

TOWN OF CANMORE

AGENDA

Committee of the Whole

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

Tuesday, March 15, 2022 at 1:00 p.m.

- A. CALL TO ORDER AND APPROVAL OF AGENDA**
1:00 – 1:05
1. Land Acknowledgement
 2. Agenda for the March 15, 2022 Committee of the Whole Meeting
 3. Introduction of New Fire Chief
- B. DELEGATIONS**
1:05 – 1:20
1. Bow Valley Learning Council
- 1:20 – 1:35
2. Shaw Internet Infrastructure Update (Verbal)
- C. MINUTES**
1:35
1. Minutes of the February 15, 2022 Committee of the Whole Meeting
- D. STAFF REPORTS**
1:35 – 2:05
1. **Protective Services 2021 Annual Reports**
Purpose: To provide Council with a report on the Protective Services statistics for the 2021 calendar year.
- 2:05 – 2:20
2. **Fire Rescue 2021 Annual Report**
Purpose: To provide Council with a report on the Fire and Rescue statistics for the 2021 calendar year.
- 2:20 – 2:45
3. **HBO Debrief**
Purpose: To provide Council with a report on the HBO filming experience.
- Meeting Break 2:45-2:55**
- 2:55 – 3:15
4. **Transportation Introduction (verbal presentation)**
Purpose: To provide Council with an overview of upcoming transportation projects and initiatives contributing towards our 2030 transportation goals. Providing context for upcoming project presentations to council and public engagement.
- 3:15 – 3:55
5. **West Bow River Pathway Concept Design Report (verbal presentation)**
Purpose: To provide Council with an overview of functional and conceptual planning and planned project design, including updates on scope and schedule.
- E. COUNCILLOR UPDATES**
3:55 – 4:05
1. March 2022 Councillor Updates
- F. ADMINISTRATIVE UPDATE**
4:05 – 4:15
1. March 2022 Administrative Update

Agenda prepared by: Andrew Kelly, Assistant Municipal Clerk

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- 4:15 – 4:20
- G. COUNCIL RESOLUTION ACTION LIST**
1. Council Resolution Action List as of March 9, 2022
- 4:20 – 4:25
- H. CORRESPONDENCE**
1. Request from MD of Bighorn for Paid Parking Pass(es) for MD Residents
 2. Response to MD of Bighorn regarding Canmore Paid Parking Resident Pass for MD Residents
 3. Letter to Minister Copping regarding Emergency Medical Services (EMS) Ambulance Shortages
 4. Response from Emergency Health Services regarding Ambulance Shortage
 5. Response from Minister Horner regarding Mountain Pine Beetle Grant Funding Timeline
 6. Provincial Budget 2022
 7. RCMP Retroactive Pay
- I. IN CAMERA – None
- 4:25
- J. ADJOURNMENT**

Bow Valley Learning Council – Part of the Alberta Community Adult Learning Program

Program Vision: *Changing lives through adult foundational learning in connected communities.*

Alberta Community Adult Learning Program:

Bow Valley Learning Council (BVLC) is part of the Alberta Community Adult Learning Program (CALP). Primarily funded by Alberta Advanced Education, CALPs are viewed as fundamental to the success of adults in terms of health, employment, social engagement, and day to day living in their home community. As noted in the CALP Logic Model (Appendix A) one of the immediate outcomes of the program is to build community support for foundational learning which is accomplished by engaging community to raise awareness of the programs offered.

The Evolution of Bow Valley Learning Council:

The Bow Valley Learning Council has been in existence for 35 years. For most of that time, it was a granting council, providing grants to various organizations/providers that offered non-credit adult education in the Bow Valley. The council also produced the semi-annual calendar of community classes. In addition, there was the Bow Valley Literacy Program, with volunteer tutors assisting primarily newcomers with their English Language skills, being offered through a partnership with the Canmore Library and the Learning Council. In 2015/2016 the Government of Alberta changed the role, and the Learning Council became a Community Adult Learning Program provider. The Bow Valley Literacy Program was fully absorbed into the Learning Council and the Learning Council took over the English Language classes that were being offered by the Towns of Canmore and Banff. While English Language Learning is the mainstay of the learning council, the other four areas of learning are:

- Adult Literacy
- Numeracy
- Skills for Learning
- Basic Digital Skills

In addition to these core areas of learning a CALP can also provide Community Capacity Building. This has a very broad definition that encompasses providing learning that fits the needs of the community. As an example, BVLC is currently in negotiations with the Banff & Lake Louise Hospitality Association to provide a series of soft-skill workshops based on identification of a skills gap in the workforce.

Adult Literacy in Alberta

Following are some statistics on literacy in Alberta:

- 14% of Adult Albertans have serious difficulty reading and writing.
- 26% of Adult Albertans have difficulty reading and writing.
- 50% of Adult Albertans do not have the math skills to meet the needs of everyday life.

(Source: 2013 IALSS - International Adult Literacy and Skills Survey)

What does this mean? A simplistic every-day example:

- 1 in 3 Albertans have problems with reading information such as medication labels
- 1 in 2 Albertans will have difficulty understanding the dosage on medication labels

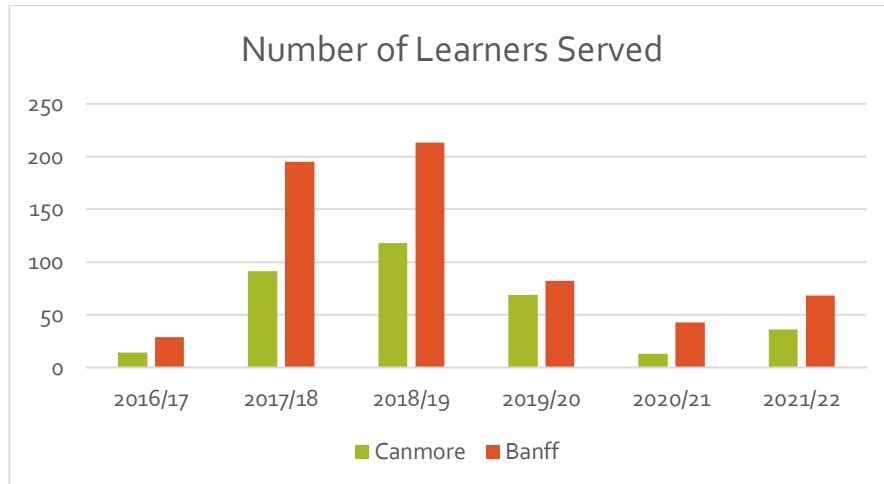
All of us are on the literacy (learning) continuum. While not to oversimplify, the clients of Bow Valley Learning Council primarily fall into this portion of the continuum:



In the document titled *Living Literacy: A Literacy Framework for Alberta's Next Generation Economy* it is noted that literacy and other foundational skills "have a significant influence on life outcomes – the ability to learn, health status, civic participation and social engagement, economic performance, and involvement with the justice system." (2010, p.4). As Canmore strives to become a more equitable, inclusive community, Bow Valley Learning Council plays an integral role in providing the foundational skills and knowledge for residents to succeed.

The Numbers Served:

The service area for Bow Valley Learning Council is from Mini Thni to Lake Louise, with the towns of Banff and Canmore providing the largest number of learners. Following is a chart outlining the number of learners/clients from these two communities served from 2016/2017 to today. The council's year operates from July 1 – June 30. As such the numbers for 2021/22 represent approximately 75% of this year's projected numbers:



Challenges:

Currently, the biggest challenge Bow Valley Learning Council faces is appropriate and affordable space to hold classes. Prior to its closure, Bow Valley College provided free classroom space for Bow Valley Learning Council and other community partners. For the most part the Learning Council has been able to secure hotel meeting room space negotiated to an 'at cost' rate with the Wim & Nancy Pauw foundation sponsoring the remaining cost. At the end of December, the foundation sponsorship was an in-kind contribution of \$10, 425 in the two communities. This sponsored space has been key as BVLC has a limited budget. However, as the tourism industry continues to recover, it is important that hotels can maximize their guest room revenues through the availability of meeting space.

To maximize the availability of learning opportunities, there are some programs that 'no cost' space is required. The inability to find such space earlier this learning year, resulted in BVLC being forced to cancel one of the Learning Council's traditionally well-subscribed Canmore programs, Drop-In Conversation Class. In 2022, Bow Valley Learning Council will be reaching out to the Government of Alberta to discuss utilizing some of the space Bow Valley College previously leased in the Provincial Building.

What can the Town Canmore do to support BVLC?

There are two key ways that the Town can support BVLC:

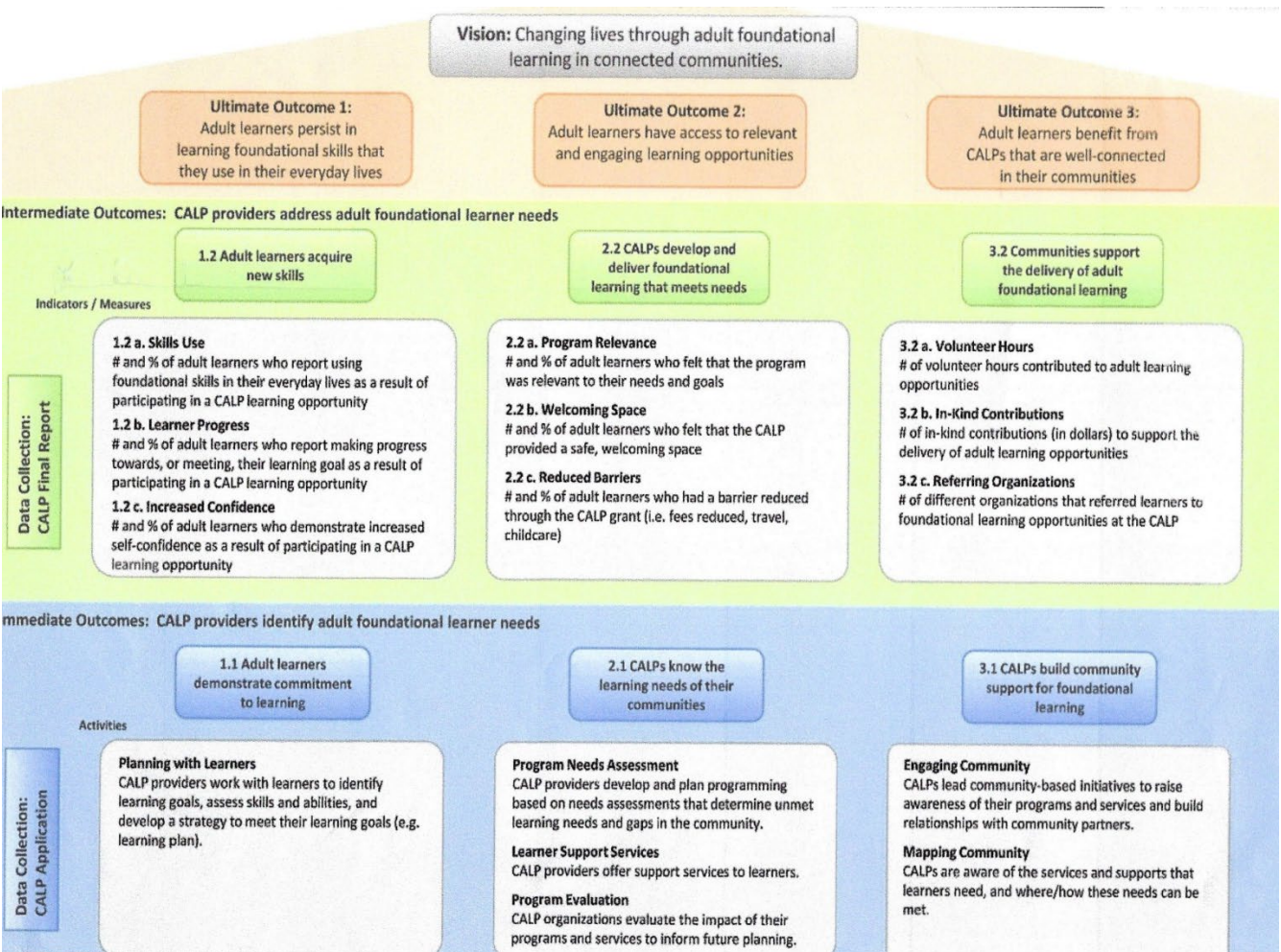
- 1) Support BVLC in our discussions with the Province of Alberta on accessing the former Bow Valley College space. This may include providing BVLC with a letter of support.
- 2) Explore in-kind space grants so local non-profits with a limited budget, like BVLC, can access appropriate space to run programs that support community.

The Future

There are many opportunities for Adult Learning in the Bow Valley. Bow Valley Learning Council looks forward to working with our communities to ensure the needs of all learners, regardless of where they are on the learning continuum, are met.

APPENDIX A

CALP LOGIC MODEL



**TOWN OF CANMORE
MINUTES**

Committee of the Whole
Council Chamber at the Canmore Civic Centre, 902 – 7 Avenue
Tuesday, February 15, 2022 at 10:00 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

COUNCIL MEMBERS ABSENT

None

ADMINISTRATION PRESENT

Lisa de Soto	Chief Administrative Officer
Sally Caudill	General Manager of Municipal Services
Therese Rogers	General Manager of Corporate Services
Whitney Smithers	General Manager of Municipal Infrastructure
Adam Driedzic	Town Solicitor
Cheryl Hyde	Municipal Clerk
Andrew Kelly	Assistant Municipal Clerk (Recorder)
Chelsey Richardson	Manager of Finance
Andy Esarte	Manager of Engineering
Greg Burt	Supervisor of Bylaw Services
Adam Robertson	Communications Advisor
Carla Reinhardus	Accounting Supervisor

Mayor Krausert called the February 15, 2022 Committee of the Whole to order at 10:02 a.m.

