

TOWN OF CANMORE
AGENDA
Regular Meeting of Council
Council Chambers at the Civic Centre, 902 – 7 Avenue
Tuesday, January 10, 2022 at 9:00 a.m.

Times are estimates only.

PUBLIC QUESTION PERIOD – Before meeting is called to order

9:00 – 9:05

A. CALL TO ORDER AND APPROVAL OF AGENDA

1. Land Acknowledgement
2. Agenda for the January 10, 2022 Regular Meeting of Council

B. PUBLIC HEARINGS - none

C. DELEGATIONS - none

9:05 – 9:10

D. APPROVAL OF MINUTES

1. Minutes of the November 29, 2022 Special Meeting of Council
2. Minutes of the December 6, 2022 Regular Meeting of Council
3. Minutes of the December 20, 2022 Special Meeting of Council

E. BUSINESS ARISING FROM THE MINUTES - none

F. UNFINISHED BUSINESS - none

G. BYLAW APPROVAL

9:10 – 9:25

1. **Electronic Transmission Bylaw for Property Assessment and Taxation**
Recommendation: That Council give first reading to Transmission of Electronic Documents Bylaw 2023-01.

9:25 – 9:55

2. **2023 Borrowing Bylaws**

Recommendations:

1. That Council give first reading to Borrowing Bylaw 2023-03 for Water Treatment Plant 2-Replacement and Capacity Upgrade-Construction.
2. That Council give first reading to Borrowing Bylaw 2023-04 for Bow Valley Trail Wastewater Upgrade-Phase 2.
3. That Council give first reading to Borrowing Bylaw 2023-05 for Bow Valley Trail Wastewater Upgrade-Phase 3.
4. That Council give first reading to Borrowing Bylaw 2023-06 for Bow Valley Trail Water Upgrade-Phase 2.
5. That Council give first reading to Borrowing Bylaw 2023-07 for Wastewater Treatment Plant-Odour Control-Construction.
6. That Council give first reading to Borrowing Bylaw 2023-08 for Railway Avenue Wastewater Upgrade.
7. That Council give first reading to Borrowing Bylaw 2023-09 Wastewater Treatment Plant-Influent Screen Capacity Upgrade.

- 9:55 – 10:10 **H. NEW BUSINESS**
- 1. Administrative Fleet Vehicle Lifecycle Delay**
 Recommendation: That Council approve the delay of sale of a replaced Administrative Fleet Vehicle and allow for it to be used by the Paid Parking program in 2023 and 2024.
- 10:10 – 10:20 **I. REPORTS FROM ADMINISTRATION**
- 1. 2022 Report to the Community**
 Purpose: To provide Council with a year-end report on their 2019-2022 strategic priorities to summarize what was accomplished.
- J. NOTICES OF MOTION - none**
- 10:20 – 10:50 **K. IN CAMERA**
- 1. Three Sisters Mountain Village Properties Ltd. Litigation Update (verbal)**
 Recommendation: that Council take the meeting in camera to prevent disclosure of solicitor-client privilege in accordance with section 27(1)(a) of the *Freedom of Information and Protection of Privacy Act*.
- Meeting Break 10:50 – 3:30 p.m. Delegation in item D2 is scheduled to attend at 3:30 p.m.**
- 3:30 – 4:30 **2. Delegation regarding Calgary Airport to Banff Passenger Rail Update (verbal)**
 Recommendation: that Council take the meeting in camera to prevent disclosure harmful to business interest of a third party in accordance with Section 16(1) of the *Freedom of Information and Protection of Privacy Act*.
- 12:05 **L. ADJOURNMENT**



TOWN OF CANMORE
MINUTES
Special Meeting of Council
Council Chambers at the Civic Centre, 902 – 7 Avenue
Tuesday, November 29, 2022 at 9:00 a.m.

COUNCIL MEMBERS PRESENT

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

COUNCIL MEMBERS ABSENT

None

ADMINISTRATION PRESENT

Sally Caudill Chief Administrative Officer
Therese Rogers General Manager of Corporate Services
Whitney Smithers General Manager of Municipal Infrastructure
Scott McKay General Manager of Municipal Services
Adam Driedzic Town Solicitor
Cheryl Hyde Municipal Clerk (recorder)

Mayor Krausert called the November 29, 2022 special meeting to order at 9:00 a.m.

A. CALL TO ORDER AND APPROVAL OF AGENDA

- 1. Land Acknowledgement
- 2. Agenda for the November 29, 2022 Special Meeting of Council

278-2022 Moved by Mayor Krausert that Council approve the agenda for the November 29, 2022 special meeting as presented.

CARRIED UNANIMOUSLY

B. PUBLIC HEARINGS - None

C. DELEGATIONS - None

D. APPROVAL OF MINUTES - None

E. BUSINESS ARISING FROM THE MINUTES - None

F. UNFINISHED BUSINESS - None

G. BYLAW APPROVAL

279-2022 **1. Bylaw 2022-27 Land Use Bylaw Amendment – Staircase Lands**
Moved by Mayor Krausert that Council give first reading to Bylaw 2022-27 Land Use Bylaw Amendment – Staircase Lands and schedule a public hearing for February 28, 2023.

CARRIED UNANIMOUSLY

H. NEW BUSINESS - None

I. REPORTS FROM ADMINISTRATION - None

J. NOTICES OF MOTION - None

K. IN CAMERA - None

280-2022 **L. ADJOURNMENT**
Moved by Mayor Krausert that Council adjourn the November 29, 2022 special meeting at 9:17 a.m.

CARRIED UNANIMOUSLY

Sean Krausert, Mayor

Cheryl Hyde, Municipal Clerk

Minutes approved by: _____

**TOWN OF CANMORE
MINUTES**

Regular Meeting of Council
Council Chambers at the Civic Centre, 902 – 7 Avenue
Tuesday, December 6, 2022 at 9:00 a.m.

COUNCIL MEMBERS PRESENT

Sean Krausert	Mayor
Karen Marra	Deputy Mayor (left the meeting at 10:10 a.m.)
Tanya Foubert	Councillor
Wade Graham	Councillor
Jeff Hilstad	Councillor (left the meeting at 10:10 a.m.)
Jeff Mah	Councillor
Joanna McCallum	Councillor (left the meeting at 10:10 a.m.)

COUNCIL MEMBERS ABSENT

None

ADMINISTRATION PRESENT

Sally Caudill	Chief Administrative Officer
Whitney Smithers	General Manager of Municipal Infrastructure
Adam Driedzic	Town Solicitor
Cheryl Hyde	Municipal Clerk (recorder)
Lauren Miller	Manager of Planning and Development
Marcus Henry	Planning and Development Supervisor
Adam Robertson	Communications Advisor

Mayor Krausert called the December 6, 2022 regular meeting to order at 9:00 a.m.

A. CALL TO ORDER AND APPROVAL OF AGENDA

1. Land Acknowledgement

2. Agenda for the December 6, 2022 Regular Meeting of Council

281-2022 Moved by Mayor Krausert that Council approve the agenda for the December 6, 2022 meeting as presented.

CARRIED UNANIMOUSLY

B. PUBLIC HEARINGS - None

C. DELEGATIONS - None

D. APPROVAL OF MINUTES

- 282-2022 **1. Minutes of the October 25, 2022 Annual Organization Meeting of Council**
Moved by Mayor Krausert that Council approve the minutes of the October 25, 2022 annual organizational meeting as presented, with the following amendments:
- under motion 244-2022 delete “Councillor Krausert” and substitute “Mayor Krausert”, and
 - under motion 249-2022 add “and Todd Kunst” after “direct the Canmore Community Housing shareholder to appoint Lisa de Soto”.
- CARRIED UNANIMOUSLY**
- 283-2022 **2. Minutes of the November 1, 2022 Regular Meeting of Council**
Moved by Mayor Krausert that Council approve the minutes of the November 1, 2022 regular meeting as presented.
- CARRIED UNANIMOUSLY**
- 284-2022 **3. Minutes of the November 8, 2022 Special Meeting of Council**
Moved by Mayor Krausert that Council approve the minutes of the November 8, 2022 special meeting of Council as presented.
- CARRIED UNANIMOUSLY**

E. BUSINESS ARISING FROM THE MINUTES - None

F. UNFINISHED BUSINESS

- 285-2022 **1. Update on Council Resolution 251-2021 – Election Signage**
Moved by Mayor Krausert that Council direct administration to return to Council with options for regulating or managing election signage on municipal property by December 2023.
- CARRIED UNANIMOUSLY**

G. BYLAW APPROVAL

- 286-2022 **1. Building Permit Bylaw 2022-31**
Moved by Mayor Krausert that Council give first reading to Building Permit Bylaw 2022-31.
- 286A-2021 Moved by Mayor Krausert that Council amend motion 286-2022 by adding:
amend section 2(s) by striking out “and is employed by the Town to exercise their authority as provided in the Town’s QMP and as provided for in the Act”.
- CARRIED UNANIMOUSLY**
- 286B-2021 Moved by Mayor Krausert that Council amend motion 286-2022 by adding:
amend section 14 by striking out “certified tradesperson” and substituting “Safety Codes Officer”.
- CARRIED UNANIMOUSLY**
- 286C-2021 Moved by Mayor Krausert that Council amend motion 286-2022 by adding:
amend section 2(o) by adding “or for a when a permit is closed” after “requirements of the *Code*”.
- CARRIED UNANIMOUSLY**

- 286D-2021 Moved by Mayor Krausert that Council amend motion 286-2022 by adding: amend section 34 by striking out “cancelled” and substituting “closed”.
CARRIED UNANIMOUSLY
- 286E-2021 Moved by Mayor Krausert that Council amend motion 286-2022 by adding: amend section 17(a) by striking out “only be issued for” and substituting “be closed”.
CARRIED UNANIMOUSLY
- 286F-2021 Moved by Mayor Krausert that Council amend motion 286-2022 by adding: amend section 45 by adding “Except for construction pursuant to section 9” at the beginning of the section.
CARRIED UNANIMOUSLY
- 286G-2021 Moved by Mayor Krausert that Council amend motion 286-2022 by adding: amend section 51 by striking out “and 51”.
CARRIED UNANIMOUSLY
- 286-2022
VOTE The vote followed on motion 286-2022: that Council give first reading to Building Permit Bylaw 2022-31, amended as follows:
- a) amend section 2(s) by striking out “and is employed by the Town to exercise their authority as provided in the Town’s QMP and as provided for in the Act”,
 - b) amend section 14 by striking out “qualified and certified tradesperson” and substituting “Safety Codes Officer”,
 - c) amend section 2(o) by adding “or for a when a permit is closed” after “requirements of the *Code*”,
 - d) amend section 34 by striking out “cancelled” and substituting “closed”,
 - e) amend section 17(a) by striking out “only be issued for” and substituting “be closed”,
 - f) amend section 45 by adding “Except for construction pursuant to section 9” at the beginning of the section, and
 - g) amend section 51 by striking out “and 51”.
- CARRIED UNANIMOUSLY**
- 287-2022 Moved by Mayor Krausert that Council give second reading to Building Permit Bylaw 2022-31.
CARRIED UNANIMOUSLY
- 288-2022 Moved by Mayor Krausert that Council give leave for third reading of Building Permit Bylaw 2022-31.
CARRIED UNANIMOUSLY
- 289-2022 Moved by Mayor Krausert that Council give third reading to Building Permit Bylaw 2022-31.
CARRIED UNANIMOUSLY

290-2022 Moved by Mayor Krausert that Council add the proposed Partial Building Permit Fee of \$560 into the 2023 Master Fee Schedule during the December 20, 2022 approval of the 2023-2024 Budget.

