. **Letter from Minister of Municipal Affairs re Joint Use and Planning Agreements (JUPA) between municipalities and schools**
2. **Gov't of Canada Letter Re: Retroactive Costs of RCMP**
3. **Letter from Minister of Municipal Affairs re Alberta building construction codes**



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Shaw*

AR110902

Dear Chief Elected Official:

Joint use and planning agreements (JUPAs) between municipalities and school boards operating within municipal boundaries enable the integrated and long-term planning and use of school sites on municipal reserve, school reserve, and municipal and school reserve lands.

On June 10, 2020, Section 670.1 of the *Municipal Government Act* was proclaimed, setting the deadline for municipalities to complete these agreements with the applicable school boards by June 10, 2023.

The ministries of Municipal Affairs and Education have heard from municipalities and school boards about the challenges of meeting this deadline. My colleague, the Honourable Adriana LaGrange, Minister of Education, and I have agreed to extend the deadline for municipalities and school boards to June 10, 2025, to provide sufficient time to complete these agreements.

In addition to this extension granted as per Ministerial Order No. MSD:013/23, the Ministry of Municipal Affairs can provide additional supports to municipalities to assist with the development of these agreements. Questions regarding JUPAs can be directed to a planning advisor at [ma.advisory@gov.ab.ca](mailto:ma.advisory@gov.ab.ca), or toll-free by first dialing 310-0000, then 780-427-2225. Should municipalities require support to mediate discussions with school boards, please email [municipalcollaboration@gov.ab.ca](mailto:municipalcollaboration@gov.ab.ca) or call the number above for more information.

Sincerely,

Rebecca Schulz  
Minister

Attachment: Ministerial Order No. MSD:013/23

cc: Honourable Adriana LaGrange, Minister of Education



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Shaw*

MINISTERIAL ORDER NO. MSD:013/23

I, Rebecca Schulz, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act (MGA)*, make the following order:

The date by which a municipality must enter into a joint use and planning agreement with a school board, as required by Section 670.1(1) of the *MGA*, is extended to June 10, 2025.

This order shall come into force on April 1, 2023.

Dated at Edmonton, Alberta, this 8<sup>th</sup> day of March, 2023.

Rebecca Schulz  
Minister of Municipal Affairs



March 29, 2023

His Worship Sean Krausert  
Mayor of Canmore  
902 7th Avenue  
Canmore AB T1W3K1  
**sean.krausert@canmore.ca**

Dear Mr. Mayor:

I wish to share with you the Government of Canada's decision on the matter of payment of the Royal Canadian Mounted Police (RCMP) prior years retroactive costs for RCMP regular members and reservists.

In August 2021, the signing of the first ever collective agreement with the National Police Federation, the bargaining agent representing the RMCP, resulted in a pay increase that brought RCMP salaries in-line with those of other police services across Canada, a fair and competitive wage for RCMP officers. As you are aware, the Police Service Agreements require contract jurisdictions to pay their share of retroactive salary costs.

From March to June 2022, Public Safety Canada and the RCMP engaged over 100 contract jurisdictions and 180 representatives, including municipal associations to seek their views on the payment of retroactive salary costs. During these engagements, contract jurisdictions requested that the federal government consider remission of these costs, or failing that, provide for flexible payment terms. Public Safety Canada agreed not to invoice contract jurisdictions for retroactive salary costs until the Government of Canada reached a decision on this request. I wish to assure you that Public Safety Canada is grateful for these discussions, and that the comments, concerns and perspectives shared were carefully considered and used to inform consideration of a decision.

The Government of Canada has reached a decision and will offer all contract jurisdictions extended time of up to two (2) years for payment of retroactive salary costs for the period covering 2017 – 2021. This decision recognizes that while contract jurisdictions are required to pay retroactive salary costs as per the Police Service Agreements, the payment terms stipulated in the contracts may not provide sufficient flexibility to pay this one-time, extraordinary retroactive salary cost.

As the decision has now been taken, the RCMP will immediately proceed with invoicing contract jurisdictions by March 31, 2023 for the 2017 - 2021 retroactive salary costs.

Contract jurisdiction wishing to avail themselves of the additional time to pay will be asked to agree to a payment schedule, which will end no later than March 31, 2025. The payment schedule will be annexed to the existing Police Service Agreements or the First Nations Community Policing Services Framework Agreements.

You are requested to complete the attached Confirmation of Intent document to indicate whether your contract jurisdiction will seek an extended payment schedule, and return it to [ps.cmcsec-cgesec.sp@ps-sp.gc.ca](mailto:ps.cmcsec-cgesec.sp@ps-sp.gc.ca) by April 15, 2023.

I appreciate your ongoing collaboration. For further information, please feel free to contact Public Safety officials at [ps.cmcsec-cgesec.sp@ps-sp.gc.ca](mailto:ps.cmcsec-cgesec.sp@ps-sp.gc.ca).