A. CALL TO ORDER AND APPROVAL OF AGENDA

1. **Land Acknowledgement**
2. **Agenda for the February 15, 2022 Committee of the Whole Meeting**
Moved by Mayor Krausert that the Committee of the Whole approve the agenda for the February 15, 2022 meeting as presented, amended as follows:
 - Under Correspondence, add the following items:
 - H2 Town of Canmore 2021-2022 BCAA Letter
 - H3 Prime Minister re. RCMP Contact Negotiations
 - H6 Premier Jason Kenney – Calgary-Banff Passenger Rail
 - H7 Minister Horner re. MPB Grant Funding Request

CARRIED UNANIMOUSLY

B. DELEGATIONS

1. **Tourism Canmore Kananaskis Update – Rachel Ludwig**
Rachel Ludwig, CEO of Tourism Canmore Kananaskis, spoke to a written submission updating the committee on Canmore’s regenerative tourism framework.

C. MINUTES

6-2022COW

1. **Minutes of the January 18, 2022 Committee of the Whole Meeting**
Moved by Mayor Krausert that the Committee of the Whole approve the minutes of the January 18, 2022 meeting as presented.

CARRIED UNANIMOUSLY

D. STAFF REPORTS

1. **Assessment Overview**

Deanne Bannerman, Assessment Team Lead for the Town of Canmore and Lance Wehlage, Owner, Benchmark Assessment, joined administration in speaking to a written submission on the Town of Canmore 2021 Assessments for the 2022 tax year.

2. **Economic Development Pandemic Response Overview**

Administration spoke to a written submission providing an overview of the Economic Development Pandemic Response work in 2020-2021.

Meeting Break 11:47-12:52

3. **Pay Parking Program Update (verbal report)**

Administration provided a verbal report on the 2022 parking program including the implementation of pay parking and new regulation in and around the town centre.

E. COUNCILLOR UPDATES

1. **February 2022 Councillor Updates**
Written report, received as information

F. ADMINISTRATIVE UPDATE

1. **February 2022 Administrative Update**
Written report, received as information

G. COUNCIL RESOLUTION ACTION LIST

1. **Council Resolution Action List as of February 9, 2022**
Written report, received as information

Minutes approved by: _____

H. CORRESPONDENCE

1. **Red Tape Reduction Report 2021**
2. **Town of Canmore 2021-2022 BCAA Letter**
3. **Prime Minister re. RCMP Contact Negotiations**
4. **Minister McIvor Tourism Status**
5. **Deputy Commissioner Zablocki Alberta Municipalities Conference**
6. **Premier Jason Kenney – Calgary-Banff Passenger Rail**
7. **Minister Horner re. MPB Grant Funding Request**

I. IN CAMERA

7-2022COW

Moved by Mayor Krausert that the Committee of the Whole take the meeting in camera at 2:01 to:

1. Prevent disclosure of information subject to solicitor-client privilege in accordance with section 27(1)(a) of the Freedom of Information and Protection of Privacy Act. (Item I2)
2. Prevent disclosure of information related to contractual and other negotiations of the Town in accordance with s.25(1)(c)(iii) of the Freedom of Information and Protection of Privacy Act. (Item I1)

CARRIED UNANIMOUSLY

3. **Cougar Creek Contract Negotiation (Verbal Report)**
4. **Three Sisters Mountain Village Properties Limited Litigation**

8-2022COW

Moved by Mayor Krausert that the Committee of the Whole return to the public meeting at 3:32 p.m.

CARRIED UNANIMOUSLY

J. ADJOURNMENT

9-2022COW

Moved by Mayor Krausert that the Committee of the Whole adjourn the February 15, 2022 meeting at 3:32 p.m.

CARRIED UNANIMOUSLY

Sean Krausert, Mayor

Andrew Kelly, Assistant Municipal Clerk

Minutes approved by: _____

The Town of Canmore Bylaw Services Department is responsible for the enforcement of selected Town Bylaws and Provincial Statutes. Peace Officers are available seven days a week to respond to complaints between the hours of 7:30 a.m. and 6:00 p.m.

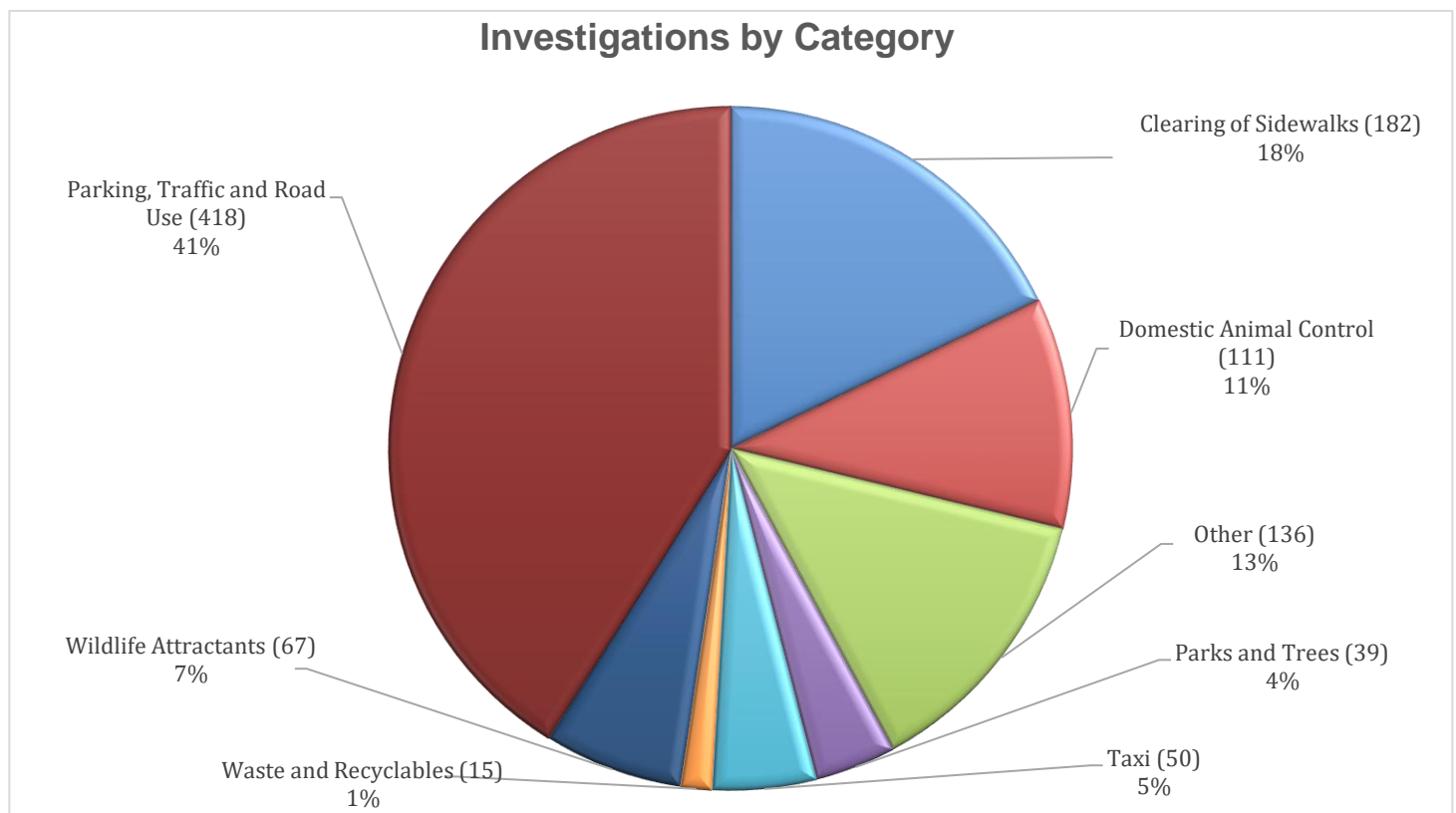
2021 Highlights

- Visitor paid parking in the Quarry Lake parking lot and residential parking in the Peaks of Grassi and Rundview neighbourhoods launched in June. Four seasonal Bylaw Services Parking Ambassadors provided seven day a week coverage from May to September. They focused on education, enforcement and being highly visible at the entrance to Quarry Lake.
- The seasonal ambassadors had 10,700 contacts through the summer season. A contact is defined as a face-to-face interaction with a resident or visitor who was seeking information about paid parking, town bylaws and programs, bear safety, directions, or visitor information.
- Both staff and residents commented on the overall improved experience at Quarry Lake due to the increased officer's presence and the parking changes implemented.
- Community Peace Officers worked with private property owners (Save-On and Home Hardware) to start to manage the overnight camping in their parking lots. They developed a private property signage package and a process for the private property owner to follow so that the bylaw services could help and support their needs to remove unauthorized overnight guests.
- The department worked collaboratively with the Alberta Environment and Parks Human Wildlife Conflict Biologist to address bears that were being attracted to fruit bearing trees, specifically in the Peaks of Grassi. Information letters were sent to 48 property owners where fruit trees were identified.
- From June to September, the department offered extended hours of coverage on Friday, Saturday, and Sundays from 7 a.m. to 7 p.m.
- Two Community Peace Officers completed their required Peace Officer transition training to make them eligible for Level 1 appointments.
- At no point throughout 2021 was the department fully staffed. This was a combination of several factors including recruitment and retention challenges, and COVID.

Investigations

Investigations, which are reactive in nature, occur because of community concerns reported to Community Peace Officers by phone, e-mail or to an officer in person. In addition, officers conduct proactive investigations of infractions they encounter while in the performance of their day-to-day duties. The investigation category does not include warnings and tickets.

The total number of investigations for 2021 was 1018, compared to 1153, in 2020.



- “Other” investigations include assisting other agencies, business registry, cannabis, camping, fire bylaw, hunting/trapping land use, mask bylaw, noise, photo radar complaints, trespassing and water/sewer.
 - Of note, officers supported business registry with follow up on 35 expired business licenses.
 - For the second year in a row there were no complaints of illegal hunting in the Larch prohibited area.

- 13 domestic animals were impounded. 10 were returned to their owners. Of the animals surrendered to the SPCA one was a cat that was pregnant and two were found abandoned near a hotel.
- In addition to the investigations highlighted above, the department handled 149 lost and found calls for service.

Warnings and Tickets

Community Peace Officers and Seasonal Parking Ambassadors issued 2056 warning and tickets as opposed to 932 in 2020. The increase is primarily attributed to the introduction of the visitor paid parking program at Quarry Lake where 897 tickets were issued for parking without registering or making a required payment.

2021 Warning and Tickets

Bylaw/Provincial Statute	Warnings	Tickets
Animal Control Bylaw	30	11
Animal Protection Act	1	0
Business Registry Bylaw	2	1
Camping Bylaw	7	0
Fire Bylaw	0	0
Gaming, Liquor and Cannabis Act	6	0
Hunting & Trapping	0	0
Land Use Bylaw	0	1
Mask Bylaw	1	0
Noise Bylaw	2	1
Parks Bylaw	0	1
Petty Trespass Act	0	0
Taxi Bylaw	1	0
Traffic and Road Use Bylaw	276	1701
Traffic Safety Act	0	8
Recyclables & Waste Bylaw	1	2
Wildlife Attractants	3	0
TOTAL	330	1726

The Canmore Automated Traffic Enforcement (ATE) program plays an active role in supporting traffic safety for residents and visitors of the Town of Canmore. ATE is used in combination with conventional traffic enforcement conducted by the Canmore RCMP.

All locations where speed is monitored by ATE are approved by the Detachment Commander of the Canmore RCMP and the Manager of Protective Services. There are no Intersection Safety Devices, also known as red light cameras, in Canmore. ATE supports initiatives contained within the RCMP Canmore traffic safety plan and has a positive impact on reducing speeding offences in the community.

All locations align with the criteria as set by the Alberta Solicitor General's ATE Technology Guidelines. For each location, a "site justification" is completed and is posted on the Town's website located at canmore.ca/photo-radar

There was a 34% increase in hours in 2021, in comparison to 2020. The hours in 2021 were in line with previous years, whereas 2020 saw COVID-19 related reductions.

Current collision data on each of the specific locations was not readily available to the Town in 2021, and not directly factored into the justification.