CARRIED UNANIMOUSLY

H. NEW BUSINESS

1. Alberta Conservation Association Lands – Lower Silvertip Wildlife Corridor

291-2022 Moved by Mayor Krausert that Council direct administration to notify the Provincial representatives involved in discussions with the Alberta Conservation Association (ACA) that the Town declines the offer to acquire the lands held by the ACA within the Lower Silvertip Wildlife Corridor.

CARRIED UNANIMOUSLY

2. Appointment to Marigold Library Board

292-2022 Moved by Mayor Krausert that Council appoint Riley Yeager as the alternate Town of Canmore Library Board representative to the Marigold Library Board for a term ending at the October 2023 annual organizational meeting.

CARRIED UNANIMOUSLY

I. REPORTS FROM ADMINISTRATION - None

J. NOTICES OF MOTION - None

K. IN CAMERA

1. Three Sisters Mountain Village Properties Ltd. Litigation Update

Councillors McCallum, Hilstad and Marra declared a pecuniary interest in item K1 for the reasons stated below, requested that their declarations and abstentions be recorded in the minutes, and left the meeting at 10:10 a.m.

- Each previously declared a potential pecuniary interest under the Municipal Government Act in Council's discussion and decision on appealing the LPRT Decisions to the Court of Appeal due to being named in a legal action in the Court of King's Bench.
- Each understands that the in-camera session under item K1 on today's agenda will involve council discussion of the next steps in the Town's appeal.
- Each are abstaining from any discussion of this matter and leaving the room until any discussion and voting are concluded.

Meeting break 10:10 – 10:17 a.m.

293-2022 Moved by Mayor Krausert that Council take the meeting in camera at 10:17 a.m. to prevent disclosure of solicitor-client privilege in accordance with section 27(1)(a) of the Freedom of Information and Protection of Privacy Act.

CARRIED UNANIMOUSLY

The following members of administration were present for the in camera session: Sally Caudill, Whitney Smithers, Adam Driedzic, Cheryl Hyde, and Adam Robertson.

294-2022 Moved by Mayor Krausert that Council return to the public meeting at 10:33 a.m.
CARRIED UNANIMOUSLY

L. ADJOURNMENT

295-2022 Moved by Mayor Krausert that Council adjourn the December 6, 2022 regular meeting at 10:33 a.m.

CARRIED UNANIMOUSLY

Sean Krausert, Mayor

Cheryl Hyde, Municipal Clerk

**TOWN OF CANMORE
MINUTES**

Special Meeting of Council
Council Chambers at the Civic Centre, 902 – 7 Avenue
Tuesday, December 20, 2022 at 9:05 a.m.

COUNCIL MEMBERS PRESENT

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

COUNCIL MEMBERS ABSENT

None

ADMINISTRATION PRESENT

Sally Caudill	Chief Administrative Officer
Therese Rogers	General Manager of Corporate Services
Whitney Smithers	General Manager of Municipal Infrastructure
Scott McKay	General Manager of Municipal Services
Cheryl Hyde	Municipal Clerk
Allyssa Rygersberg	Deputy Municipal Clerk (recorder)
Palki Biswas	Manager of Finance
Ric Irwin	Senior Finance Officer

Mayor Krausert called the December 20, 2022 regular meeting to order at 9:02 a.m.

CALL TO ORDER AND APPROVAL OF AGENDA

1. **Land Acknowledgement**
2. **Agenda for the December 20, 2022 Special Meeting of Council**

296-2022 Moved by Mayor Krausert that Council approve the agenda for the December 20, 2022 special meeting as presented.

CARRIED UNANIMOUSLY

B. PUBLIC HEARINGS – None

C. DELEGATIONS – None

D. APPROVAL OF MINUTES – None

E. BUSINESS ARISING FROM THE MINUTES – None

F. UNFINISHED BUSINESS – None

G. BYLAW APPROVAL

1. 2023 – 2024 Utility Rate Amending Bylaws 2022-28 and 2022-29

297-2022 Moved by Mayor Krausert that Council give first reading to Water Rate Amending Bylaw 2022-28.

CARRIED UNANIMOUSLY

298-2022 Moved by Mayor Krausert that Council give second reading to Water Rate Amending Bylaw 2022-28.

CARRIED UNANIMOUSLY

299-2022 Moved by Mayor Krausert that Council give leave to go to third reading of Water Rate Amending Bylaw 2022-28.

CARRIED UNANIMOUSLY

300-2022 Moved by Mayor Krausert that Council give third reading to Water Rate Amending Bylaw 2022-28.

CARRIED UNANIMOUSLY

301-2022 Moved by Mayor Krausert that Council give first reading to Sewer Rate Amending Bylaw 2022-29.

CARRIED UNANIMOUSLY

302-2022 Moved by Mayor Krausert that Council give second reading to Sewer Rate Amending Bylaw 2022-29.

CARRIED UNANIMOUSLY

303-2022 Moved by Mayor Krausert that Council give leave to go to third reading of Sewer Rate Amending Bylaw 2022-29.

CARRIED UNANIMOUSLY

304-2022 Moved by Mayor Krausert that Council give third reading to Sewer Rate Amending Bylaw 2022-29.

CARRIED UNANIMOUSLY

2. 2023 – 2024 Recyclables and Waste Disposal Rate Amending Bylaw 2022-30.

305-2022 Moved by Mayor Krausert that Council give first reading to Recyclables and Waste Disposal Rate Amending Bylaw 2022-30.

CARRIED UNANIMOUSLY

306-2022 Moved by Mayor Krausert that Council give second reading to Recyclables and Waste Disposal Rate Amending Bylaw 2022-30.

CARRIED UNANIMOUSLY

307-2022 Moved by Mayor Krausert that Council give leave to go to third reading of Recyclables and Waste Disposal Rate Amending Bylaw 2022-30.

CARRIED UNANIMOUSLY

308-2022 Moved by Mayor Krausert that Council give third reading to Recyclables and Waste Disposal Rate Amending Bylaw 2022-30.
CARRIED UNANIMOUSLY

H. NEW BUSINESS

309-2022 **1. 2023-2024 Master Fee Schedule Approval and 2022 Capital Projects Cancellation**
Moved by Mayor Krausert that Council approve the 2023-2024 Master Fee Schedule as presented.
CARRIED UNANIMOUSLY

310-2022 Moved by Mayor Krausert that Council direct administration to keep the capital project 7236 Passenger Rail Station and Impact Study as an active project carried over to 2023.
CARRIED UNANIMOUSLY

311-2022 Moved by Mayor Krausert that Council cancel the 2022 approved capital project 7224 Asset and Work Order Software.
CARRIED UNANIMOUSLY

312-2022 **2. 2023-2024 Budget Approval**
Moved by Mayor Krausert that Council amend the Public Works operating budget by removing \$25,000 included in each year of the 2023-24 operating budget for an e-bike incentive program and adding \$50,000 in one-time funding in 2024 for an e-bike incentive program as part of the Town's Affordable Services Program, funded from the sustainability reserve.
CARRIED UNANIMOUSLY

313-2022 Moved by Mayor Krausert that Council approve 2024 Fortis franchise fees at 16% and thereafter, a 2% increase every other year until the maximum fees permissible of 20% is achieved in 2030 and approve 2024 ATCO franchise fees at the maximum of 35%.
CARRIED UNANIMOUSLY

314-2022 Moved by Mayor Krausert that Council approve the 2023 Operating Budget for \$68,302,946 and 2024 Operating Budget for \$73,216,109 and adopt the 2025-2026 Operating Plans as presented.
CARRIED UNANIMOUSLY

315-2022 Moved by Mayor Krausert that Council approve the 2023 Capital Budget for \$37,233,000 and 2024 Capital Budget for \$24,169,000 and adopt the 2025-2028 Capital Plans as presented.
CARRIED UNANIMOUSLY

316-2022 **3. 2023-2024 First Response Fire Agreement with the MD of Bighorn**
Moved by Mayor Krausert that Council authorize the Mayor and CAO to execute the First Response Fire Agreement with the MD of Bighorn as attached for a two-year term beginning January 1, 2023.
CARRIED UNANIMOUSLY

I. REPORTS FROM- ADMINISTRATION - None

J. NOTICES OF MOTION - None

K. IN CAMERA - None

L. ADJOURNMENT

317-2022

Moved by Mayor Krausert that Council adjourn the December 20, 2022 special meeting at 10:17 a.m.

CARRIED UNANIMOUSLY

Sean Krausert, Mayor

Cheryl Hyde, Municipal Clerk



Request for Decision

DATE OF MEETING: January 10, 2023 **Agenda #:** G-1

TO: Council

SUBJECT: Electronic Transmissions Bylaw for Property Assessment and Taxation

SUBMITTED BY: Megan Dalrymple, Property Tax Coordinator

RECOMMENDATION: That Council give first reading to Transmission of Electronic Documents Bylaw 2023-01.