Yours sincerely,



Talal Dakalbab  
Senior Assistant Deputy Minister  
Public Safety Canada

c.c.: The Honourable Marco Mendicino, P.C., M.P.  
Minister of Public Safety

Shawn Tupper  
Deputy Minister  
Public Safety Canada

Michael Duheme  
Commissioner of the Royal Canadian Mounted Police  
Royal Canadian Mounted Police

Samantha Hazen  
Chief Financial Officer  
Royal Canadian Mounted Police

Marlin Degrand  
Assistant Deputy Minister  
Public Security Division  
Alberta Solicitor General and Public Security

**Confirmation of Intent**

Please complete and return to [ps.cmcsec-cgesec.sp@ps-sp.gc.ca](mailto:ps.cmcsec-cgesec.sp@ps-sp.gc.ca) by April 15, 2023.

Province or Municipal Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Do you wish to avail yourself of the extended repayment schedule of the prior year retroactive cost?

- Yes, we wish to use the extended repayment schedule.
  
- No, we will pay in accordance with the Policing Agreements (listed above) timelines.

Additional Comments:

Signature: \_\_\_\_\_

AR111330

April 6, 2023

Dear Chief Elected Officials:

Keeping Albertans safe is always a priority for the Government of Alberta. To that end, the province is updating its building construction codes in a way that makes sense for Alberta. These updates enhance public safety while supporting housing affordability and fostering economic growth.

We worked closely with industry, municipal associations, and technical experts across the province to determine if Alberta needed to modify the latest national codes published by the National Research Council in March 2022. As a result of that review, I am pleased to highlight two important features that will be included in the Alberta editions of the building construction codes.

- Farm buildings will continue to be exempt from Alberta editions of the building and fire safety codes.
- Alberta is adopting tier 1 as the minimum provincewide standard for building energy efficiency, which will lead to greener building construction in Alberta and lower heating costs, while still prioritizing housing affordability.

The updated editions of Alberta's new building construction codes are expected to be published in fall 2023 and come into force and apply to construction activities for spring 2024. Municipal Affairs understands that municipalities and industry require time and flexibility to appropriately manage the transition period for the administration of new code requirements. This transition period will provide time to prepare for the new code changes and allow construction in progress, with a valid permit, to continue under the previous code edition.

In the coming months, Municipal Affairs will provide notifications, as well as information related to the codes to ensure municipalities, industry, safety codes officers, and code users are well prepared to transition to the new codes in advance of their coming into force.

Sincerely,



Rebecca Schulz  
Minister

Attachment: Notice – Upcoming new Alberta code editions

## Notice

### Upcoming new Alberta codes editions

National Building Code – 2022 Alberta Edition (NBC(AE))

National Fire Code – 2022 Alberta Edition (NFC(AE))

National Energy Code for Buildings (NECB) 2020

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The province is updating its construction codes based on the 2020 National Building Code, National Fire Code and National Energy Code for Buildings, which were published by the National Research Council in March 2022.

Alberta has jurisdiction over safety codes, as do all Canadian provinces and territories. The Alberta government worked closely with industry, municipal associations and technical experts across the province to determine if Alberta needed to modify anything from the 2020 national code publications. The government also works with Alberta's Safety Codes Council to review safety codes and standards proposed for adoption and receives input and advice from the Council to help ensure the codes are appropriate for Alberta.

While Alberta is a signatory to the Construction Codes Reconciliation Agreement to reduce barriers to trade and support harmonized codes across Canada, the provincially focused review ensured that the upcoming changes to Alberta code editions best support the needs of Albertans.

#### Key changes to the Alberta editions of the building, fire and energy codes

- Farm buildings will continue to be exempt from Alberta's editions of the building, energy efficiency and fire codes.
- Alberta is adopting tier 1 as the minimum province-wide standard for building energy efficiency for housing and small buildings under Part 9 of the Alberta edition of the National Building Code and tier 1 for energy efficiency for other buildings in the National Energy Code for Buildings. These codes allow provinces and territories to choose from 5 tiers or levels for energy efficiency performance at a pace best suited for their jurisdiction and in recognition of their specific sources of energy.

#### Alberta's process for adopting safety codes

Alberta regulations enable 'timely code adoption' which brings national or international code changes into force for one year after their publication. This provides predictability so that industry, municipalities and other sectors (such as educational institutions) can confidently plan and prepare for new code changes. The Minister by order may also bring codes into force earlier or later than the 12-month period. The coming into force date will be advanced for the codes because of the two-year delay in the publication of the 2020 national code editions.

**The upcoming Alberta editions of the National Building Code and National Fire Code and the National Energy Code for Buildings will come into force on the same date in the spring 2024.** Municipal Affairs will provide additional notifications and information on the exact date along with other information related to the updated codes over the coming months to ensure municipalities, industry, safety codes officers and code users are prepared in advance of the coming into force date.

As with the 2019 publications, the Alberta editions of the National Building Code, National Fire Code and the National Energy Code for Buildings will be available online and in downloadable form for free from the National Research Council. Paper copies are also available for order at a reduced price.

### **Transition Period**

Municipal Affairs recognizes that municipalities require flexibility to appropriately manage the transition period for the administration of new code requirements. Industry also benefits from additional time to become familiar with the new code changes. There is a transition period to allow municipalities and other authorities having jurisdiction the time to prepare for the new code changes and allow construction in progress with a valid permit to continue under the previous code edition. More detail on the transition period will be made available in upcoming notices from Municipal Affairs.

For further information contact Municipal Affairs.

Email: [safety.services@gov.ab.ca](mailto:safety.services@gov.ab.ca)

Call: toll-free at 1-866-421-6929