Net revenues from ATE fines fund expenses related to policing or traffic safety initiatives and community safety initiatives or programs. In 2021 fine revenues funded:

- Contracted costs for 1.5 RCMP officers
- 52 new driver rebates (\$250 each) were issued to new drivers that successfully completed a new driver program prior to the program being suspended due to Covid cost savings initiatives
- Various active transportation and transportation safety and access projects (see page 2 for more details)

Total Photo Radar Violations 2008-2021

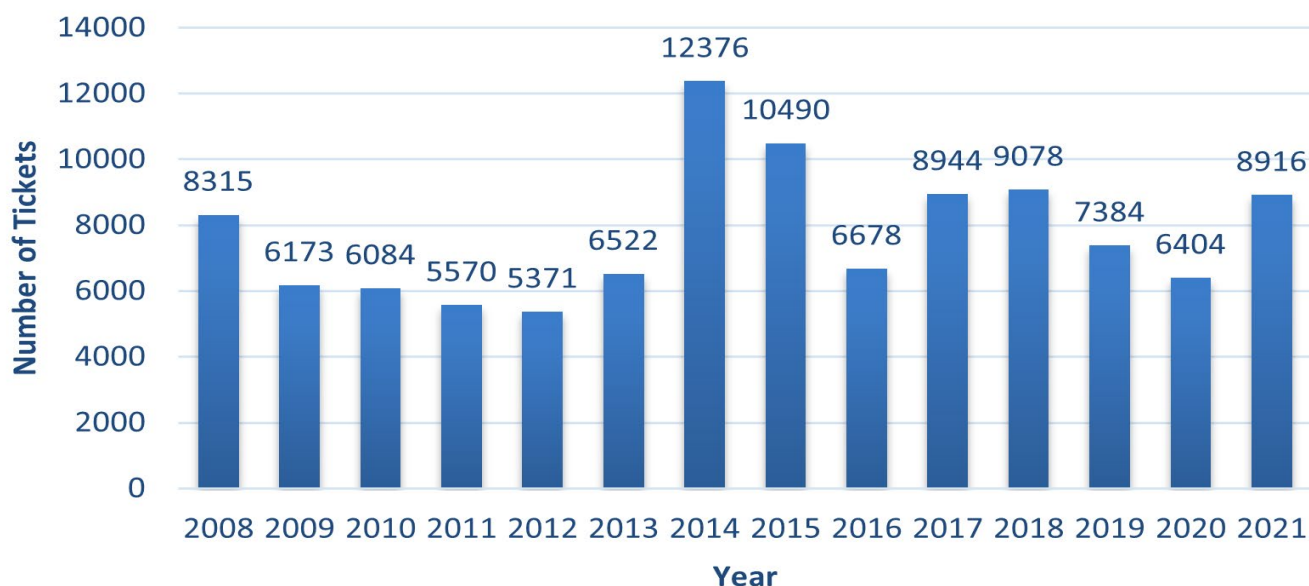


Photo radar revenues contributed to the following active transportation projects in 2021:

Traffic Calming

- Precast concrete medians for new projects

Mountaineers Village

- Sidewalk upgrades

Stewart Creek

- Installation of safe crosswalk, traffic calming, and new sidewalks

7th Avenue

- Variable message digital speed sign

Bike racks

- Supply and installation of 10 “C” style surface mount racks

The Town of Canmore owns and operates five vehicle activated traffic calming signals, that illuminate and notify drivers of the posted speed limit when they are approaching the signs and are travelling above the posted speed limit. These signs are moved twice annually to key locations in town where speeding is a concern.

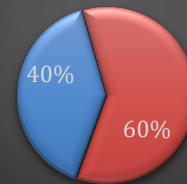
The Town of Canmore also owns and operates one mobile speed display trailer that displays the speed of motorists as they approach the sign. This “speed trailer” is moved weekly to pre-determined locations and can be deployed in construction zones or in neighbourhoods where residents have expressed a concern with speeding.

In 2021, the ATE vehicles spent 40% of their time in playground/school zones. The other 60% of the time was spent in other speed zones.

70% of all violations in 2021 were committed by non-residents. Residents made up 30% of violations committed.

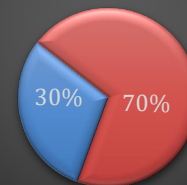
Percentage of Time Spent in Locations

▣ Playground zones ▣ All other speed zones



Violations: Resident vs Non-Resident

▣ Resident ▣ Non Resident



**RCMP CANMORE MUNICIPAL DETACHMENT
2021 COMMUNITY DETAILED REPORT**



**Prepared by:
Staff Sergeant Ryan Singleton
Detachment Commander
2022-02-09**

Overview:

The Canmore Municipal RCMP's 2021 Community Detailed Report for the period of January 1, 2021 to December 31, 2021 is presented in a similar format as utilized in previous years. For these reports, statistics are compiled utilizing multiple common crime types or categories. Each of these categories contains numerous sub-types. For example, "Property Crimes" will contain the sub-types Break & Enter, Theft of Vehicles, Theft under and over \$5000.00, Frauds and Mischief.

Statistics, graphs and sub-types for each category start on page 3 of this report. Please be advised the statistics attached are documented as they are reported and do not capture specific data therefore can be interpreted in a variety of ways. For example, a traffic offence may be reported as such, however, upon investigation it may be determined that there was no actual traffic offence related to that incident, although a call for service was generated and acted upon. Conversely, a reported traffic offence can lead to an investigation into multiple Criminal Code offences that would alter the data with the first line always being the most serious. The "scoring" or "classification" of crimes changes frequently throughout the life of an investigation, which can alter the statistics throughout the life of the investigation. Additionally, the organization regularly receives new direction on the classification of investigations that can also affect the final statistic.

An analysis of the twelve-month period for Canmore Municipal Detachment reflects some crime categories experienced an increase and decrease of occurrences. Management is closely monitoring any increase in crime trends found by utilizing additional tools to gather intelligence and information from other sources. This data affords management the opportunity to deploy resources with a specific strategic focus in an effort to disrupt criminal activities. Many increases in crime trends are easily explained while others may be more elusive as multiple factors can influence these trends; continual growth in the community (including both residential, commercial and retail), opportunistic

transient offenders from areas outside of the Bow Valley, and public education for concerned citizens which results in increased awareness and crime reporting.

When compared with the five (5) year average the following Crime categories indicating variances from the previous report period, which are of interest and relevance to the community at large:

Category	2017	2018	2019	2020	2021	% Change 2019-2020
Assaults	110	126	108	154	133	14% Decrease
Sexual Assaults	5	11	12	13	10	23% Decrease
Criminal Harassment	23	28	34	42	37	12% Decrease
Uttering Threats	34	41	32	37	30	19% Decrease
Spousal Assault	84	122	114	136	83	39% Decrease
Break and Enter	24	35	31	36	38	6% Increase
Theft of Motor Vehicle	27	34	29	24	28	17% Increase
Theft Over \$5000	11	15	16	17	6	65% Decease
Theft Under \$5000	219	286	265	187	167	11% Decrease
Fraud	83	128	111	127	115	9% Decrease
Mischief – Damage to Property	0	0	40	93	91	2% Decrease
Mischief	209	206	146	113	131	16% Increase
Liquor Act	204	152	182	108	77	29% Decrease
Drug Enforcement	59	58	16	14	9	36 % Decrease
Municipal By-Laws	479	439	291	312	287	8% Decrease
Mental Health	117	123	125	174	134	23% Decrease
Form 10 (MHA)	0	0	13	15	17	13% Increase
False Alarms	257	237	108	96	115	20% Increase
False/Abandoned 911 Calls	356	338	208	146	142	3% Decrease
Suspicious Persons	226	224	223	217	183	16% Decrease
Persons Reported Missing	21	27	20	29	26	10% Decrease

Property offences that affect residents individually (such as thefts, break & enters and mischief) are a primary concern for most communities and police alike. The RCMP conduct proactive patrols to increase visibility with strategic deployment of resources targeting specific individuals and/or “hot spots”. The Canmore RCMP has a General Investigation Section whose mandate is to conduct serious crime investigations and to focus on emerging trends. Canmore RCMP also has access to additional RCMP support units such as the Serious Crimes Branch General Investigation and Major Crimes Units, the Southern Alberta District Crime Reduction Unit, Federal and Provincial funded RCMP units such as the Special “O”, Special “I”, Forensic Identification Section, Emergency Response Units, Police Dog Services and the Technical Crime Units.

Canmore saw some peak increases of criminal activity within the Bow Valley throughout the year particularly related to Business in Thefts and Break & Enter. This increase is primarily attributed to prolific offenders traveling through the area. Investigations into these offences led to several suspects being arrested and found in possession of stolen property.

Detailed Traffic – 5 Year Overview

	2017	2018	2019	2020	2021	% Change 2020-2021
Fatal Motor Vehicle Collisions	0	1	0	0	1	N/A
Injury Motor Vehicle Collisions	11	16	28	16	15	6% Decrease
Property Damage MVC	336	291	305	234	210	10% Decrease
Provincial Traffic	2299	2602	3038	2437	2044	16% Decrease
Criminal Code Traffic	71	72	103	83	49	41% Decrease

**Canmore Municipal Detachment
Crime Statistics (Actual)
January to December: 2017 - 2021**

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

January 6, 2022

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Homicides & Offences Related to Death		1	0	1	0	0	-100%	N/A	-0.2
Robbery		4	1	1	0	1	-75%	N/A	-0.7
Sexual Assaults		5	11	12	13	10	100%	-23%	1.2
Other Sexual Offences		3	0	8	7	3	0%	-57%	0.7
Assault		110	126	108	154	133	21%	-14%	7.4
Kidnapping/Hostage/Abduction		0	1	2	0	0	N/A	N/A	-0.1
Extortion		2	1	1	2	2	0%	0%	0.1
Criminal Harassment		23	28	34	42	37	61%	-12%	4.2
Uttering Threats		34	41	32	37	30	-12%	-19%	-1.2
TOTAL PERSONS		182	209	199	255	216	19%	-15%	11.4
Break & Enter		24	35	31	36	38	58%	6%	2.9
Theft of Motor Vehicle		27	34	29	24	28	4%	17%	-0.8
Theft Over \$5,000		11	15	16	17	6	-45%	-65%	-0.8
Theft Under \$5,000		219	286	265	187	167	-24%	-11%	-20.3
Possn Stn Goods		21	30	35	29	14	-33%	-52%	-1.5
Fraud		83	128	111	127	115	39%	-9%	6.3
Arson		0	1	2	0	1	N/A	N/A	0.1
Mischief - Damage To Property		0	0	40	93	91	N/A	-2%	27.5
Mischief - Other		209	206	146	113	131	-37%	16%	-24.9
TOTAL PROPERTY		594	735	675	626	591	-1%	-6%	-11.5
Offensive Weapons		2	11	8	3	4	100%	33%	-0.4
Disturbing the peace		209	204	201	163	166	-21%	2%	-12.7
Fail to Comply & Breaches		161	157	136	116	122	-24%	5%	-11.9
OTHER CRIMINAL CODE		35	41	31	39	26	-26%	-33%	-2.0
TOTAL OTHER CRIMINAL CODE		407	413	376	321	318	-22%	-1%	-27.0
TOTAL CRIMINAL CODE		1,183	1,357	1,250	1,202	1,125	-5%	-6%	-27.1

**Canmore Municipal Detachment
Crime Statistics (Actual)
January to December: 2017 - 2021**

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

January 6, 2022

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Drug Enforcement - Production		1	0	0	0	0	-100%	N/A	-0.2
Drug Enforcement - Possession		28	36	8	7	5	-82%	-29%	-7.5
Drug Enforcement - Trafficking		29	21	7	7	4	-86%	-43%	-6.4
Drug Enforcement - Other		1	1	1	0	0	-100%	N/A	-0.3
Total Drugs		59	58	16	14	9	-85%	-36%	-14.4
Cannabis Enforcement		0	0	1	1	0	N/A	-100%	0.1
Federal - General		4	12	8	24	5	25%	-79%	1.4
TOTAL FEDERAL		63	70	25	39	14	-78%	-64%	-12.9
Liquor Act		204	152	182	108	77	-62%	-29%	-29.8
Cannabis Act		0	2	19	9	10	N/A	11%	2.7
Mental Health Act		117	123	125	174	134	15%	-23%	8.5
Other Provincial Stats		225	154	217	287	253	12%	-12%	18.9
Total Provincial Stats		546	431	543	578	474	-13%	-18%	0.3
Municipal By-laws Traffic		24	27	20	18	17	-29%	-6%	-2.3
Municipal By-laws		479	439	291	312	287	-40%	-8%	-51.1
Total Municipal		503	466	311	330	304	-40%	-8%	-53.4
Fatals		0	1	0	0	1	N/A	N/A	0.1
Injury MVC		11	16	28	16	15	36%	-6%	0.8
Property Damage MVC (Reportable)		336	291	305	234	210	-38%	-10%	-30.9
Property Damage MVC (Non Reportable)		50	52	64	42	34	-32%	-19%	-4.2
TOTAL MVC		397	360	397	292	260	-35%	-11%	-34.2
Roadside Suspension - Alcohol (Prov)		0	0	0	3	0	N/A	-100%	0.3
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
Total Provincial Traffic		2,299	2,602	3,038	2,437	2,044	-11%	-16%	-67.5
Other Traffic		41	41	42	14	10	-76%	-29%	-8.9
Criminal Code Traffic		71	72	103	83	49	-31%	-41%	-3.3
Common Police Activities									
False Alarms		257	237	108	96	115	-55%	20%	-42.5
False/Abandoned 911 Call and 911 Act		356	338	208	146	142	-60%	-3%	-62.0
Suspicious Person/Vehicle/Property		226	224	223	217	183	-19%	-16%	-9.3
Persons Reported Missing		21	27	20	29	26	24%	-10%	1.2
Search Warrants		3	1	0	2	0	-100%	-100%	-0.5
Spousal Abuse - Survey Code (Reported)		84	122	114	136	83	-1%	-39%	1.2
Form 10 (MHA) (Reported)		0	0	13	15	17	N/A	13%	4.9

Town Traffic:

The Canmore RCMP place a strong emphasis on education and enforcement of the Traffic Safety Act within our communities. This often includes a collaborative approach with our additional support units such as the RCMP's Bow Valley Traffic Services and Roving Traffic Unit to increase our effectiveness on the roadways. The Canmore RCMP are committed to reducing incidents of high-risk driving behaviors with a goal of increasing compliance of the Traffic Safety Act and preventing property damage and personal injuries within the Bow Valley. With population growth and an increase in visitor traffic, Canmore's roads and pathways continue to be a priority for the detachment and we will continue to work with stakeholders to develop initiatives to improve public safety. This year, the Canmore RCMP increased our community patrols and joint projects targeting school and construction zones, along with intersections and high-speed zones to increase compliance. Canmore RCMP also initiated a Positive Ticketing Program to recognize/reward observed positive behavior and safety practices within the community in partnership with local businesses. These safety initiatives were in alignment with the Canmore RCMP's Annual Performance Plan, the Alberta Traffic Safety Calendar, the Town of Canmore's Traffic Safety Plan and community engagement priorities.