EXECUTIVE SUMMARY

Administration recommends that property owners be provided with the option to receive their property tax notices, assessment notices, and Canmore Assessment Review Board (“ARB”) documents electronically, where possible, per the opportunity granted under the *Municipal Government Act* (“MGA”). Providing property owners with a paperless option for these documents will allow for more timely and accessible retrieval of their notices as well as a more environmentally friendly option of communication and reduce costs. To enable these electronic processes, Council must approve a bylaw. Before a bylaw can be approved, the MGA requires that the proposed bylaw be advertised. Therefore, administration is requesting first reading of the bylaw at this time and will return for second and third readings on February 7, 2023.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Section 608(1) of the MGA identifies where a document is required to be sent, the document may be sent by electronic means under conditions established in this section.

Section 608.1 of the MGA outlines that Council must establish a bylaw for sending assessment and tax related documents under Part 9 (Assessment of Property), Part 10 (Taxation), or Part 11 (Assessment Review Boards). This section also identifies requirements to be satisfied regarding the advertisement and content of a bylaw.

DISCUSSION

Each year the municipality is required to send property tax and assessment notices and other documents as prescribed under the MGA. The most critical documents sent to property owners are:

- **Property Assessment Notices:** notices providing the owner with the assessed value of the property.
- **Property Tax Notices:** notices providing the owner with a bill or statement to reflect the details of the taxes levied against the property.
- **Supplemental Assessment and Tax Notices** (where applicable): an assessment notice and pro-rated levy for properties that reached completion after the original December 31 assessment date.
- **ARB Complaint Correspondence** (where applicable): includes confirmation of hearing details for complaints against property assessments, the exchange of disclosure evidence and other information related to the complaint.

Over the last number of years, paperless options have been increasingly made available in both private and public-sector organizations. Property owners have requested this service from the Town for more timely access of their notices as well as for ease of accessibility and filing. Electronic notifications also allow recipients to view the documents instantly from anywhere in the world.

In 2016, the Town launched electronic notifications for utility billing, which currently has an enrollment success of 56% of all accounts. At that time, although the technology was available, legislation did not allow for the sending of property tax and assessment notices electronically, therefore these documents have remained in paper form.

In 2018, amendments were made to the MGA whereby Council may, by bylaw, establish a process for electronically sending notices and documents under Parts 9, 10, or 11 of the MGA. It is these parts of the legislation that oversee assessment of property, taxation, and assessment review boards and the relevant documents. The Property Assessment and Taxation section of the Finance department set to work in late 2019 to prepare for the launch of electronic notifications however the work was stalled by the pandemic.

Over the last few years, the Town has been accepting pre-enrollment requests for property taxes. Currently about 3,450 pre-enrollments have been collected, which represents 26% of owners who would otherwise have received a paper copy of the tax notice. Owners who have indicated their interest in paperless notification via pre-enrollment will be sent direct notification of the launch of electronic transmissions and will need to confirm their consent to paperless notifications under the approved bylaw.

With Council's approval of the bylaw, administration will endeavour to launch the electronic transmission of property tax notices for May 2023. All 2023 tax notices will be mailed in paper form for the first year in addition to electronic notifications for those enrolled. After a successful trial of the electronic tax notices, paper notices will no longer be printed for those registered in paperless notifications moving forward. Because enrollments cannot be collected until after a bylaw has been approved by Council, the department staff will not have the opportunity to issue the 2023 assessment notices electronically in February but will instead use that mail out to further advertise the paperless option. The electronic notifications of assessment notices and other documents will follow at a future date. The proposed timelines would be as follows:

- **January 10** Bylaw First Reading
- January 19 Advertisement of the Bylaw (week 1)
- January 26 Advertisement of the Bylaw (week 2)
- **February 7** Bylaw Second and Third Readings
- Feb – May Advertisement and enrollment of property owners on paperless notifications
- May Property tax notices to be sent by both email and by mail for year 1
- Ongoing Registration of paperless enrollments and development of electronic notifications for assessment notices, ARB notices, supplemental assessments and levies, past due/arrears notices (tax recovery notifications).

In the first year of launch, all owners will continue to receive paper copies of their notices. Moving forward, only those who specifically choose a paperless option by way of enrollment prescribed by the Town will receive their notice by electronic means and a printed copy will not be mailed for these owners. For those who choose not to enroll in paperless notifications, they will continue to receive their notices by hardcopy in the mail as the default.

Registration for owners to receive their property tax and assessment notices electronically will be available via online web form. Those who opt in will be provided with a secure login account to an online portal where they will set their own password. The login is unique to their customer profile. When notifications are issued to the account, the owner will receive an email to alert them to the notice. Notices will be available to the user in this online portal for future reference and reprints, thus allowing them to “self serve” when looking for these documents in the future.

Assessment Review Board notices will not be available through the secure portal. Instead, the ARB Clerk would seek consent from the complainant upon the acknowledgement of a formal assessment appeal to confirm the issuance of notices and the exchange of disclosure information by email. In 2021 and 2022, 98% of complainants requested email correspondence as their preferred method of communication with the ARB. Email correspondence allows for timely communication with all parties for the scheduling of hearings and transfer of evidence packages.

A property owner can unsubscribe at any time from either of these paperless notifications processes and revert to receiving their notices by mail.

The MGA requires that Council must be satisfied that this proposed bylaw includes appropriate measures to ensure the security and confidentiality of the documents. The Town’s process for enrollment and issuing of notices will be in accordance with the requirements of the MGA and its associated regulations and any information collected shall be protected in accordance with the provisions of the Freedom of Information and Privacy Protection Act.

ANALYSIS OF ALTERNATIVES

Council could continue to offer tax and assessment correspondence by mail only. This option is not recommended as it does not allow property owners the convenience of paperless notifications and self serve document retrieval. Additionally, it does not support Council’s priority of sustainability.

FINANCIAL IMPACTS

The Town does not expect to see any cost savings in the first year of launch, as the plan is to send notifications both electronically and by email to ensure reliable delivery in the launch year. In 2022, the mailing costs associated with the property tax notices alone were approximately \$17,275 inclusive of paper, printing, packaging, and postage expenses. The costs associated with assessment notices were approximately \$15,030 in that same year.

Estimated future savings will be the range of \$4,320 - \$8,640 for tax notices and \$3,760 - \$7,520 for assessment notices if the enrollment is anywhere between 25% to 50% of property owners.

STAKEHOLDER ENGAGEMENT

Although no formal stakeholder engagement has been completed, the pre-enrollment numbers of 26% indicate an appetite from property owners for this service.

ATTACHMENTS

1. Transmission of Electronic Documents Bylaw 2023-01

AUTHORIZATION

Submitted by: Megan Dalrymple
Property Tax Coordinator Date: December 21, 2022

Approved by: Palki Biswas
Manager of Finance Date: December 21, 2022

Approved by: Therese Rogers
General Manager of Corporate Services Date: December 19, 2022

Approved by: Sally Caudill
Chief Administrative Officer Date: December 30, 2022

BYLAW 2023-01

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO
SEND ASSESSMENT, TAX, AND ASSESSMENT REVIEW BOARD NOTICES AND
OTHER DOCUMENTS BY ELECTRONIC MEANS**

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

TITLE

- 1 This bylaw shall be known as the “Transmission of Electronic Documents Bylaw.”

INTERPRETATION

- 2 In this bylaw:
- a) “Act” means the Municipal Government Act, R.S.A 2000, c. M-26 as amended;
 - b) “Assessed Person” means an assessed person as defined in section 284(1)(a) of the Act or a person acting on behalf of an assessed person;
 - c) “Assessment Review Board” or “ARB” means the Local Assessment Review Board and the Composite Assessment Review Board as established by the Town;
 - d) “Clerk” means clerk of the Assessment Review Board as designated by the Town;
 - e) “Complainant” means an assessed person who has filed a complaint to the ARB in accordance with section 460 of the Act, or the agent of such a person;
 - f) “Electronic Means” means
 - i) electronic mail (email), or
 - ii) any other electronic form of communication which can be addressed to an electronic account to which a person has access and to which notices, documents, and other information may be uploaded and downloaded;
 - g) “Municipal Assessor” means the designated officer appointed by the municipality to carry out the functions, duties and powers of a municipal assessor under the Act;
 - h) “Regulation” means the Matters Relating to Assessment Complaints Regulation, 2018, AR 201/2017 as amended;
 - i) “Undeliverable” means a notification received by the Town indicating that the communication was not received;
 - j) “Web Portal” means the password protected web-based platform accessible through the official Town of Canmore website which allows the Town to provide information to the account holder;

ASSESSMENT OF PROPERTY AND TAXATION NOTICES

- 3 The Town may send assessment notices, tax notices, and other notices, documents and information under Part 9 and Part 10 of the Act or the Regulation under Part 9 and 10 by Electronic Means.
- 4 A notice set out in accordance with section 3 may be sent by Electronic Means if the Assessed Person
 - a) has completed the designated enrollment request form on the Town's website to create a password protected user account on the Town Web Portal,
 - b) has at least one property linked to their customer profile, and
 - c) has opted to receive notices by Electronic Means by indicating their consent through the enrollment request form on the Town's website.
- 5 An Assessed Person who has opted to receive notices by Electronic Means in accordance with section 4 is automatically enrolled in Electronic Notifications for all Town accounts linked to their customer account.
- 6 The Town must issue an email to each Assessed Person who has opted to receive notices by Electronic Means in accordance with section 4 whenever a notice set out in accordance with section 3 is available for review and download through their user account on the Web Portal.
- 7 An Assessed Person is solely responsible for managing their Web Portal account profile, including all login information, for ensuring that the email address associated with the Web Portal account is kept secure and that the Web Portal account is regularly monitored by the Assessed Person for any new notices sent thereto by the Town.

ASSESSMENT REVIEW BOARDS NOTICES, DOCUMENTS AND INFORMATION

- 8 The Town may send other notices, documents and information under Part 11 of the Act or the Regulation under Part 11 by Electronic Means.
- 9 The Clerk may send the notices, documents and information set out in section 8 to the Municipal Assessor by Electronic Means.
- 10 The Clerk may send the notices, documents and information set out in section 8 to the Complainant by Electronic Means providing the Complainant has opted to receive notices relating to their complaint by Electronic Means by indicating consent in writing to the Clerk.
- 11 A Complainant may disclose evidence for use in an Assessment Review Board hearing to the Municipal Assessor by Electronic Means.

- 12 The Municipal Assessor may disclose evidence for use in an Assessment Review Board hearing to a Complainant by Electronic Means if the Complainant has:
 - a) opted to receive notices, documents and information from the Clerk by Electronic Means, or
 - b) otherwise expressed his or her consent to the Municipal Assessor in writing.

GENERAL

- 13 In the absence of evidence to the contrary, an Assessed Person who has opted to receive notices by Electronic Means is presumed to have received the notice referred to in the email 7 days after it was sent.
- 14 When opting in to receive notices by Electronic Means, the Assessed Person must ensure that the email address they have provided remains current and secure and is updated with the Town promptly upon any change in such email address.
- 15 Nothing in this bylaw prohibits the Town from allowing an Assessed Person to view and download copies of notices associated with their Web Portal account even if the Assessed Person has opted out of receiving communications by Electronic Means.

REVOCAION OF CONSENT / OPTING OUT

- 16 A person who has opted to receive notices from the Town by Electronic Means pursuant to section 4 may opt out by revoking their consent in writing by contacting the Town of Canmore Property Tax Department.
- 17 A Complainant who has opted to receive notices, documents and information from the Clerk by Electronic Means pursuant to section 10 may opt out by revoking their consent in writing by contacting the Clerk.
- 18 An Assessed Person shall be deemed to have opted out if the Town becomes aware that notices delivered by Electronic Means are being returned as Undeliverable or are otherwise rejected.
- 19 An Assessed Person shall be deemed to have opted out for a specific property if the Town becomes aware that the specific property has transferred ownership.
- 20 Once an Assessed Person has opted out or as been deemed to have opted out, the Town will no longer send documents through Electronic Means and will send future documents to the mailing address of the Assessed Person as listed at Alberta Land Titles or last provided by the Assessed Person.

ENACTMENT/TRANSITION

21 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.

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

FIRST READING:

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Municipal Clerk

Date



Request for Decision

DATE OF MEETING: January 10, 2023 **Agenda #:** G-2

TO: Council

SUBJECT: 2023 Borrowing Bylaws

SUBMITTED BY: Palki Biswas, Manager of Finance

- RECOMMENDATIONS:**
1. That Council give first reading to Borrowing Bylaw 2023-03 for Water Treatment Plant 2-Replacement and Capacity Upgrade-Construction.
 2. That Council give first reading to Borrowing Bylaw 2023-04 for Bow Valley Trail Wastewater Upgrade-Phase 2.
 3. That Council give first reading to Borrowing Bylaw 2023-05 for Bow Valley Trail Wastewater Upgrade-Phase 3.
 4. That Council give first reading to Borrowing Bylaw 2023-06 for Bow Valley Trail Water Upgrade-Phase 2.
 5. That Council give first reading to Borrowing Bylaw 2023-07 for Wastewater Treatment Plant-Odour Control-Construction.
 6. That Council give first reading to Borrowing Bylaw 2023-08 for Railway Avenue Wastewater Upgrade.
 7. That Council give first reading to Borrowing Bylaw 2023-09 Wastewater Treatment Plant-Influent Screen Capacity Upgrade.

EXECUTIVE SUMMARY

As part of the 2023 and 2024 budget, Council approved a number of utility projects that have debt financing as a source of funding:

2023

Water Treatment Plant 2-Replacement and Capacity Upgrade-Construction

Bow Valley Trail Wastewater Upgrade-Phase 2

Bow Valley Trail Water Upgrade-Phase 2

2024

Bow Valley Trail Wastewater Upgrade-Phase 3

Wastewater Treatment Plant-Odour Control-Construction

Railway Avenue Wastewater Upgrade

Wastewater Treatment Plant-Influent Screen Capacity Upgrade

The borrowing terms recommended for all the approved projects will exceed five years, therefore the proposed bylaws must be advertised between first and second readings for a period of two consecutive weeks followed by a fifteen-day petition period.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

At a special meeting on December 20, 2022, Council gave approval to the 2023 and 2024 capital budget.

DISCUSSION

Water Treatment Plant 2-Replacement and Capacity Upgrade-Construction project was approved by Council in the amount of \$20,000,000 with **\$14,132,830** debenture, \$3,687,170 grant, \$680,000 offsite levy reserve and \$1,500,000 water utility reserve funded. The project is to replace the pumphouse 2 and decommission the current facility. The new facility will have three direct filtration trains with a total capacity of 170 l/s installed. Auxiliary systems will include raw water intake upgrades, chemical injection system, backwash pumps and blowers, electrical and control systems.

Bow Valley Trail Wastewater Upgrade-Phase 2 project was approved by Council in the amount of \$3,100,000 with **\$1,550,000** being debenture and \$1,550,000 wastewater utility reserve funded. The project is to complete the remainder of the wastewater upgrade not completed as part of TIP20. The project is to upgrade the wastewater mains along Bow Valley Trail and 2nd Avenue, per the 2016 Utility Master Plan update.

Bow Valley Trail Wastewater Upgrade-Phase 3 project was approved by Council in the amount of \$600,000 with **\$342,000** being debenture and \$258,000 wastewater utility reserve funded. The project is to complete this phase 3 upgrade in 2024, to upsize the sewer line along Bow Valley Trail, beginning at 13th Street and finishing at 17th Street. The upgrade will include upsizing 430 meters of wastewater pipe from a 250 mm line to 300mm line.

Bow Valley Trail Water Upgrade-Phase 2 project was approved by Council in the amount of \$1,750,000 with **\$875,000** being debenture and \$875,000 water utility reserve funded. The project is to complete the remainder of the water upgrade not completed as part of TIP20. The work will be along Bow Valley Trail adjacent to Teepee Town. The project is to improve water pressure along Bow Valley Trail to meet fire flow requirements by increasing the size of approximately 200 meters of watermain from 200 mm to 250mm to reach 300 l/s fire flow.

Wastewater Treatment Plant-Odour Control-Construction project was approved by Council in the amount of \$2,000,000 with **\$1,600,000** being debenture and \$400,000 wastewater utility reserve funded. The project is to construct the odour control technology at the Wastewater Treatment Plant identified in 2023. The plant has three main sources of odour: clarifiers, BAF cells and digestors/holding tanks. When the weather is hot, and winds are easterly it pushes odours into the South Canmore area and across the river into the Prospect area.

Railway Avenue Wastewater Upgrade project was approved by Council in the amount of \$2,400,000 with **\$1,200,000** being debenture and \$1,200,000 wastewater utility reserve funded. The project is to upsize the wastewater main along Railway Avenue between the edge of the TIP20 work (by the CPR railway line) and finish 100m north of 10th Street.

Wastewater Treatment Plant-Influent Screen Capacity Upgrade project was approved by Council in the amount of \$900,000 with **\$300,000** being debenture and \$600,000 offsite levy reserve funded. The project is to upgrade and replace the current/redundant 15 mm bypass screen with a 6 mm bypass screen.

When a borrowing bylaw is approved, it ensures compliance with the Municipal Government Act and the Government of Alberta's lending policy, thus allowing the debenture borrowing to proceed. For the projects

to start Administration must bring the bylaw to Council. The debenture is not drawn until actual expenditures warrant the need for debt funding. Depending on the timing of projects, the actual debenture could be drawn in a subsequent year.

The debenture bylaw approval process has set timelines. To ensure a valid borrowing bylaw, the following process is being followed.

- **January 10th** – Bylaw First Reading
- January 12th - Advertised (week 1)
- January 19th - Advertised (week 2)
- February 3rd - 15-day petition period deadline
- **February 7th** – Bylaw Second and Third Readings
- March 10th - Valid bylaw (if no application is made to Court of King’s Bench)

ANALYSIS OF ALTERNATIVES

Rather than fund a portion of the project through debt financing, Council could direct Administration to fund the work through another funding source, such as reserve balances. This is not recommended as the costs of servicing the debt are matched with the use of that facility, and a portion of some of these projects is attributable to growth and corresponding off-site levies.

FINANCIAL IMPACTS

The Government of Alberta provides eligible local authorities with financing for capital projects and the loan terms allow for 3 – 30-year amortization, depending on asset life. While the asset useful life of these utility projects is expected to be longer, Administration does not recommend borrowing to the maximum allowable term and is instead recommending a term of 15 years for all projects with the exception of the Water Treatment Plant 2-Replacement and Capacity Upgrade-Construction project. Administration is recommending the borrowing term of 20 years for this project.

The 15-year Loan to Local Authorities Indicative Interest Rate as at December 15, 2022 was 4.65% and that of a 20-year term was 4.78%, which will change depending on market rates at the time of the actual debenture draw.