In reviewing the Canmore Municipal Traffic Statistics, you will see some fluctuations in traffic statistics. A number of factors including population increases, weather conditions, education and enforcement initiatives and most importantly the COVID-19 pandemic can explain these increases. As mentioned, the Canmore RCMP continued to focus on proactive initiatives at playground and construction zones, residential neighborhoods, and municipal and provincial roadways.

The Canmore RCMP and the Town of Canmore support the Automated Traffic Enforcement - Photo Radar Program and our Enhanced Policing initiatives that provide added traffic enforcement and public safety opportunities within the community. The benefit of the Enhanced Policing positions allows additional

members to proactively patrol the community to increase visibility and creates a focus on observed driving offences such as distracted driving, speeding, insurance and licensing requirements. In addition, these added resources can also be quickly redeployed to other community priorities and Crime Reduction initiatives such as missing persons, political rallies, serious incidents or joint initiatives with our partner agencies such as Protective Services (Bylaw), Fish and Wildlife and Alberta Parks.

All detachment members are aware of expectations in reducing the harm caused by high-risk driving behaviors. These expectations have resulted in an increase in pro-active enforcement undertaken within the Canmore RCMP's policing jurisdiction.

Bicycle Patrols:

Canmore RCMP utilizes the Bicycle Patrol Program that provides an opportunity for trained members to patrol the towns various streets, parks and pathways on an RCMP bicycle. This program provides a more diverse service delivery model of policing and creates positive interaction with the public, added crime prevention technics and a healthy eco-friendly alternative to traditional policing. The COVID-19 pandemic and resourcing levels had a negative impact on our ability to promote this program on a regular basis. However, when deployed, it was a community success with positive comments received. In the upcoming year, Canmore RCMP hope to continue and strengthen this program.

HIGHLIGHTS

Staffing Resources:

Canmore RCMP has a complement of 28 personnel working out of the detachment that service the Town of Canmore, MD of Bighorn and a portion of the Kananaskis Improvement District.

Canmore RCMP has nineteen (19) municipally funded regular members and four (4) additional provincially funded First Responders totaling out to three (23) regular members. In the spring of 2021, the provincial government funded the fourth member who is now operational. Canmore RCMP Detachment currently operates on a three (3) Watch system to support 24-hour policing and maintains a two-person General Investigation Section.

Canmore Detachment has four (4) Municipal Employees and one (1) Public Service Employee who support the daily Administration and Operations of the detachment. As the Town of Canmore and surrounding area continues to grow, so do the requests from residents for assistance at the “front counter”.

Municipal Employees provide an invaluable service to the residents of Canmore and area for such things as Criminal Record, Vulnerable Sector Checks, Collision Reporting and Court Disclosures. This has resulted in corresponding increases in workload for all support staff not to mention the workforce adjustments made associated to the COVID-19 pandemic and remote working options.

General Investigation Section:

Canmore RCMP has a General Investigation Section consisting of a Constable and Corporal Supervisor who assist detachment members with complex criminal and project based investigations. During the COVID-19 pandemic, Canmore GIS members were occasionally redeployed to assist First Responders while dealing

with resource shortages. Despite these challenges, Canmore GIS was effective this year and had success with the following files:

- Recently, two prolific property crime offenders from Southern Alberta were identified in the community and surveilled to a local business. Police attempted to arrest the occupants who resisted and rammed a police vehicle before being taken into custody. These individuals had outstanding warrants for their arrest, were in a stolen vehicle and additional stolen property was located inside the vehicle.
- A stolen vehicle from British Columbia was located in Dead Man's Flats where a police vehicle from Banff was rammed when attempts to stop the vehicle were made. Canmore GIS members observed the vehicle, which led to a spike belt being deployed and arrest of the lone occupant. Investigation resulted in the recovery of significant stolen property and the arrest of a prolific offender with outstanding warrants from British Columbia and Alberta.
- Canmore GIS conducted surveillance on a prolific theft suspect from Banff resulting in the suspect being arrested during a business Break and Enter. This suspect was targeting high end Bicycles, underground storage units and selling these stolen items online.
- Canmore GIS received a phone call from a local business regarding suspicious activity and purchases. Canmore GIS conducted surveillance and arrested two suspects who attended the business and made fraudulent purchases. Search of the suspect vehicle located over \$15,000 of products fraudulently purchased from another business in Banff using fraudulent credit cards.
- The community of Dead Man's Flats received several complaints of bicycle theft following which Canmore GIS and General Duty members located four suspects staying at a hotel who had several stolen Bicycles in their possession. The bicycles were recovered and returned to owners. Two offenders from Edmonton were charged for stolen property.

- A Canmore resident was identified as selling drugs in the Canmore area. An investigation commenced resulting in the suspect being arrested and found in possession of illicit drugs. A subsequent residential search warrant was executed with the recovery of additional illicit drugs and stolen property.
- Canmore GIS members played a critical role in our response to the COVID-19 pandemic with backfilling resource shortages and coordinating political rallies and our enhanced traffic enforcement shifts.

Victim Services Unit (VSU / CAVSS):

Bow Valley Victim Services Association provides 24/7 support services to the residents of Canmore and surrounding area for victims of crime and trauma. Additionally, they provide follow up support, information and referrals to clients, and can assist with Critical Incident Debriefings following serious incidents as further support to RCMP personnel. The goal of crisis response and follow-up is to ensure that the emotional, physical and financial needs of clients are being met and understood. Provision of support in these moments can be critical to client emotional and mental wellbeing when struck with tragedy and life changing events. Victim Services Unit (VSU) as an organization is comprised of highly trained staff and carefully selected volunteers to ensure quality of service.

While crisis support is an integral component of Victim Services, VSU also provides numerous court support programs. These programs provide court orientation, testimony preparation, accompany individuals as required, and generally help individuals navigate through the Criminal Justice System. By providing education and information on the court process, and liaising with RCMP Detachment and Crown Prosecutor Office, VSU helps make an unfamiliar process less intimidating and can decrease the re-traumatizing effects of the court process.

In their past operational year from April, 2020 to April 2021, Bow Valley VSU opened 382 new files, with 178 of those files based out of Canmore RCMP

jurisdiction. Of these new files, 91 were domestic violence related calls for service (51%). During this time range, Bow Valley VSY assisted 525 people with files ranging from (but not limited to) sudden death investigations, mental health incidents, child abuse, frauds and collisions.

Search and Rescue:

Canmore RCMP continues to be a tourist destination with many visitors exploring our community and surrounding recreational areas despite the COVID-19 pandemic. In 2021, Canmore RCMP continued to receive support from Alberta Parks, Kananaskis County Public Safety, Parks Canada and Cochrane Search and Rescue. These organizations have all greatly aided our detachment in safely locating lost and/or injured individuals and unfortunately the recovery of fatalities.

Crime Reduction Unit:

The Southern Alberta Crime Reduction Unit (CRU) is also involved in the support of the Canmore RCMP. Their objective is to assist with suppressing and/or elimination of criminal activity by identifying and targeting high crime locations, prolific or habitual criminal offenders. The strategy of CRU's is to focus on the small number of offenders who cause a disproportionate amount of crime in our communities. They work closely with detachment and other agencies (such as Probation/Parole) to ensure compliance and support services to successfully monitor and reintegrate offenders back into communities.

COMMUNITY BASED PROBLEM SOLVING

School Liaison Program:

The Canmore RCMP continue to support and work with our local schools through various means including the Safe Schools Program. Each member of the Canmore RCMP has an assigned school and part of their duties is to remain engaged with students, educators and administration to assist with their needs. Canmore RCMP members also participate in school lock down practice sessions. This practice is an important aspect of the School Liaison program that supports emergency preparedness and allows for the development of safety protocols within the schools themselves.

All members are aware of the expectations for engagement with students, staff and parents in the schools. They work closely with the teachers to offer presentations on various topics such as bicycle and pedestrian safety, drug and alcohol awareness, and bullying. The actions and efforts of all officers has allowed the detachment to establish a strong rapport and familiarity with the students, staff and the facilities. Conversely, students and staff have developed a level of trust and comfort with the RCMP.

Regional Police and Crisis Team:

The Canmore RCMP are pleased to announce beginning March 7th 2022, Southern Alberta RCMP Detachments including Canmore will begin receiving support from the Regional Police and Crisis Team (RPACT). RPACT consists of specially trained RCMP Officers and a Registered Psychiatric Nurse who operate an unmarked police vehicle (E977) together. RPACT can respond to and/or monitor all mental health calls to assist First Responders. RPACT will be available on alternating day and evenings every two weeks. Initial reports show when RPACT members respond to mental health calls and complete Form 10 recommendations,

the person is kept approximately 80% of the time as opposed to only 30% admission rates by First Responders. RPACT can also provide RCMP with consultation and education for mental health, immediate access to patient records and can refer to community resources. However, they cannot transport patients.

Staff Sergeant Ryan Singleton

Detachment Commander

Canmore RCMP



Fire-Rescue Annual Report – 2021



Highlights

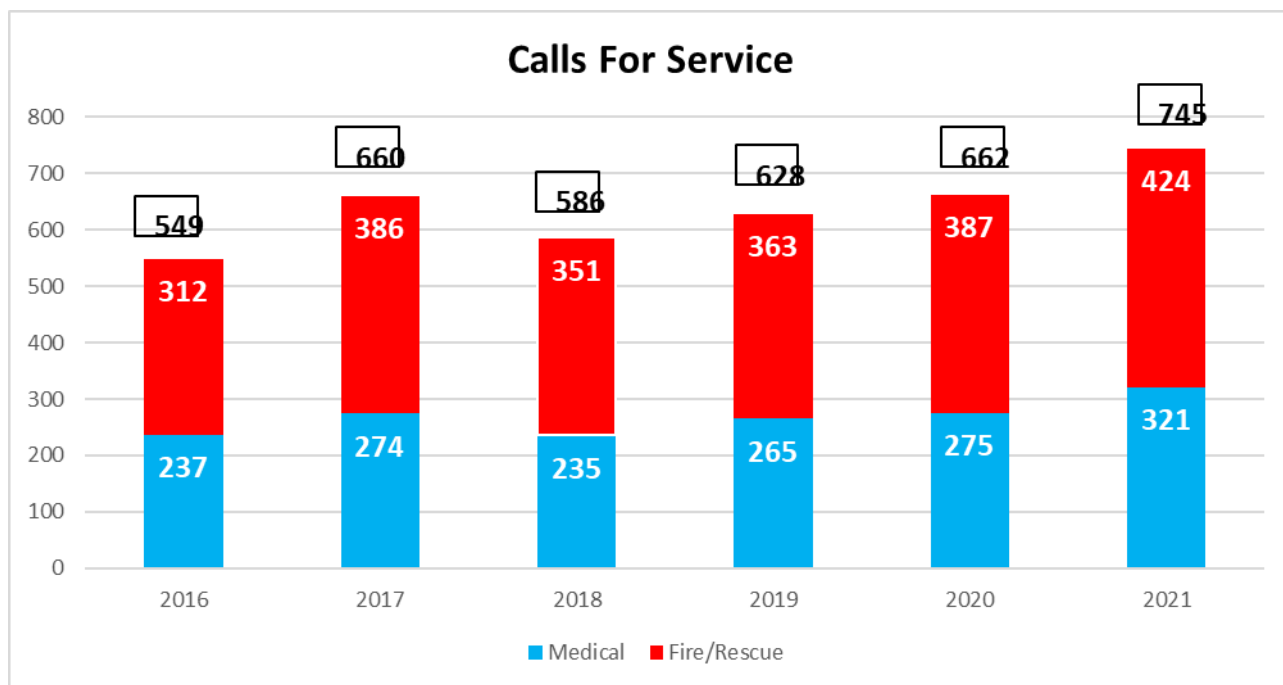
- Peak Staffing
 - Started on March 1st and ran until October 31st
 - Significant improvement in service delivery. While in Peak Staffing, response times were at or below a 10-minute response time at the 90th percentile within the developed municipal areas.
- Rescue Truck
 - The new Council approved Rescue Truck replacement project is complete. The truck was received the first week of December and will be ready to be brought in to rotation in February.
- Paid Response Firefighters
 - Intake of eight new Paid Response firefighters – boot camp started at the end of April and all eight are full probationary members of Canmore Fire-Rescue Service (CFRS).
- Promotions
 - Through internal promotions, four longer term Paid Responders (those called in as needed) were moved into the Casual Firefighter (those are called in as needed AND can fill shifts during peak staffing and when full time staff are away) group to meet peak staffing obligations
 - Several firefighters have completed fire leadership courses and designations
 - Four members from the Paid Response group successfully completed their NFPA 1001 Firefighter Qualifications as part of their longer-term goals with CFRS
- Training
 - In person training nights have resumed with all safety protocols in place
 - Online learning continues to allow for many Firefighters to obtain new certifications that enhance the service we deliver
- Capital Projects
 - Implementation of the new Self-Contained Breathing Apparatus was completed including orientation and training cycles
 - Continued to work closely with Facilities on the development of the new Fire Hall project
- Fire Prevention and Education
 - Recruitment continues for a Fire Prevention Officer position
 - Fire Prevention week and community outreach continued in a hybrid model with COVID protocols in place.
- Emergency Management
 - Contractor was selected to develop the Regional Emergency Management Plan for the Towns of Banff and Canmore
 - Dead Man's Flats wildfire provided an opportunity to work with our agency partners in Alberta Agriculture, Forestry and Rural Economic Development
 - Fire Smart Home Assessments continued
 - FRIAA Fire Smart Grant Program
 - 2021 program – Awarded funding to host an emergency management full-scale field exercise next spring
 - 2020 program – Emergency Management exercise to test the Municipal