STAKEHOLDER ENGAGEMENT

1. 2023-2024 Budget Process and Approval
2. Government of Alberta Loan to Local Authorities Debenture Approval Process

ATTACHMENTS

- 1). Borrowing Bylaw 2023-03 for Water Treatment Plant 2-Replacement and Capacity Upgrade-Construction.
- 2). Borrowing Bylaw 2023-04 for Bow Valley Trail Wastewater Upgrade-Phase 2
- 3). Borrowing Bylaw 2023-05 for Bow Valley Trail Wastewater Upgrade-Phase 3
- 4). Borrowing Bylaw 2023-06 for Bow Valley Trail Water Upgrade-Phase 2
- 5). Borrowing Bylaw 2023-07 for Wastewater Treatment Plant-Odour Control-Construction

6). Borrowing Bylaw 2023-08 for Railway Avenue Wastewater Upgrade

7). Borrowing Bylaw 2023-09 for Wastewater Treatment Plant-Influent Screen Capacity Upgrade

AUTHORIZATION

Submitted by: Palki Biswas
Manager of Finance Date: December 15, 2022

Approved by: Therese Rogers
General Manager of Corporate Services Date: December 15, 2022

Approved by: Sally Caudill
Chief Administrative Officer Date: December 30, 2022

BYLAW 2023-03

A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO INCUR INDEBTEDNESS BY THE ISSUANCE OF DEBENTURE(S) IN THE AMOUNT OF UP TO \$14,132,830 FOR THE PURPOSE OF FINANCING WATER TREATMENT PLANT 2 - REPLACEMENT AND CAPACITY UPGRADE - CONSTRUCTION

WHEREAS

The Council of the Town of Canmore has decided to issue a bylaw pursuant to the *Municipal Government Act* to authorize the financing, undertaking and completion of the capital project - Water Treatment Plant 2 – Replacement and Capacity Upgrade – Construction;

Plans and project details have been prepared and the total budget of the project is \$20,000,000. The project will be funded through a combination of debentures, grant, and reserves. The Town of Canmore estimates the following contributions will be applied to the project:

Debentures	\$14,132,830
Grant	3,687,170
Offsite Levy Reserve	680,000
Water Utility Reserve	1,500,000
Total Cost	\$20,000,000

In order to complete the project, it will be necessary for the Town of Canmore to borrow the sum of fourteen million one hundred thirty-two thousand eight hundred thirty (\$14,132,830) dollars for a period not to exceed twenty (20) years, from the Government of Alberta, or another authorized financial institution by the issuance of debentures and on the terms and conditions referred to in this bylaw;

The estimated lifetime of the project financed under this bylaw is equal to or in excess of the twenty (20) years;

The principal amount of the outstanding debt (unaudited) of the Town of Canmore on December 31, 2022, is \$36,764,371 and no part of the principal or interest is in arrears;

All required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Government of Alberta;

NOW THEREFORE the Council of the Town of Canmore, duly assembled, enacts as follows:

TITLE This bylaw shall be known as “Borrowing Bylaw 2023-03 Water Treatment Plant 2 – Replacement and Capacity Upgrade – Construction.”

PROVISIONS

- 1 That for the purpose of construction the Water Treatment Plant 2 – Replacement and Capacity Upgrade, the sum of fourteen million one hundred thirty-two thousand eight hundred thirty (\$14,132,830) dollars be borrowed from the Government of Alberta or another authorized financial institution by way of debenture on the credit and security of the Town of Canmore at large, of which amount the full sum of \$14,132,830, is to be paid by the Town of Canmore at large.
- 2 The proper officers of the Town of Canmore are hereby authorized to issue debenture on behalf of the Town of Canmore for the amount and purpose as authorized by this bylaw, namely the Water Treatment Plant 2 – Replacement and Capacity Upgrade – Construction.
- 3 The Town of Canmore shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest installments not to exceed twenty (20) years calculated at a rate not exceeding the interest rate fixed by the Government of Alberta or another authorized financial institution on the date of borrowing and not to exceed ten (10.0) percent.
- 4 The Town of Canmore shall levy and raise municipal taxes, user fees and/or utility rates sufficiently to pay the indebtedness.
- 5 The indebtedness shall be contracted on the credit and security of the Town of Canmore.
- 6 The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.

ENACTMENT/TRANSITION

- 7 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
- 8 This bylaw comes into force on the date it is passed.

FIRST READING:

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Municipal Clerk

Date

BYLAW 2023-04

A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO INCUR INDEBTEDNESS BY THE ISSUANCE OF DEBENTURE(S) IN THE AMOUNT OF UP TO \$1,550,000 FOR THE PURPOSE OF FINANCING BOW VALLEY TRAIL WASTEWATER UPGRADE - PHASE 2

WHEREAS

The Council of the Town of Canmore has decided to issue a bylaw pursuant to the *Municipal Government Act* to authorize the financing, undertaking and completion of the capital project – Bow Valley Trail Wastewater Upgrade – Phase 2;

Plans and project details have been prepared and the total budget of the project is \$3,100,000. The project will be funded through a combination of debentures and reserve. The Town of Canmore estimates the following contributions will be applied to the project:

Debentures	\$1,550,000
Wastewater Utility Reserve	1,550,000
Total Cost	\$3,100,000

In order to complete the project, it will be necessary for the Town of Canmore to borrow the sum of one million five hundred fifty thousand (\$1,550,000) dollars for a period not to exceed fifteen (15) years, from the Government of Alberta, or another authorized financial institution by the issuance of debentures and on the terms and conditions referred to in this bylaw;

The estimated lifetime of the project financed under this bylaw is equal to or in excess of the fifteen (15) years;

The principal amount of the outstanding debt (unaudited) of the Town of Canmore on December 31, 2022, is \$36,764,371 and no part of the principal or interest is in arrears;

All required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Government of Alberta;

NOW THEREFORE the Council of the Town of Canmore, duly assembled, enacts as follows:

TITLE This bylaw shall be known as “Borrowing Bylaw 2023-04 Bow Valley Trail Wastewater Upgrade – Phase 2.”

PROVISIONS

- 1 That for the purpose of construction the Bow Valley Trail Wastewater Upgrade – Phase 2, the sum of one million five hundred fifty thousand (\$1,550,000) dollars be borrowed from the Government of Alberta or another authorized financial institution by way of debenture on the credit and security

of the Town of Canmore at large, of which amount the full sum of \$1,550,000 is to be paid by the Town of Canmore at large.

- 2 The proper officers of the Town of Canmore are hereby authorized to issue debenture on behalf of the Town of Canmore for the amount and purpose as authorized by this bylaw, namely the Bow Valley Trail Wastewater Upgrade – Phase 2.
- 3 The Town of Canmore shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest installments not to exceed fifteen (15) years calculated at a rate not exceeding the interest rate fixed by the Government of Alberta or another authorized financial institution on the date of borrowing and not to exceed ten (10.0) percent.
- 4 The Town of Canmore shall levy and raise municipal taxes, user fees and/or utility rates sufficiently to pay the indebtedness.
- 5 The indebtedness shall be contracted on the credit and security of the Town of Canmore.
- 6 The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.

ENACTMENT/TRANSITION

- 7 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
- 8 This bylaw comes into force on the date it is passed.

FIRST READING:

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Municipal Clerk

Date

BYLAW 2023-05

A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO INCUR INDEBTEDNESS BY THE ISSUANCE OF DEBENTURE(S) IN THE AMOUNT OF UP TO \$342,000 FOR THE PURPOSE OF FINANCING BOW VALLEY TRAIL WASTEWATER UPGRADE - PHASE 3

WHEREAS

The Council of the Town of Canmore has decided to issue a bylaw pursuant to the *Municipal Government Act* to authorize the financing, undertaking and completion of the capital project – Bow Valley Trail Wastewater Upgrade – Phase 3;

Plans and project details have been prepared and the total budget of the project is \$600,000. The project will be funded through a combination of debentures and reserve. The Town of Canmore estimates the following contributions will be applied to the project:

Debentures	\$342,000
Wastewater Utility Reserve	258,000
Total Cost	\$600,000

In order to complete the project, it will be necessary for the Town of Canmore to borrow the sum of three hundred forty-two thousand (\$342,000) dollars for a period not to exceed fifteen (15) years, from the Government of Alberta, or another authorized financial institution by the issuance of debentures and on the terms and conditions referred to in this bylaw;

The estimated lifetime of the project financed under this bylaw is equal to or in excess of the fifteen (15) years;

The principal amount of the outstanding debt (unaudited) of the Town of Canmore on December 31, 2022, is \$36,764,371 and no part of the principal or interest is in arrears;

All required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Government of Alberta;

NOW THEREFORE the Council of the Town of Canmore, duly assembled, enacts as follows:

TITLE This bylaw shall be known as “Borrowing Bylaw 2023-05 Bow Valley Trail Wastewater Upgrade – Phase 3.”

PROVISIONS

- 1 That for the purpose of construction the Bow Valley Trail Wastewater Upgrade – Phase 3, the sum of three hundred forty-two thousand (\$342,000) dollars be borrowed from the Government of Alberta or another authorized financial institution by way of debenture on the credit and security of

the Town of Canmore at large, of which amount the full sum of \$342,000 is to be paid by the Town of Canmore at large.

- 2 The proper officers of the Town of Canmore are hereby authorized to issue debenture on behalf of the Town of Canmore for the amount and purpose as authorized by this bylaw, namely the Bow Valley Trail Wastewater Upgrade – Phase 3.
- 3 The Town of Canmore shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest installments not to exceed fifteen (15) years calculated at a rate not exceeding the interest rate fixed by the Government of Alberta or another authorized financial institution on the date of borrowing and not to exceed ten (10.0) percent.
- 4 The Town of Canmore shall levy and raise municipal taxes, user fees and/or utility rates sufficiently to pay the indebtedness.
- 5 The indebtedness shall be contracted on the credit and security of the Town of Canmore.
- 6 The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.

ENACTMENT/TRANSITION

- 7 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
- 8 This bylaw comes into force on the date it is passed.

FIRST READING:

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Municipal Clerk

Date

BYLAW 2023-06

A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO INCUR INDEBTEDNESS BY THE ISSUANCE OF DEBENTURE(S) IN THE AMOUNT OF UP TO \$875,000 FOR THE PURPOSE OF FINANCING BOW VALLEY TRAIL WATER UPGRADE - PHASE 2

WHEREAS

The Council of the Town of Canmore has decided to issue a bylaw pursuant to the *Municipal Government Act* to authorize the financing, undertaking and completion of the capital project – Bow Valley Trail Water Upgrade – Phase 2;

Plans and project details have been prepared and the total budget of the project is \$1,750,000. The project will be funded through a combination of debentures and reserve. The Town of Canmore estimates the following contributions will be applied to the project:

Debentures	\$875,000
Water Utility Reserve	875,000
 Total Cost	 \$1,750,000

In order to complete the project, it will be necessary for the Town of Canmore to borrow the sum of eight hundred seventy-five thousand (\$875,000) dollars for a period not to exceed fifteen (15) years, from the Government of Alberta, or another authorized financial institution by the issuance of debentures and on the terms and conditions referred to in this bylaw;

The estimated lifetime of the project financed under this bylaw is equal to or in excess of the fifteen (15) years;

The principal amount of the outstanding debt (unaudited) of the Town of Canmore on December 31, 2022, is \$36,764,371 and no part of the principal or interest is in arrears;

All required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Government of Alberta;

NOW THEREFORE the Council of the Town of Canmore, duly assembled, enacts as follows:

TITLE This bylaw shall be known as “Borrowing Bylaw 2023-06 Bow Valley Trail Water Upgrade – Phase 2.”

PROVISIONS

- 1 That for the purpose of construction the Bow Valley Trail Water Upgrade – Phase 2, the sum of eight hundred seventy-five thousand (\$875,000) dollars be borrowed from the Government of Alberta or another authorized financial institution by way of debenture on the credit and security of

the Town of Canmore at large, of which amount the full sum of \$875,000 is to be paid by the Town of Canmore at large.

- 2 The proper officers of the Town of Canmore are hereby authorized to issue debenture on behalf of the Town of Canmore for the amount and purpose as authorized by this bylaw, namely the Bow Valley Trail Water Upgrade – Phase 2.
- 3 The Town of Canmore shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest installments not to exceed fifteen (15) years calculated at a rate not exceeding the interest rate fixed by the Government of Alberta or another authorized financial institution on the date of borrowing and not to exceed ten (10.0) percent.
- 4 The Town of Canmore shall levy and raise municipal taxes, user fees and/or utility rates sufficiently to pay the indebtedness.
- 5 The indebtedness shall be contracted on the credit and security of the Town of Canmore.
- 6 The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.

ENACTMENT/TRANSITION

- 7 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
- 8 This bylaw comes into force on the date it is passed.

FIRST READING:

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Municipal Clerk

Date

BYLAW 2023-07

A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO INCUR INDEBTEDNESS BY THE ISSUANCE OF DEBENTURE(S) IN THE AMOUNT OF UP TO \$1,600,000 FOR THE PURPOSE OF FINANCING WASTEWATER TREATMENT PLANT - ODOUR CONTROL - CONSTRUCTION

WHEREAS

The Council of the Town of Canmore has decided to issue a bylaw pursuant to the *Municipal Government Act* to authorize the financing, undertaking and completion of the capital project – Wastewater Treatment Plant – Odour Control - Construction;

Plans and project details have been prepared and the total budget of the project is \$2,000,000. The project will be funded through a combination of debentures and reserve. The Town of Canmore estimates the following contributions will be applied to the project:

Debentures	\$1,600,000
Wastewater Utility Reserve	400,000
Total Cost	\$2,000,000

In order to complete the project, it will be necessary for the Town of Canmore to borrow the sum of one million six hundred thousand (\$1,600,000) dollars for a period not to exceed fifteen (15) years, from the Government of Alberta, or another authorized financial institution by the issuance of debentures and on the terms and conditions referred to in this bylaw;

The estimated lifetime of the project financed under this bylaw is equal to or in excess of the fifteen (15) years;

The principal amount of the outstanding debt (unaudited) of the Town of Canmore on December 31, 2022, is \$36,764,371 and no part of the principal or interest is in arrears;

All required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Government of Alberta;

NOW THEREFORE the Council of the Town of Canmore, duly assembled, enacts as follows:

TITLE This bylaw shall be known as “Borrowing Bylaw 2023-07 Wastewater Treatment Plant – Odour Control - Construction.”

PROVISIONS

- 1 That for the purpose of construction the Wastewater Treatment Plant – Odour Control, the sum of one million six hundred thousand (\$1,600,000) dollars be borrowed from the Government of Alberta or another authorized financial institution by way of debenture on the credit and security of

the Town of Canmore at large, of which amount the full sum of \$1,600,000 is to be paid by the Town of Canmore at large.

- 2 The proper officers of the Town of Canmore are hereby authorized to issue debenture on behalf of the Town of Canmore for the amount and purpose as authorized by this bylaw, namely the Wastewater Treatment Plant – Odour Control - Construction.
- 3 The Town of Canmore shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest installments not to exceed fifteen (15) years calculated at a rate not exceeding the interest rate fixed by the Government of Alberta or another authorized financial institution on the date of borrowing and not to exceed ten (10.0) percent.
- 4 The Town of Canmore shall levy and raise municipal taxes, user fees and/or utility rates sufficiently to pay the indebtedness.
- 5 The indebtedness shall be contracted on the credit and security of the Town of Canmore.
- 6 The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.

ENACTMENT/TRANSITION

- 7 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
- 8 This bylaw comes into force on the date it is passed.

FIRST READING:

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Municipal Clerk

Date

BYLAW 2023-08

A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO INCUR INDEBTEDNESS BY THE ISSUANCE OF DEBENTURE(S) IN THE AMOUNT OF UP TO \$1,200,000 FOR THE PURPOSE OF FINANCING RAILWAY AVENUE WASTEWATER UPGRADE

WHEREAS

The Council of the Town of Canmore has decided to issue a bylaw pursuant to the *Municipal Government Act* to authorize the financing, undertaking and completion of the capital project – Railway Avenue Wastewater Upgrade;

Plans and project details have been prepared and the total budget of the project is \$2,400,000. The project will be funded through a combination of debentures and reserve. The Town of Canmore estimates the following contributions will be applied to the project:

Debentures	\$1,200,000
Wastewater Utility Reserve	1,200,000
Total Cost	\$2,400,000

In order to complete the project, it will be necessary for the Town of Canmore to borrow the sum of one million two hundred thousand (\$1,200,000) dollars for a period not to exceed fifteen (15) years, from the Government of Alberta, or another authorized financial institution by the issuance of debentures and on the terms and conditions referred to in this bylaw;

The estimated lifetime of the project financed under this bylaw is equal to or in excess of the fifteen (15) years;

The principal amount of the outstanding debt (unaudited) of the Town of Canmore on December 31, 2022, is \$36,764,371 and no part of the principal or interest is in arrears;

All required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Government of Alberta;

NOW THEREFORE the Council of the Town of Canmore, duly assembled, enacts as follows:

TITLE This bylaw shall be known as “Borrowing Bylaw 2023-08 Railway Avenue Wastewater Upgrade.”

PROVISIONS

- 1 That for the purpose of construction the Railway Avenue Wastewater Upgrade, the sum of one million two hundred thousand (\$1,200,000) dollars be borrowed from the Government of Alberta or another authorized financial institution by way of debenture on the credit and security of the

Town of Canmore at large, of which amount the full sum of \$1,200,000 is to be paid by the Town of Canmore at large.

- 2 The proper officers of the Town of Canmore are hereby authorized to issue debenture on behalf of the Town of Canmore for the amount and purpose as authorized by this bylaw, namely the Railway Avenue Wastewater Upgrade.
- 3 The Town of Canmore shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest installments not to exceed fifteen (15) years calculated at a rate not exceeding the interest rate fixed by the Government of Alberta or another authorized financial institution on the date of borrowing and not to exceed ten (10.0) percent.
- 4 The Town of Canmore shall levy and raise municipal taxes, user fees and/or utility rates sufficiently to pay the indebtedness.
- 5 The indebtedness shall be contracted on the credit and security of the Town of Canmore.
- 6 The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.

ENACTMENT/TRANSITION

- 7 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
- 8 This bylaw comes into force on the date it is passed.

FIRST READING:

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Municipal Clerk

Date

BYLAW 2023-09

A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO INCUR INDEBTEDNESS BY THE ISSUANCE OF DEBENTURE(S) IN THE AMOUNT OF UP TO \$300,000 FOR THE PURPOSE OF FINANCING WASTEWATER TREATMENT PLANT – INFLUENT SCREEN CAPACITY UPGRADE

WHEREAS

The Council of the Town of Canmore has decided to issue a bylaw pursuant to the *Municipal Government Act* to authorize the financing, undertaking and completion of the capital project – Wastewater Treatment Plant – Influent Screen Capacity Upgrade;

Plans and project details have been prepared and the total budget of the project is \$900,000. The project will be funded through a combination of debentures and reserve. The Town of Canmore estimates the following contributions will be applied to the project:

Debentures	\$300,000
Offsite Levy Reserve	600,000
Total Cost	\$900,000

In order to complete the project, it will be necessary for the Town of Canmore to borrow the sum of three hundred thousand (\$300,000) dollars for a period not to exceed fifteen (15) years, from the Government of Alberta, or another authorized financial institution by the issuance of debentures and on the terms and conditions referred to in this bylaw;

The estimated lifetime of the project financed under this bylaw is equal to or in excess of the fifteen (15) years;

The principal amount of the outstanding debt (unaudited) of the Town of Canmore on December 31, 2022, is \$36,764,371 and no part of the principal or interest is in arrears;

All required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Government of Alberta;

NOW THEREFORE the Council of the Town of Canmore, duly assembled, enacts as follows:

TITLE This bylaw shall be known as “Borrowing Bylaw 2023-09 Wastewater Treatment Plant – Influent Screen Capacity Upgrade.”

PROVISIONS

- 1 That for the purpose of construction the Wastewater Treatment Plant – Influent Screen Capacity Upgrade, the sum of three hundred thousand (\$300,000) dollars be borrowed from the Government of Alberta or another authorized financial institution by way of debenture on the credit and security

of the Town of Canmore at large, of which amount the full sum of \$300,000 is to be paid by the Town of Canmore at large.

- 2 The proper officers of the Town of Canmore are hereby authorized to issue debenture on behalf of the Town of Canmore for the amount and purpose as authorized by this bylaw, namely the Wastewater Treatment Plant – Influent Screen Capacity Upgrade.
- 3 The Town of Canmore shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest installments not to exceed fifteen (15) years calculated at a rate not exceeding the interest rate fixed by the Government of Alberta or another authorized financial institution on the date of borrowing and not to exceed ten (10.0) percent.
- 4 The Town of Canmore shall levy and raise municipal taxes, user fees and/or utility rates sufficiently to pay the indebtedness.
- 5 The indebtedness shall be contracted on the credit and security of the Town of Canmore.
- 6 The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.

ENACTMENT/TRANSITION

- 7 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
- 8 This bylaw comes into force on the date it is passed.

FIRST READING:

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Municipal Clerk

Date



Request for Decision

DATE OF MEETING: January 10, 2023 **Agenda #:** H-1

TO: Council

SUBJECT: Administrative Fleet Vehicle Lifecycle Delay

SUBMITTED BY: Geordie Heal, Supervisor of Streets and Roads

RECOMMENDATION: That Council approve the delay of sale of a replaced Administrative Fleet Vehicle and allow for it to be used by the Paid Parking program in 2023 and 2024.