Emergency Management Plan, Evacuation Plan and Structure Protection Plan

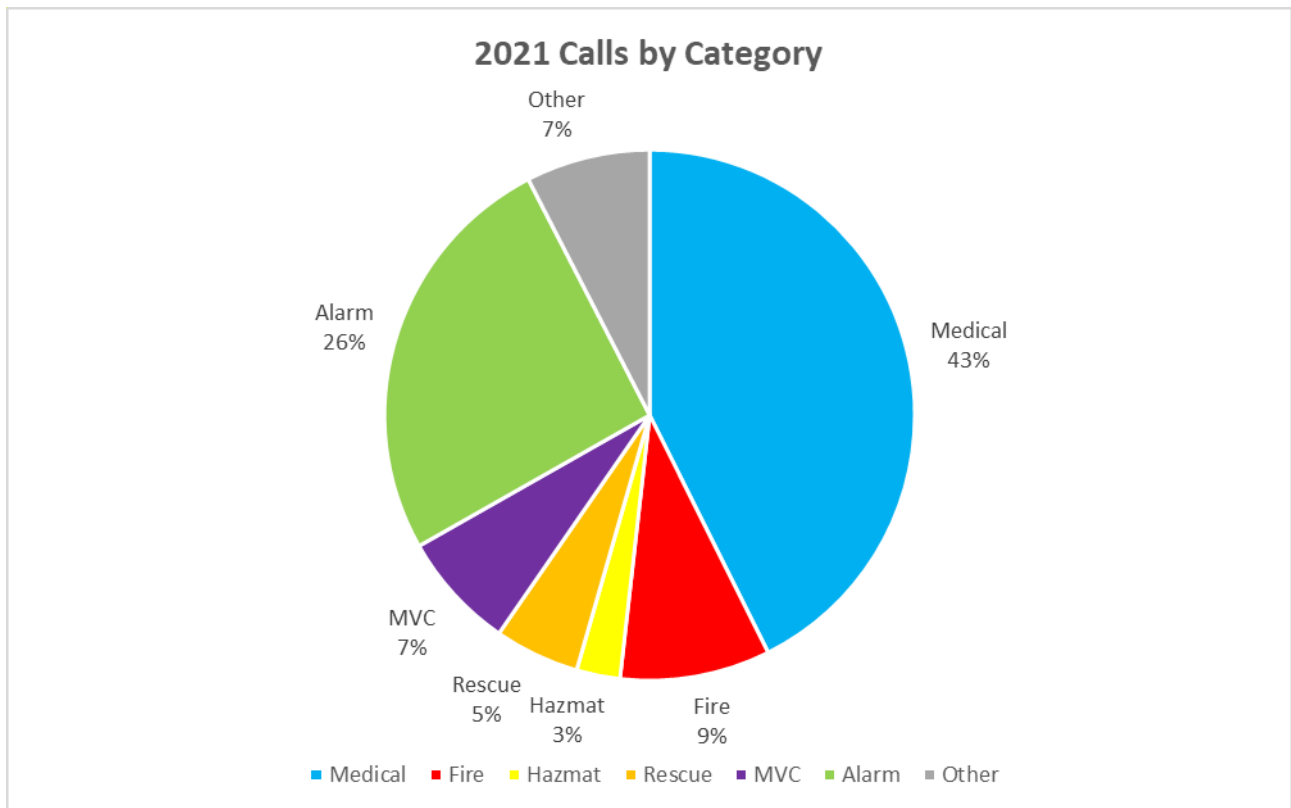
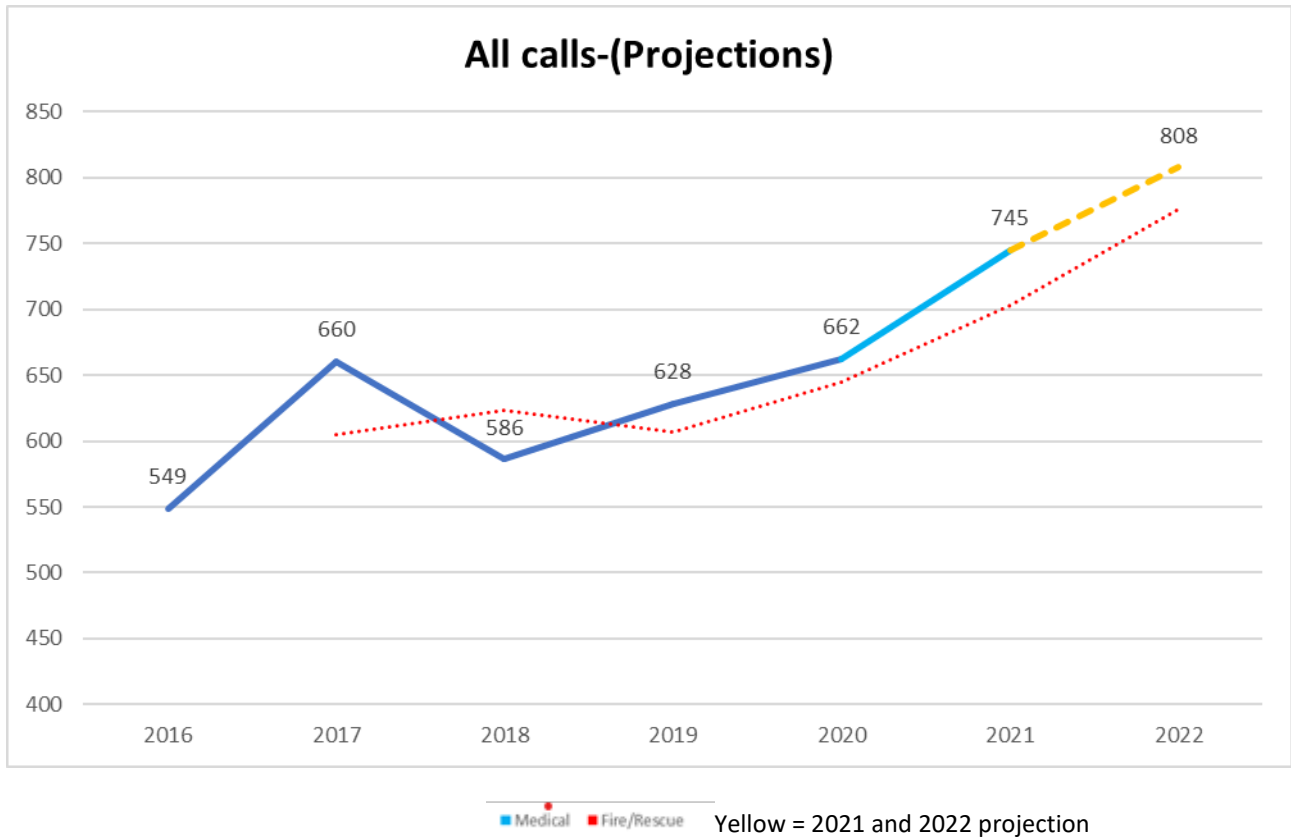
- Call for Service. CFRS continues to respond to an increasing number of calls for service, including medical first response with an increase of on-scene first times. See charts below for detailed statistics.

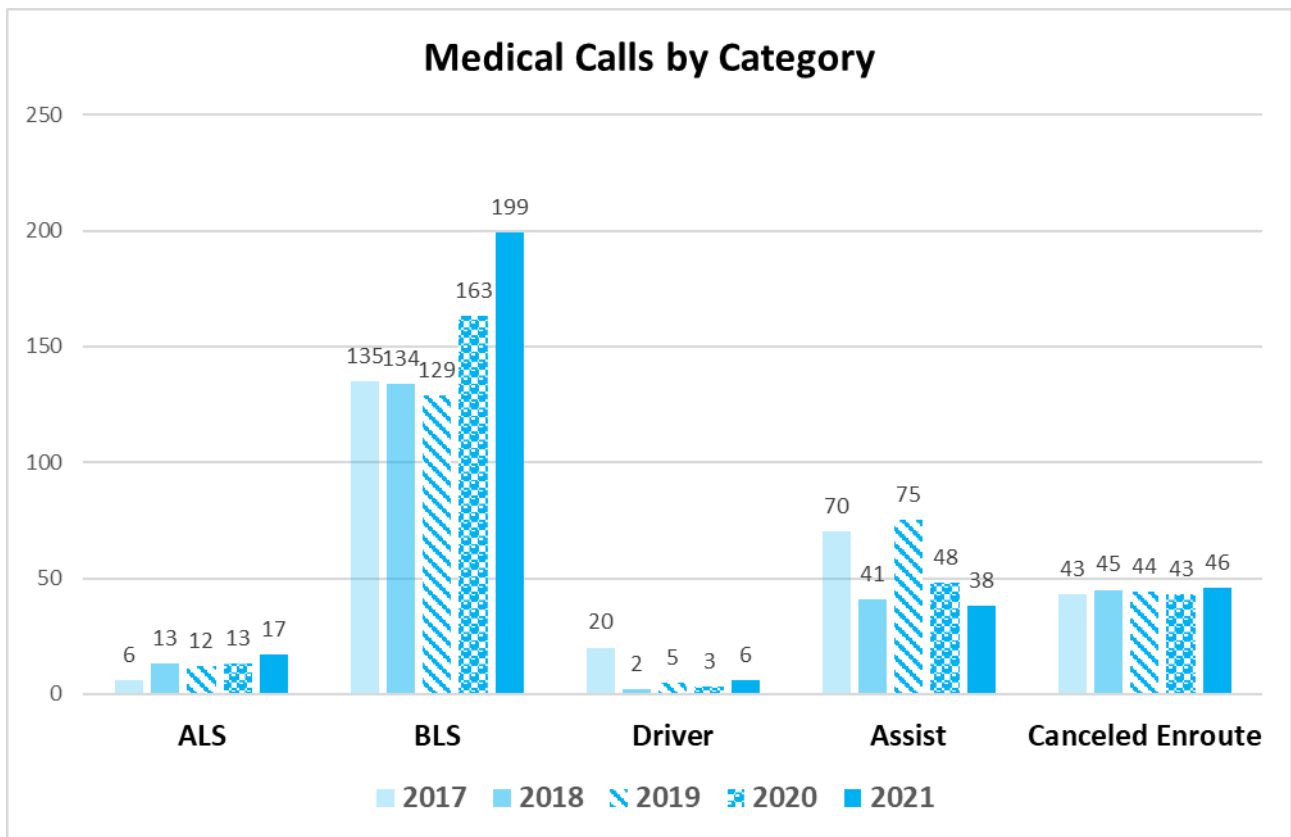
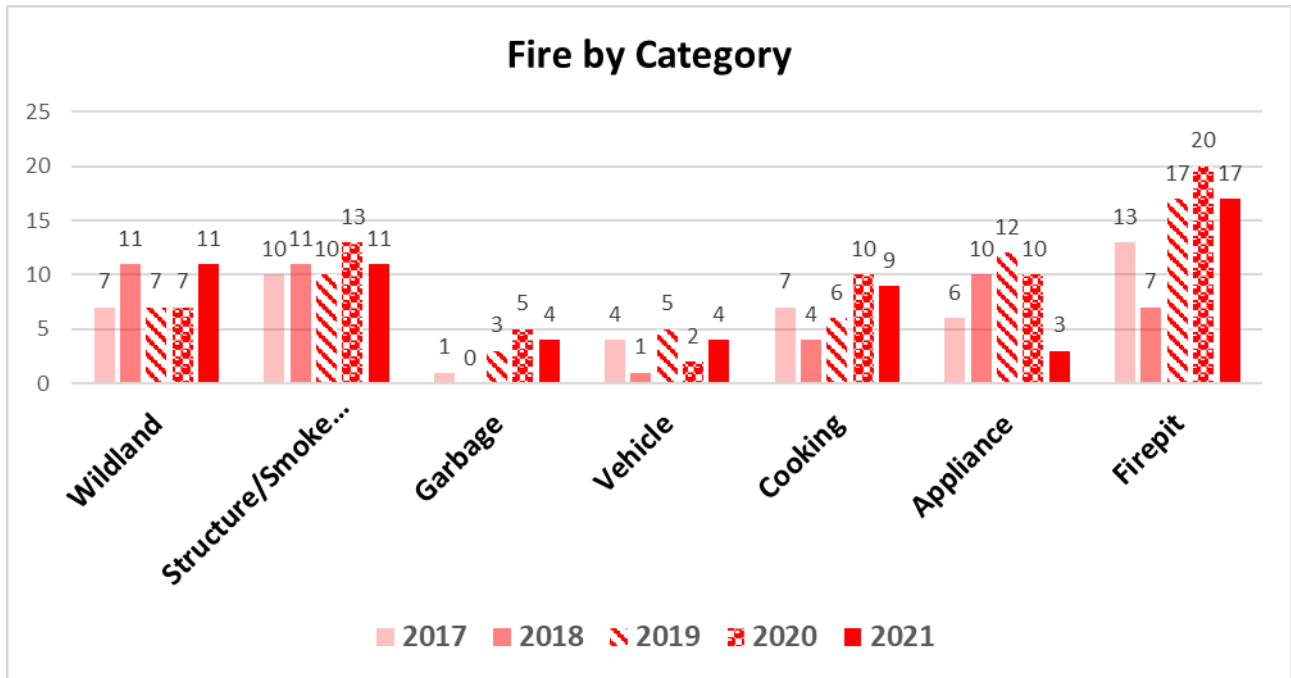
Emergency Calls for Service

- Every medical event that CFRS is dispatched to is a Delta or Echo event, meaning that life or health safety is at risk. We are not dispatched to nonlife threatening medical calls.
- The department was Advanced Life Support (ALS) Capable approximately 80% of the time in 2021. This means we had a fire fighter who is trained to provide advanced medical interventions on the fire truck when it arrived on a medical call.
- CFRS provided critical Advanced Life Support intervention services 17 times in 2021 and Basic Life Support (BLS) 199 times in 2021. All fire fighters are able to provide BLS service. ALS service is provided by staff who were part of CFRS before we divested from providing EMS. The staff had the training and credentials to provide ALS and have maintained them to be able to provide an ALS capable service.
- When responding to medical calls, CFRS was on scene first approximately 65% of the time. Slight variances in reporting are due to the methods in which on scene times are captured.
- When Canmore Fire-Rescue was on scene first, it was by an average of 7:02 minutes.