EXECUTIVE SUMMARY

The Paid Parking program budget included the lease of a vehicle for operations in 2023 and 2024, while the needs of the paid parking program and ongoing fleet utilization are further assessed. At the same time, Fleet Services was planning to surplus a 2011 vehicle that was replaced with a new electric vehicle in late October 2022. According to the Vehicle Replacement Policy, the replacement vehicle must be disposed of within 3 months (by January 28, 2023) of purchasing a replacement.

The Paid Parking program has an operating budget of \$12,000 per year in 2023 and 2024, for a vehicle rental. Fleet Services inspected the 2011 vehicle and has deemed it acceptable for use for short distance travel within town. Keeping and repurposing this vehicle for the Paid Parking program in 2023 and 2024 can save approximately \$18,000 over the two years, after maintenance of the vehicle is considered.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Vehicle Replacement Policy – approved on December 6, 2016

DISCUSSION

Paid Parking Vehicle Requirement

During the implementation of the Paid Parking program, the Parking Ambassadors and Coordinator used available fleet to conduct enforcement and machine maintenance at Quarry Lake and residential zones outside of the Town Centre. Currently, they use an available fleet vehicle to conduct enforcement, snow and ice control, and machine maintenance in both the Town Centre and Quarry Lake zones. Challenges have arisen when the Paid Parking enforcement team did not have a vehicle available to conduct their operational duties. The 2023-2024 approved budget includes funding to rent a vehicle for the Paid Parking enforcement team in 2023 and 2024, as a pilot project to determine whether a vehicle is required, for a cost of \$1,000 per month. An unfunded capital project to purchase a new Paid Parking enforcement vehicle in 2025 is in the capital plan.

Repurpose an Existing Fleet Vehicle

At the end of October, a 2011 Chevrolet Cruze was replaced with a new electric car as part of capital project. According to the Vehicle Replacement Policy, replaced assets are to be sold within three months of receiving the replacement equipment.

Fleet Services oversees vehicle purchases and leasing and discussed the options of renting a vehicle or keeping a vehicle scheduled for surplus. It was concluded after a mechanical assessment of the Cruze, that there would be opportunity and benefit to keeping the vehicle for an additional two years, thus avoiding the need to rent a vehicle for the Paid Parking program in 2023 and 2024. This is based on the condition that the vehicle remains within the Town. Circumstances can always change, and the 2011 vehicle over the next two years may require significant repairs or need to be discarded. The backup plan would be to begin renting a vehicle until the end of 2024.

The Vehicle Replacement Policy is somewhat rigid in its conditions for vehicle replacement and is generally effective in ensuring staff have safe and reliable equipment to operate. However, there are times when there can be exceptions made – to surplus a vehicle earlier than prescribed or to keep it longer than intended if the vehicle has relatively low kilometers or is still in good mechanical condition. Administration is planning to propose some amendments to the Vehicle Replacement Policy so that exceptions to the policy can be made when it is financially and operationally feasible to do so.

ANALYSIS OF ALTERNATIVES

The Town could sell the 2011 Cruze and rent a car for the Paid Parking program in 2023 and 2024. This is not recommended as there is an opportunity to save money in car rental fees.

FINANCIAL IMPACTS

The financial impact to keep the 2011 Cruze for another two years has a potential net benefit of approximately \$18,000. This represents the difference between cost to rent a vehicle for two years, and the cost to maintain the 2011 Cruze over the same time period.

STAKEHOLDER ENGAGEMENT

Streets & Roads (Fleet Services) and Protective Services

ATTACHMENTS – N/A

AUTHORIZATION

Submitted by: Geordie Heal
Supervisor of Streets & Roads Date: December 19, 2022

Approved by: Andreas Comeau
Manager of Public Works Date: December 14, 2022

Approved by: Palki Biswas
Manager of Finance Date: December 21, 2022

Approved by: Caitlin Miller
Manager of Protective Services Date: December 19, 2022

Approved by: Scott McKay
General Manager of Municipal Services Date: December 22, 2022

Approved by: Whitney Smithers
General Manager of Municipal Infrastructure Date: December 20, 2022

Approved by: Sally Caudill
Chief Administrative Officer Date: December 30, 2022



Briefing

DATE OF MEETING: January 10, 2023 **Agenda #:** H-2

To: Council

SUBJECT: Information to Allow Land Transfer to the Canadian Rockies Public Schools

SUBMITTED BY: Mayor Sean Krausert

PURPOSE: In satisfaction of Council Motion 232-2022, to inform Council of the number of market units proposed to be purchased in in the CRPS LGMS development to be part of the new CCH residency pilot program.

EXECUTIVE SUMMARY

When approving the land transfer from the Town of Canmore to Canadian Rockies Public Schools (“CRPS”) to facilitate the development being designed adjacent to the Lawrence Grassi Middle School (“LGMS”), Council required that it be informed of the number of market units expected to be purchased to be part of the new Canmore Community Housing (“CCH”) pilot residency program. The number of units is five (5).

BACKGROUND/HISTORY

At the Special Meeting of Council on September 13, 2022, Council unanimously approved the following two motions:

- 231-2022 Moved by Mayor Krausert that Council authorize an exception to the Town's Land Transaction Policy for the transfer of the land parcel legally described as 1095F;OT to the Canadian Rockies Public Schools Board on the condition that agreement can be reached between Canadian Rockies Public Schools, the Town of Canmore and Canmore Community Housing on the number of units to be purchased for a residency program.
- 232-2022 Moved by Mayor Krausert that Council direct administration to report back to provide information on the number of units in the residency program prior to the transfer of the land parcel legally described as 1095F;OT to the Canadian Rockies Public Schools Board being executed.

DISCUSSION

The Town of Canmore owns a 742.78 square metre strip of land bisecting the southern portion of the site which is subject of the CRPS LGMS Area Redevelopment Plan (“ARP”), from 6th to 7th Avenue. Prior to development of the lands as envisioned in the ARP, CRPS must acquire this strip of land from the Town. Section 4.1.2 of the ARP provides that: “the Town owns the closed lane parcel (shown on Map 2) which will be transferred to the developer in exchange for affordable housing policies and multiuse pathway connections through the site”. The Town parcel is a titled parcel, not a road allowance or municipal reserve, meaning that there will be no new bylaws or public hearings required to complete a transfer.

Council's Land Transaction Policy states that municipal land must be disposed of through a competitive process open to any person willing to purchase the land. However, Council may, by resolution, approve an exception to this requirement if it determines the transfer provides a clear community benefit. Accordingly, at the Special Meeting of Council on September 13, 2022, Council approved an exception (Motion 231-2022) based upon some market units within the development being able to be purchased for a new CCH pilot residency program. Further, Council required a report back to the Council with respect to the number of units in the residency program prior to the land transfer of the Town lands to CRPS being executed (Motion 232-2022).

At the December 1st, 2022, meeting of the CCH Board, the following motion was passed with respect to a new pilot residency program:

Motion 2022.089 Moved by Sean Krausert that CCH advise Town administration that it will create a new program for the additional units to be provided by CRPS once advised of the number of units negotiated. The new program will need to include some form of future resale price restriction along with the residence requirement.

In December 2022, after some discussions between CCH and CRPS representatives, CRPS representatives and the Town, and the Town and CCH, Mayor Krausert met with CRPS Superintendent Chris MacPhee to confirm the number of units being discussed regarding the new CCH pilot residency program. I summarized this in an email to all parties with the following statement:

"In addition to the 20(ish) units that would be designated within the project to be purchased at a below market cost by CCH for the Vital Homes program, CCH would purchase a small number of units (up to 5) for a pilot project at market price. Once the purchase of the units at market price by CCH is complete, CRPS has no further role to play with respect to any CCH program utilizing them."

On December 19th, 2022, Superintendent MacPhee confirmed by email to all parties that the above matches his understanding.

At the January 5th, 2023, meeting of the CCH Board, the following motion was passed with respect to the number of units to be acquired from CRPS for the new CCH pilot residency program:

Motion 2023.007 Moved by Sean Krausert that CCH's board supports the acquisition of 5 additional units from CRPS at market prices subject to the following conditions: the cost to acquire the 5 units, including GST, will be provided by The Town of Canmore and recovered through the sale of the property through CCH's new program. Should these 5 units need to be sold at market sale prices with no encumbrances/restrictions, subject to the Town of Canmore's negotiated terms with CRPS, any financial loss in so doing shall be covered by the Town of Canmore.

With the above discussions and CCH motions having transpired, the number of market units that can be purchased for a new CCH pilot residency program is five (5). Obviously, as this project moves forward, there will be discussions between the Town and CCH to firm up the details and commitments with respect to said purchase. Motion 2023.007 aligns very well with a normal practice of the Town providing bridge funding for the purchase of CCH units that will be then sold to a qualified resident applicant.

For clarity, the approximately 120 units being proposed as part of the CRPS LGMS ARP development are to be sold/utilized as follows:

- 80(ish) units to be sold to the market (5 of which can be purchased by the Town/CCH for the new pilot residency program);
- 20(ish) units to be sold to CCH for Vital Homes; and
- 20 units to be used for employee housing (mostly by CRPS, but CRPS has also indicated that at least 5 of these rental units could be earmarked for rental by CCH or the Town on a 25-year lease term at a subsidized/indexed rent rate).

With this information provided, the land transfer from the Town of the of the land parcel legally described as 1095F;OT may now be executed to the benefit of the Canadian Rockies Public Schools Board.

FINANCIAL IMPACTS

None.

STAKEHOLDER ENGAGEMENT

Discussions between the parties as described herein.

ATTACHMENTS

None.

AUTHORIZATION

Type your date of approval next to your name.

Submitted by: Sean Krausert
 Mayor

Date: January 8, 2022



Briefing

DATE OF MEETING: January 10, 2023 **Agenda #:** I-1

TO: Council

SUBJECT: 2022 Report to the Community

SUBMITTED BY: Robyn Dinnadge, Manager of Communications

PURPOSE: To provide Council with a year-end report on their 2019-2022 strategic priorities to summarize what was accomplished.

EXECUTIVE SUMMARY

The Report to the Community summarizes what was accomplished towards the success of Council’s 2019-2022 strategic priorities: Community, Livability, Strong Economy, Transportation, and Environmental Sustainability.