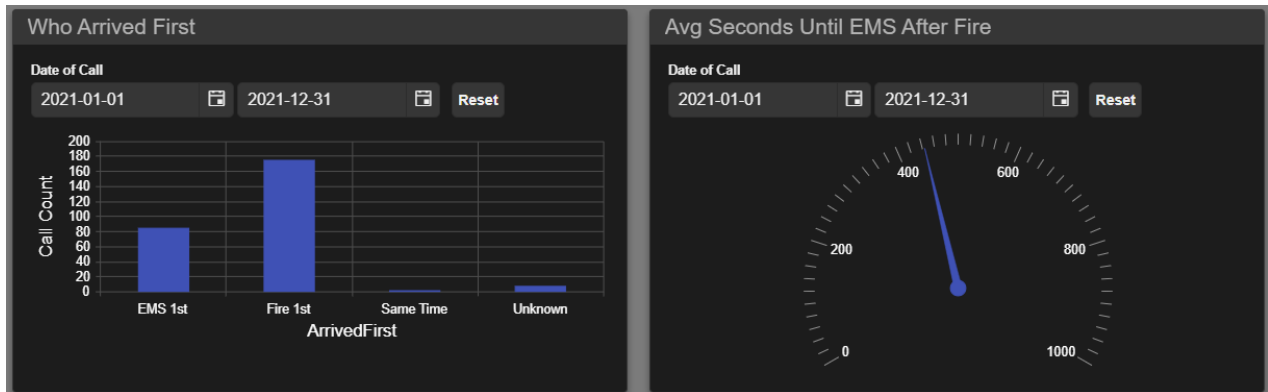


- 2021 total call volume increased from 2020 by **12.5%**
- Medical event volumes are trending upwards year over year





As mentioned above, all calls shown here are either Delta or Echo, meaning they are life threatening. CFRS provides ALS on 17 Delta or Echo calls, BLS on 199 Delta or Echo calls, drove the ambulance to the hospital so that EMS paramedics could provide patient care on 6 Delta or Echo calls, provided assistance with moving patients on 38 Delta or Echo calls, and had 38 requests for support with Delta or Echo calls and were cancelled enroute 46 times.



The chart above shows the number of times Fire arrived at a medical response prior to EMS as well as the average length of time fire was on scene first.



Briefing

DATE OF MEETING: March 15, 2022 **Agenda #:** D-3

TO: Committee of the Whole

SUBJECT: HBO Debrief

SUBMITTED BY: Chris Bartolomic, Supervisor of Arts and Events

PURPOSE: To provide Council with a report on the HBO filming experience.

EXECUTIVE SUMMARY

Episode seven of the HBO series “The Last of Us” was filmed in Canmore from November 15 to 20, 2021 with filming on Main Street, the Engine Bridge, 14 Street and in the parking lots beside the Union Hall. There were 30 locals employed by the production company and 100 locals were signed as extras. The total revenue generated for the Town of Canmore was \$234,500 and \$105,300 was paid to Bow Valley contractors for a total of \$339,800 in billable charges.

The HBO experience highlighted the need for an update to the current Event Policy to address large scale film permits, including requiring a contract between film companies and the Town of Canmore, and environmental impact standards and reporting. The experience also highlighted the need for a different approach to ensure timely communication from the Town of Canmore to those impacted by productions such as businesses and residents.

BACKGROUND/HISTORY

On November 2, 2021, administration provided a verbal update to Council regarding the filming of the HBO production “The Last of Us” that would be filming in downtown Canmore from November 15 to 19, 2021. Following the presentation, Council asked that administration report back after a debrief had been completed.

DISCUSSION

Feedback was collected from Business Improvement Area (BIA) meetings, social media, Town staff, interviews and a survey with downtown businesses, and a request for information from the Canmore Hotel and Lodging Association (CHLA) members. The information below is a result of that input.

Public Experience

- Social Media - positive chatter, excitement and much reminiscing about past productions that filmed in Canmore
- Locals and visitors came to see the transformation of downtown Canmore and the Engine Bridge while hoping to see the actors and filming
- Less than 20 complaints from residents overall

Town of Canmore Staff Experience

Communications

- Event was a success with widespread community support
- Would have been helpful to have written clarification about the details (visual or information-based) that could be made public.
- More lead time and reasonable timelines would have benefited the flow of information to residents.

Streets and Roads

- Given the size and nature of the production, things went reasonably well
- Any concerns were dealt with quickly by the production company and equipment, infrastructure, and venues were returned to their pre-production condition
- There were many “moving parts” with people working together who don’t normally work together which sometimes led to hazardous conditions that were mitigated quickly.

Civic Centre Front Desk

- Fewer than 10 complaints received from the public primarily related to Main Street access

Bylaw Services

- There were six calls received from the public related to noise, work beginning early and a call about an ambulance pick up that was handled quickly by our streets team and HBO.

Business Experience

Of the 163 businesses and services contracted by HBO, 40 provided feedback to administration.

Successes:

- Excitement generated by the production
- Raised Canmore’s global profile
- Short-term economic benefit and the positive impact that filming will have on the local economy long-term
- Production crew was friendly and easy to deal with
- A great learning experience for the Town of Canmore and the business community

Primary Concerns

Communication

Businesses would like to have seen the Town of Canmore take the lead on communications by providing:

- More advance notice of the production as a whole and what they could expect
- A source for up-to-date information and a “Filming - Here’s What’s Happening Today”
- Messaging to residents – downtown businesses are open, parking available, come downtown
- High visibility signage welcoming people to the downtown core

Timing

Timing was listed as both a success and a challenge and comments ranged the spectrum from perfect to the worst time ever. Several retail businesses sited it as their busiest time of year with Christmas just around the corner and claimed to have stocked up and staffed up with marketing plans ready for release. For others, it was their slowest time of year and they saw it as an opportunity to give themselves a break, to give staff time off, to catch up, or renovate.

Change in Scope and Overall Disruption

In a nutshell, the production took over a larger footprint than expected, for longer than expected with more disruption than imagined. Things changed constantly and, for businesses, there were just too many surprises.

Expected Disruptions	Reality
All business will remain open	Some businesses were asked to close during filming and others were not reachable because access was only via back entrances which they did not all have
Originally thought only business on the 800 block of Main Street and businesses between Main Street and 7 Street would be impacted	700 block and 800 block of Main Street were impacted as well as business between 9 Street and Main Street as well as businesses on 8 Avenue between the alleys behind Main, and some on 7 th Avenue.
Pedestrian traffic would be allowed on Main Street throughout filming with an “ambassador” escort	The 800 block of Main Street was fenced off and wrapped so there would be no view of the filming and no access during filming
Union Hall parking lot will be impacted for 6 days	Larger footprint required than originally requested Parking lot closures began a week early than expected and lasted 10 days longer – weather was a factor in the parking lot reopening.
Main Street would be closed to vehicular traffic for six days	Main Street was closed to vehicle traffic for nine days
Deliveries to downtown businesses would not be impacted	Delivery trucks were unable to access businesses for four days. When communicated to A&E, access was provided by working with the HBO contact.
	Main Street was a construction zone for a month

Contract Negotiation Process

Some businesses felt that their ability to negotiate contracts or their limited business experience should not have affected their compensation and felt the process was too stressful and rushed. Some of the businesses with more experience felt the amount of paperwork required by the production company was unreasonable while others thought that they shouldn’t just be compensated, they should be rewarded – that breaking even did not consider the extra work, stress and disruption caused by the production.

Of the businesses reporting, 69% stated they were revenue neutral or positive and 31% reported a revenue loss. It is unclear if the reported losses were made up in the weeks following filming

HBO:

- Negotiated 163 individual contracts with no “one size fits all” formula - a huge task while dealing with constantly changing priorities
- Did an amazing job getting out to businesses – they were responsive and easy to deal with

Businesses:

- Felt that three days compensation did not cover the disruption
- Did not all have the tools needed to adequately represent themselves in the negotiation process
- Would have benefited from advance training, access to legal coaching, and an individual or entity advocating on their behalf
- Would like to have seen clear guidelines to better understand how compensation works and a comprehensive grid for like businesses

Business Suggestions

Several suggestions were detailed by downtown businesses and can be found in Attachment 1 of this document. A high-level overview is provided here.

While some businesses called for negotiation and reimbursement transparency, others felt that the signing of a Non-Disclosure Agreement (NDA) would keep negotiations and agreements confidential. Businesses also felt that by signing NDA's, they could be made privy to essential information sooner.

Rather than using the BIA as the conduit for information flow, businesses would like to have seen early engagement and on-going communication from the Town of Canmore.

Businesses as a whole would like to have received compensation reflective of the entire disruption time given the lower sales throughout the period. Most businesses would have appreciated comprehensive negotiation guidelines with an opportunity to renegotiate if there was a change in project scope.

Several businesses would like the film industry to know that Canmore is open for business and also feel that filming will impact tourism positively.

Although HBO provided a "Green Plan" that set a 75% waste diversion target, the Canmore community was unaware of it and concerns were raised about items they thought were going to the landfill. Because of this, environmental stewardship was high on the list of concerns for businesses and residents and stricter guidelines were suggested. Specific concerns raised were around carbon emissions, recycling etc. HBO indicated that they purchase carbon offsets, recycle and reuse set pieces, props, and furniture. Utilize recycled lumber and reuse where possible. What does go to waste is responsibly disposed or donated. It will be important that the town create clear expectations and communicate what processes are in place to the public in future.

Time of year, location, legacy projects, ambassador training and downtown modifications were also suggested.

Hotel and Lodging Experience

HBO reported the booking of 3,200 room nights in Canmore in November of 2021.

An email questionnaire was sent to Canmore hotels through the Canmore Hotel and Lodging Association soliciting feedback on the impact of the HBO production on their business. As of the writing this report, six hotels have responded with feedback ranging from no impact to significant positive impact.

In November 2020, the COVID-19 pandemic restrictions and travel uncertainties negatively impacted group bookings for Canmore hotels. The reports that we have received from hotels indicate that the group bookings on behalf of HBO have helped to simulate the economic recovery of the hospitality industry. Impacts were seen in food service and leisure dining, overnight stays and conference room and meeting room bookings.

Economic Impact

We have yet to fully understand the economic impact that the filming of The Last of Us had on Canmore. We do know that food, fuel, equipment rentals, construction materials and accommodation (3,200 room nights) generated revenue however we cannot provide the dollar values at this time. The Locations Department alone spent almost \$1 million on inconvenience and location fees to business and residents, loss of business buyouts, and expenses associated with extras and crew. Analysis of economic input is currently underway. Once complete, it will be included in future Administrative Update for the Committee of the Whole report.

Next Steps

The HBO production experience has helped build administrative capacity across town departments. The feedback received through the debrief process will be considered and used to inform the rewrite of policies and procedures. The next steps are indicated below:

1. Set up a debrief meeting with the Communications department to review business feedback in March 2022
2. Conduct a document review of other Municipal film policies, procedural documents, and contract templates in the second quarter of 2022
3. Create a contract template in the second quarter of 2022*
4. Bring to Council a revised Community Event Policy that addresses large scale film permits in the third quarter of 2022
5. Create a procedural document and any templates needed for the film permitting process in the third quarter of 2022

*The HBO series “The Last of Us” highlighted the need for a contract between production companies and the Town of Canmore. Something that would more clearly articulate the roles and responsibilities of each party, a fee structure and payment schedule, a production schedule that would speak to the scope of work, production delays, construction safety, and clean up. It would also be helpful to have a Non-Disclosure Agreement in place so town administration could better understand what was confidential in nature.

FINANCIAL IMPACTS

Total billed to production company: \$339,800

Billing Breakdown	
Location and Parking Stall Fees	\$169,600
Staff time including Administration Fees	\$ 58,300
Permitting Fees/Miscellaneous	\$ 6,600
Subtotal – Revenue to Town of Canmore	\$234,500
Contracted Services – billed to ToC reimbursed by production company	\$105,300
Total	\$339,800

STAKEHOLDER ENGAGEMENT

November

In-person meeting with many downtown businesses

December

One on one debriefs with nine Main Street businesses

January

Feedback requested from businesses on Main Street and 7 Avenue

February

Debrief information requested from town departments

Feedback requested from members of the CHLA

ATTACHMENTS

None

AUTHORIZATION

Submitted by:	Chris Bartolomie Supervisor, Arts and Events	Date:	<u>February 22, 2022</u>
Approved by:	Eleanor Milette Manager of Economic Development	Date:	<u>March 3, 2022</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>February 24, 2022</u>

DATE OF MEETING:

Agenda #: E-1

1. Mayor Krausert

a) Biosphere Institute

- The Board and staff are working through a strategic planning process over the next few months.

b) Tourism Canmore Kananaskis

- Bruce Marple has been hired as the Communications Manager.
- On February 9 I had a breakfast meeting with Rachel Ludwig (CEO of TCK), Andrew Shepherd (Chair of TCK), and David Goldstein (CEO of Travel Alberta) to discuss municipal objectives/needs as a visitor-based economy.

c) Rocky Mountain Heritage Foundation

- Nothing new to report.

d) Emergency Management Committee

- Nothing new to report.

e) Human Wildlife Conflict Roundtable

- Nothing new to report.

f) Town of Canmore – MD of Bighorn Intermunicipal Committee

- Nothing new to report.

g) Advocacy on Behalf of the Town of Canmore

- Along with Lisa Brown, Manager of Community Social Development, I met with Minister Jason Luan (Community and Social Services) on February 11 to discuss FCSS and accessibility to programs given the high cost of living in Canmore.
- As shown in Correspondence, sent a letter to Minister Copping (Health) and AHS with respect to EMS ambulance shortages.
- On February 25, Mayor DiManno (Banff) and I met with MLA Rosin to discuss resort municipality status. The three municipalities will be meeting to discuss next steps later in March.
- March 9 and 10, Councillor McCallum, Sally Caudill, and I attended the Alberta Municipalities Spring Caucus in Edmonton.

h) Events

- On February 16 I spoke at the Bow Valley Chamber of Commerce 2021 Business Excellence Awards (on-line).
- On February 17 I attended Stand Up for Mental Health in support of Project All-In (an initiative of Chad Guenther, Canmore Fire Rescue). The event was put on by the Project Wolfe Foundation.
- On March 3, in conjunction with the Communications Department, I hosted a Mayor's Town Hall (online), which was attended by approximately 20 people. The purpose of these Town Halls is to answer resident's questions, and I intend on hosting this type of event 3 – 4 times per year.
- On March 4, I spoke at the Franco-Alberta flag raising event at the Civic Centre.
- On March 4, I spoke at the opening ceremonies of Senior World Cup being held at the Nordic Centre.

i) Miscellaneous

- On February 24 attended the Budget Telephone Townhall provided by Municipal Affairs.
- Council had a third day of strategic planning on March 2.
- On March 4 I recorded a video for the Banff YWCA in support of International Women's Day on March 8.
- On March 7 I attended a meeting of the Canmore Business Alliance – a gathering of leadership from the Town's Economic Development team, Downtown Canmore BIA, BOWDA, the BV Chamber of Commerce, Tourism Canmore Kananaskis, and the Canmore Hotel & Lodging Association. Greatest concern discussed was labour shortages and trying to attract employees to the area.

2. Councillor Foubert

a) Canmore Museum

- Nothing to report, February board meeting postponed.

b) Southern Alberta Energy From Waste Association (SAEWA)

- Update attached (A1)

c) Canmore Community Housing

- I defer to Councillor Hilstad's thorough monthly report.

d) Canmore Planning Commission

- The commission held its first meeting with its newly appointed members. Jeff Roberts was nominated and accepted the position of chair and I was named vice-chair.
- Two applications were in front of the commission in February, both were approved.

1730 Bow Valley Trail

- Visitor accommodation (101 units)
- Variances to eave line height, required step back above eave line, required number of trees

1330, 1338, 1342 First Ave.

- 13 Townhouse Units and 6 Common Amenity Housing Units Development
- Maximum density, maximum eave line height, maximum canopy projection in rear yard
- Of note: the First Avenue project is the first to provide common amenity housing, as defined by the Land Use Bylaw. It is also within the Teepee Town area redevelopment plan area.

e) Bow Valley Region Transit

- I defer to Councillor McCallum's thorough monthly report.

3. Councillor Graham

a) **WildSmart**

- No meetings.

b) **Cultural Advisory Committee**

- RFP Downtown Mural Project: https://canmore.ca/residents/public-art/art-calls?fbclid=IwAR1ZQ_vB12sjQhba5ta3aSXIp9ODq5RFdm75UnPwVaODt0Brhv6doBw8Yn4
- Working on RFP for downtown Art Installation much like the horse from last year.

c) **Tourism Canmore Kananaskis**

- Defer to Mayor's report.

d) **Canmore Mountain Arts Foundation (Arts Place)**

- Budget approved.
 - Excellent year of fundraising.
- Bylaws approved.

4. Councillor Hilstad
 a) Canmore Community Housing
- See attachments 2, 3 & 4.

CCH OPERATIONS REPORT														
February 2022														
	Matching Down Deposit Program (MDDP)		Accessory Dwelling Grant Program (ADGP)		OWN Program		RENT Program							
Wait List:	3	-10 from last month	0	no change from last month	100	-2 from last month	42			-5 from last month				
Applications YTD:	0		0		6	+6 over last month -2 from STLY	18			+10 over last month -1 from STLY				
Number of Applicants: Funding Presently Committed	14		0											
Funds Advanced to Date / Total Allocated to Program	\$92,053	\$360,000	\$60,000	\$100,000										
Applications Received/Processed 2021:	8		2		59		106							
Inquiries YTD:	0	no change from last month -1 from STLY	3	+3 over last month +2 over STLY	18	+11 over last month equal to STLY	20			+16 over last month -2 from STLY				
Inquiries 2021:	10 Total		3 Total		152 Total		148 Total							
Current Occupancy:							100%	Hector	100%	McArthur	93%	Wolf Willow	100%	NLCC
Total Vital Home Units:					144	1 Unit FSBCCH-WW SOLD	60		48		12		1	
Turnover YTD:					1%	1	0%	0	0%	0	0%	0	0%	0
Turnover 2021:					16%	23 sales (23/144)	13%	8 Units (8/60)	31%	15 units (15/48)	31%	4 Units (6/13)	0%	0
↑ Above numbers updated as of February 28, 2022 ↑														

In February CCH office staff have continued to work from home and the office. Staff continue to keep up with daily, weekly, and monthly responsibilities.

Ownership:

- CCH had no sales or new listings for units in February.
- The Ownership Information Session was held on February 2nd, eight households attended, via Zoom, so far two of those households have submitted applications for the Own program which are currently being processed.
- CCH had one unit listed as SOLD at Wolf Willow for February. Conditions to this sale were removed in late January and possession is set for March 1, 2022. This unit has been sold to a CCH tenant moving through our Program’s continuum.

Rental:

- We had no units turn over in February.
- CCH is at 100% Occupancy for both the Hector and McArthur Place.

Accessory Dwelling Grant Program:

- In late February we had three households that inquire about this program, with the anticipation that all three households will seek funding and submit applications in March/April.
- There is a total of \$100,000 available for funding in this program this year.

Matching Down Deposit Program:

- We currently have 14 households that have a total of \$350,000 in funding committed (max \$25,000 per household). Four (4) of these households are earmarked for purchases at Ravens Ridge, the other 10 have been given until August 31, 2022 to access these funds for their purchase. We have three households currently on the Waitlist.
- There is a total of \$360,000 available for funding in this program this year.

b) Heliport Monitoring Committee

- Nothing new to report.

c) Community Grants Selection Committee

- Nothing new to report.

5. Councillor Mah

a) Bow Valley Waste Management Commission

- The commission has appointed Enns & Company to audit our 2021 financial statements. They are currently working on initial draft statements for the audit committee to review shortly.
- The commission is assessing the potential of an appliance recycling initiative.
- It appears the Alberta Government is close to passing legislation for EPR (Extended Producer Responsibility) and the commission is keeping a close eye on how this may affect their operations moving forward.
- The Northern Lights SWANA chapter (a member-based association that deals with solid waste management) is having a conference in Banff this year, April 4-6th, 2022 at the Banff Springs. Various members from Alberta, Manitoba, Saskatchewan and the Northwest Territories will be in attendance. For more information, please visit: <https://swananorthernlights.org/conference/2022-conference/>

b) EARC: Environmental Advisory & Review Committee

- No news to report as our next meeting is scheduled for March 14th, 2022.

c) BIA: Business Improvement Area

- BIA's search for a replacement for their current executive director, Beth VanderVoort is nearly completed. They currently have a final candidate, (Stefan Bullock) who seems to be a good fit.
- As noted in the prior month's COTW report, the BIA has concerns about how paid parking funds will be distributed. They are planning on coming forward with a delegation.
- Additionally, BIA has concerns regarding paid parking for employees. (For example, staff who live outside of the Bow Valley, staffing shortages and affordability.) They may come forth with a delegation regarding this issue as well.

d) Emergency Management Committee

- I defer to Mayor Krausert's report.

e) Additional Items

- Had a fun Zoom call with Sophie Leclair's Grade 6 Students at Ecole Notre-Dame-Des-Monts where we discussed civic engagement and municipal government.

6. Councillor Marra

a) Assessment Review Board

- Nothing new to report, no activity.

b) Bow Valley Regional Housing

- Attached: February monthly bulletin (A5, A6)

c) Bow Valley Waste Management Commission

- I defer to Councillor Mah.

d) Canmore Library

Book Sale:

- Friends of the Library Book Sale is tentatively scheduled to take place April 21-23.

Marigold:

- The levy rates will be increased in the future and Marigold will be sending out documentation to Town Councils with more information.

Grant:

- Good news, for Libraries!
- Attached: Letter from Minister McIver (A7)

e) Inter-Municipal Committee

- I defer to Mayor Krausert.

f) SAEWA – Southern Alberta Energy from Waste Association

- I am the alternate, so I defer to Councillor Foubert.

g) SDAB – Subdivision & Dev Appeal Board

March 3rd the following hearing was held, decision to be posted 15 days post hearing date.

Appeal Hearing

PL2021 0394

17 MacDonald Place

Lot 17, Block 5, Plan 4171JK

Renewal of a Bed and Breakfast

Appeal against an approval by the Development Officer

March 9th the following hearings were held.

PL2021 0498

13 Van Horne

Lot 13, Block 9, Plan 961 1299

Variances to Waterbody Setback and Driveway Width

Appeal against a Refusal by the Development Officer.

PL2021 0499

14 Van Horne

Lot 23, Block 9, Plan 211 0400

Variances to Waterbody Setback and Driveway Width

Appeal against a Refusal by the Development Officer.

Board orders can be found at the following link:

<https://canmore.ca/town-hall/boards-committees/subdivision-development-appeal-board/sdab-agendas-board-orders>

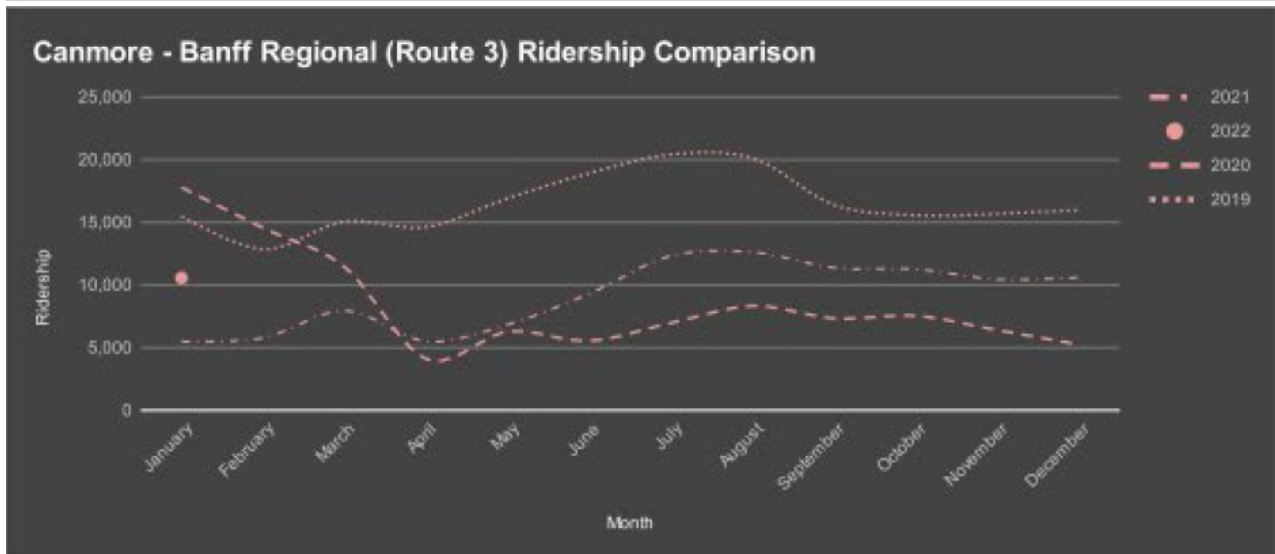
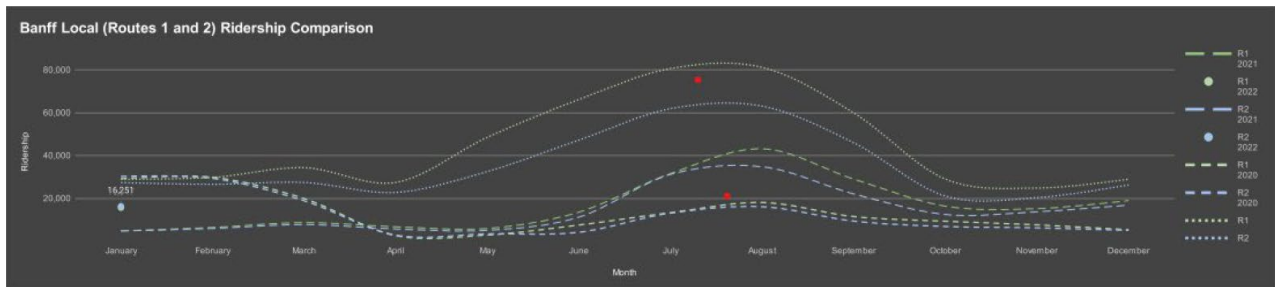
7. Councillor McCallum