BACKGROUND/HISTORY

In 2018, Council created a four-year (2019-2022 inclusive) strategic plan to map out how to get us closer toward the vision of our community. Their plan included six high level goal statements, each with a specific, actionable priority that could be accomplished during the plan horizon.

In 2020, Council refreshed and amended the priorities to reflect resource and priority constraints resulting from the COVID-19 pandemic. Much of the work on the priority to implement policies and programs to manage wildlife attractants and educate residents and visitors on responsible human use of the landscape was completed or operationalized within Town of Canmore service delivery by 2019. While there isn’t a new strategic priority for the Wildlife Co-Existence area of focus, the goal statement of “We recognize and respect the need for wildlife to effectively navigate around our planned urban footprint” is still entrenched in the plan.






The Town of Canmore’s integrated planning cycle is a holistic approach to strategic planning that links the vision, goals, and strategic priorities to the annual business plan and budget.

Throughout 2022, various initiatives were undertaken as part of the annual business plan and budget to address the goals and five remaining strategic priorities of Council in the final year of their plan.

At the end of the year, administration reports to Council on the performance of the past year, because ultimately, our success as an organization and a community is measured by how well the whole organization provides service and moves us towards the vision.

DISCUSSION

Progress was made on Council’s priorities this year and is summarized in the table below.

Focus Area	Strategic Priorities for 2020-2022	Progress
 Community	Proceed with a near carbon neutral construction plan for a new fire hall.	Construction began in May 2022 and completion is anticipated in Q3 2023. The project is currently ahead of schedule and on-budget, while continuing to meet its near net-zero benchmarks.
 Livability	Prioritize the safety of the community during the COVID-19 pandemic by increasing maintenance and accessibility of outdoor amenity space.	Main Street was once again turned into a pedestrian and cyclist-only zone from mid-May to mid-October. Improvements were made to the Quarry Lake parking lot and two new vault washrooms were installed.
 Strong Economy	Lead a community conversation on a sustainable vision for tourism in Canmore.	Working with Tourism Canmore Kananaskis, a Tourism Roundtable was created with community stakeholders to move forward with the various action items identified by the Canmore Regenerative Tourism Framework.
 Transportation	Explore intercept parking opportunities and implement paid parking to fund free local transit services and manage congestion.	Paid parking was implemented at Quarry Lake in 2021 and in the Town Centre in 2022 with 175 stalls of all-day intercept parking near Elevation Place, including an area of private land by Home Hardware. Fare-free local transit significantly exceeded peak ridership of 2019.
 Environmental Sustainability	Reduce our community impact on climate change by implementing a commercial organics diversion program.	There are currently 40 businesses participating, representing 36% of relevant businesses. A mandatory commercial food waste program begins in 2023.

FINANCIAL IMPACTS

N/A

STAKEHOLDER ENGAGEMENT

The public can access a copy of the report by visiting the guiding documents webpage at www.canmore.ca/documents.

ATTACHMENTS

- 1) 2022 Report to the Community

AUTHORIZATION

Submitted by: Robyn Dinnadge
Manager of Communications Date: December 16, 2022

Approved by: Therese Rogers
General Manager of Corporate Services Date: December 22, 2022

Approved by: Sally Caudill
Chief Administrative Officer Date: December 30, 2022



2022 PRIORITIES AND PROGRESS

REPORT TO THE COMMUNITY



2022 PRIORITIES AND PROGRESS

COMMUNITY VISION



Canmore is a resilient and vibrant community socially, economically, and environmentally. Its strength is in its resourceful and engaged citizens, who thrive together on the strength of the community's heritage, long term commitment to the diversity of its people, and health of the mountain landscape.

PRIORITIES AND PROGRESS

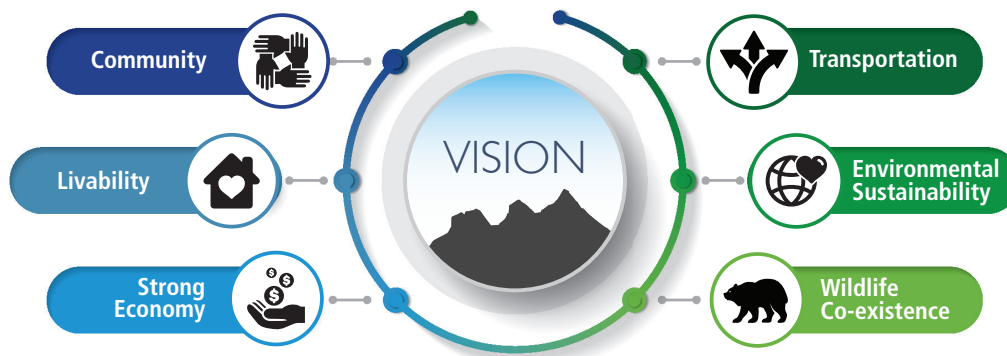
In 2018, Town Council created a four-year (2019-2022 inclusive) strategic plan to map out how to get us closer toward the vision of our community. Their plan included six high level goal statements, each with a specific, actionable priority that could be accomplished during the plan horizon.

In 2020, Council refreshed and amended the priorities to reflect resource and priority constraints resulting from the COVID-19 pandemic. Much of the work on the priority to implement policies and programs to manage wildlife attractants and educate residents and visitors on responsible human use of the landscape was completed or operationalized within Town of Canmore service delivery by 2019. While there isn't a new strategic priority for the Wildlife Co-Existence area of focus, the goal statement of "We recognize and respect the need for wildlife to effectively navigate around our planned urban footprint" is still entrenched in the plan.

Throughout 2022, various initiatives were undertaken as part of the annual business plan and budget to address the goals and five remaining strategic priorities of Council in the final year of their plan.

This report provides an update on the progress made on these remaining five priorities.

To get us closer towards the vision of our community, Council articulated goal statements for six areas of focus:



Community

We are a safe mountain community with vibrant neighbourhoods and a Town Centre that brings the community together.



Livability

We are an inclusive and accessible community for people of diverse social and economic backgrounds.



Strong Economy

We have a diverse, adaptable economy that is future-focused.



Transportation

We effectively connect residents and visitors with our community through our integrated transportation network.



Environmental Sustainability

We minimize our impact on climate change by reducing our carbon footprint and our waste generation.



Wildlife Co-existence

We recognize and respect the need for wildlife to effectively navigate around our planned urban footprint.



2022 PRIORITIES AND PROGRESS



COMMUNITY

We are a safe mountain community with vibrant neighbourhoods and a Town Centre that brings the community together.

Proceed with a near carbon neutral construction plan for a new fire hall.

Construction began in May 2022 and completion is anticipated in Q3 2023. The project is currently ahead of schedule and on-budget, while continuing to meet its near net-zero benchmarks. The Town of Canmore successfully applied for and received a grant through the Federation of Canadian Municipalities Green Municipal Fund.



2022 PRIORITIES AND PROGRESS



LIVABILITY

We are an inclusive and accessible community for people of diverse social and economic backgrounds.

Prioritize the safety of the community during the COVID-19 pandemic by increasing maintenance and accessibility of outdoor amenity space.

In 2022, Main Street was once again turned into a pedestrian and cyclist-only zone from mid-May to mid-October. The pedestrian zone continued to offer more space for people to enjoy.

Infrastructure enhancements were completed at Quarry Lake, including improvements to the parking lot and the addition of two new vault washrooms.

Between August and October, law enforcement and emergency service personnel handed out approximately 350 positive tickets to people demonstrating personal safety, positive attitudes, community heroes, or for making smart choices. Peace Officers had a visible presence on trails throughout the summer, educating all users on proper etiquette.



2022 PRIORITIES AND PROGRESS



STRONG ECONOMY

We have a diverse, adaptable economy that is future-focused.

Lead a community conversation on a sustainable vision for tourism in Canmore.

Following a rigorous public participation and Council endorsing the resulting Regenerative Tourism Framework in 2021, administration worked with Tourism Canmore Kananaskis to create a Tourism Roundtable to initiate and monitor progress on the framework and facilitate broad-based community dialogue in 2022.

The focus has been to identify the community stakeholders who may be best positioned to move forward with the various action items identified by the Canmore Regenerative Tourism Framework.



2022 PRIORITIES AND PROGRESS



TRANSPORTATION

Create intercept parking and evaluate the implementation of paid parking downtown to fund free local transit services.

Create intercept parking opportunities and implement paid parking to fund free local transit services and manage congestion.

Paid parking was successfully implemented at Quarry Lake in 2021 and in the Town Centre in 2022. New to 2022, the program includes a resident permit which allows for three hours of free parking, as well as a new resident monthly pass for parking in Town Centre introduced in November. Full-year net parking revenues are expected to meet or exceed projections.

Together with implementation of paid parking, 175 stalls of all-day parking were promoted for intercept parking near Elevation Place, including an area of private land configured for parking by Home Hardware. This parking was often full Thursdays during the market, with 60% utilization. Overall, the parking lots averaged 37% utilization. The private portion of this intercept parking is not anticipated to be available in the future. Concept design for an expansion of the Elevation Place parking area has been completed as a potential replacement for this parking area, however there is no planned implementation for this expansion at this time.

In 2022, Council approved an increase in frequency of local transit services, funded through parking revenues. As a result, fare-free local transit significantly exceeded peak ridership of 2019 with a projected ridership of 170,000 trips. Regional transit to Banff will match 2019 levels with ridership of approximately 200,000 trips. This bucks the trend of major metros across the country where ridership sits at as low as 60% of pre-pandemic levels.

On-It regional transit to Calgary recorded record levels of ridership with 24,803 trips compared to 20,263 in 2019, and 9,432 last year.



2022 PRIORITIES AND PROGRESS



ENVIRONMENT

We minimize our impact on climate change by reducing our carbon footprint and our waste generation.

Reduce our community impact on climate change by implementing a commercial organics diversion program.

The commercial organics program launched in December 2020, and there are currently 40 businesses participating, representing 36% of relevant businesses. Recognizing that more must be done to achieve this goal, Council directed administration to prepare a mandatory commercial food waste program, including a Waste Control Bylaw amendment and implementation plan to start in 2023.

Through the residential and commercial food waste programs, Canmore residents and businesses are diverting about 1,500 kg of food waste every day to composting, instead of the landfill.