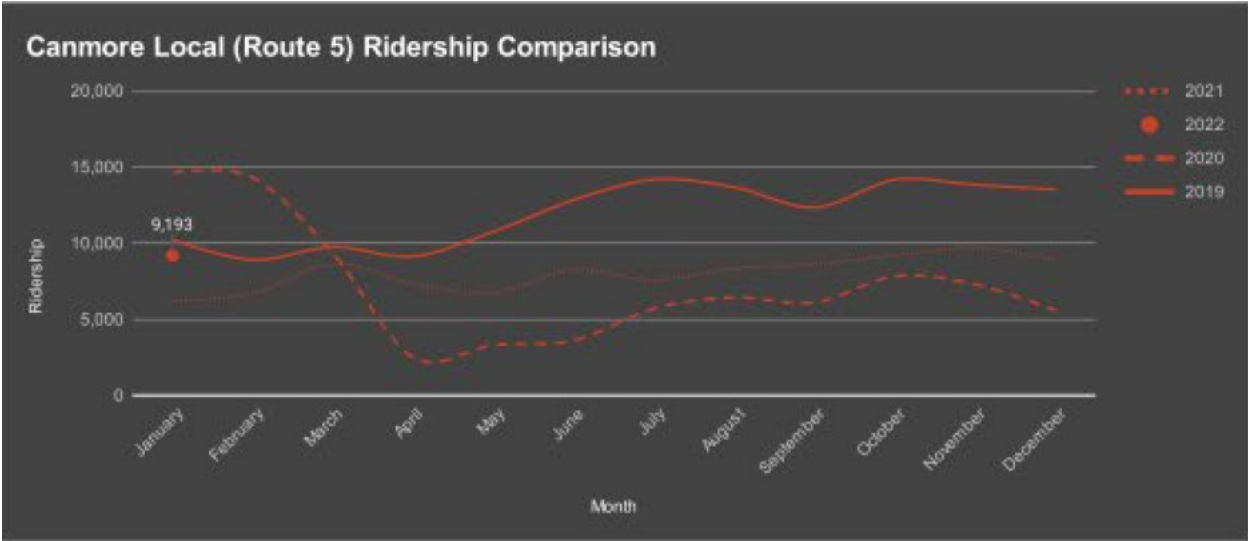
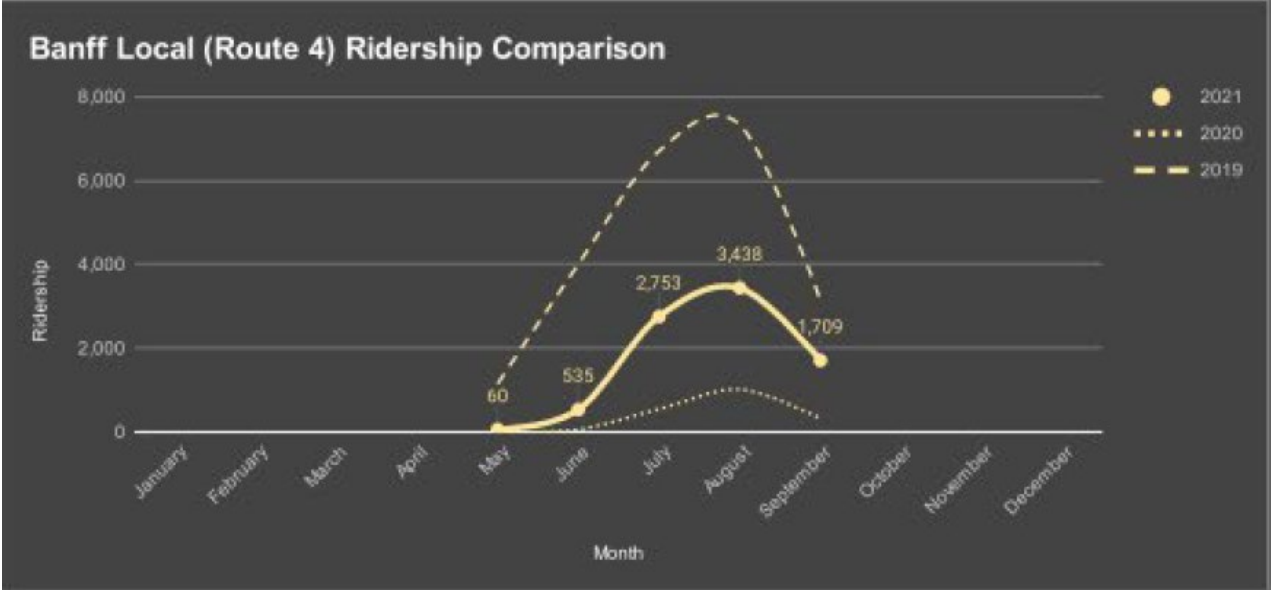
a) Bow Valley Regional Housing

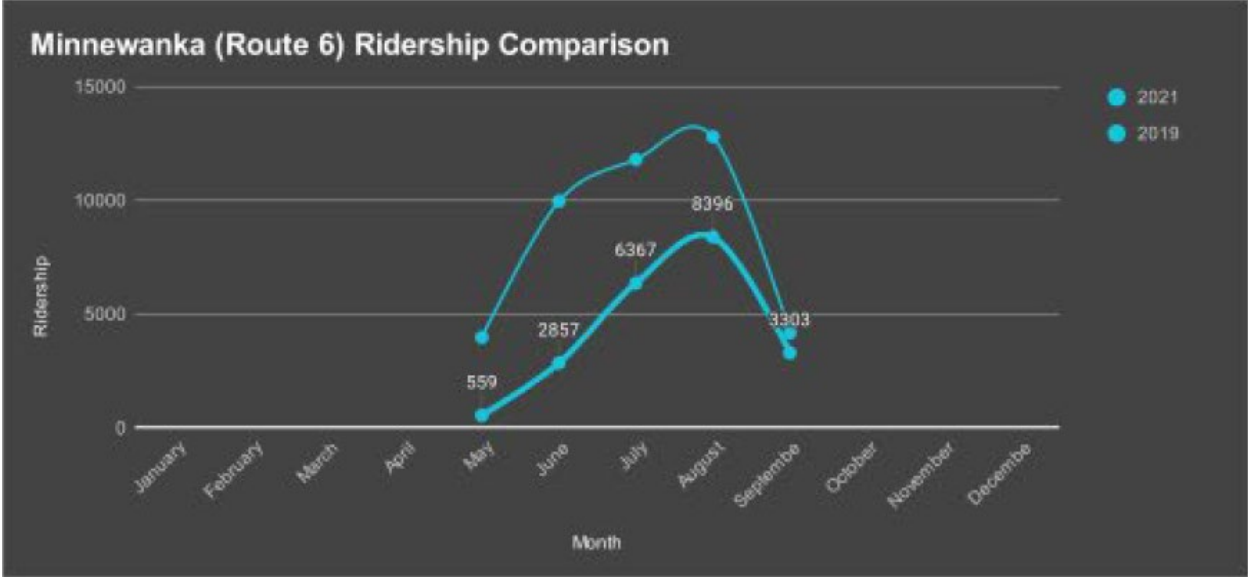
- I defer to Councillor Marra’s report.

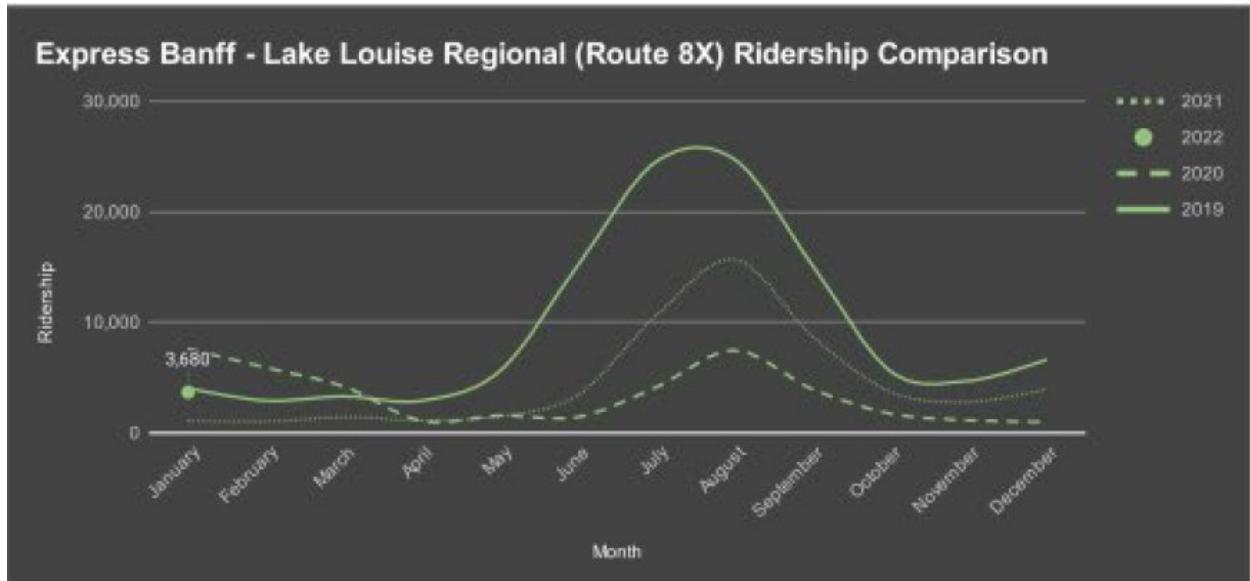
b) Bow Valley Regional Transit Services Commission

- Nothing new to report.
- Statistics









c) Subdivision Development and Appeal Board

- I have not been permitted to sit on a panel as I have not completed my scheduled training.

d) Assessment Review Board

- No new business to report

e) AUMA Safe and Healthy Communities Committee

- February 24th, 2022 - Attended the National Housing Supply Summit virtually on behalf of Alberta Municipalities.
- March 4th, 2022 – Attended a discussion between HSAA and Alberta Munis on paramedic response as an Alberta Municipalities Committee member.

f) Education

- Completed a two-day education course titled “Understanding Money Matters for Non Profit Leadership” through the BC Non Profit Housing Association.

February 25, 2022 - Board Meeting Summary Highlights

A full review of approved meeting minutes is available at: saewa.ca / Board Meeting Minutes

The meeting was called to order by Chair Grant @ 9:04 a.m.

- **The Board did Motion – carried all**
To move the February 25, 2022 Agenda as presented
- **The Board did Motion – carried all**
To approve the minutes from the January 28, 2022 Board meeting as presented
- **The Board did Motion – carried all**
To receive the February 11, 2022 Executive Minutes (draft) as circulated for information
- The Board did receive for information documentation that explained the process for SAEWA to form a Municipally Controlled Corporation (MCC) and Memorandum of Understanding (MOU) along with example of costs associated (both items are to remain on the agenda to be brought forward for further discussion).
- SAEWA has received request to provide project update to the RMA Board on April 21, 2022. (confirmed)
- The Board after discussion has determined that the most efficient way to ensure that SAEWA data sets from the waste analysis characterization study and the transportation study are current is to form two advisory (working) committees to review relevant data sets; a Waste Data Review Committee (the appointed Chair is Member Juska) and a Transportation Review Committee (the appointed Chair is Member Klassen). (The Chairs of each of the committees as assigned will recruit an additional 2 Directors to fully establish the structure of the committees and then they will move forward in development of terms of reference and priorities to action data review work estimated to take minimum 8 weeks).
- SAEWA administration reported receiving emails from EOI vendors who have all acknowledged having an understanding that SAEWA relies on grant funding and are awaiting to hear the outcome of the grant application in-order to move forward on the review of the Expressions of Interest (the engineers have also advised that the timelines for review of the EOI's are not a concern to vendors as this is standard). ([SUEZ has also notified that they have amalgamated with VEOLIA effective January 2022](#))
- Membership Dues status update received – Chair advised Directors representing members with outstanding dues to bring to the attention of their administrations and council. (action item)
- [World's Largest Waste to Energy Plant Opens Next Year in Shenzhen](#) received for information.
- **Next Board Meeting scheduled for Friday, March 25, 2022** (note: Board Meetings are scheduled to be held the 4th Friday of the month)

- **End Meeting 10:09 a.m.**



Canmore Rental Statistics for 2022

		Jan.	Feb.	Mar.	Q1 Averages	Apr.	May	June	Q2 Averages	July	Aug.	Sept.	Q3 Averages	Oct.	Nov.	Dec.	Q4 Averages	Annual Average
Shared 1Bdrm	Average	\$880.56	\$ 920.83		\$ 900.69				#DIV/0!				#DIV/0!				#DIV/0!	\$ 900.69
	Median	\$800.00	\$ 900.00						#DIV/0!				#DIV/0!				#DIV/0!	8
	Available	9	6		8				#DIV/0!				#DIV/0!				#DIV/0!	8
Studio	Average	\$1,300.00	\$900.00		\$ 1,100.00				#DIV/0!				#DIV/0!				#DIV/0!	\$ 1,100.00
	Median	\$1,300.00	\$900.00						#DIV/0!				#DIV/0!				#DIV/0!	2
	Available	2	1		2				#DIV/0!				#DIV/0!				#DIV/0!	2
1 Bedroom	Average	\$1,714.00	\$ 1,749.17		\$ 1,731.58				#DIV/0!				#DIV/0!				#DIV/0!	\$ 1,731.58
	Median	\$1,700.00	\$ 1,847.50						#DIV/0!				#DIV/0!				#DIV/0!	6
	Available	5	6		6				#DIV/0!				#DIV/0!				#DIV/0!	6
2 Bedroom	Average	\$2,545.24	\$ 2,901.56		\$ 2,723.40				#DIV/0!				#DIV/0!				#DIV/0!	\$ 2,723.40
	Median	\$2,250.00	\$ 2,850.00						#DIV/0!				#DIV/0!				#DIV/0!	19
	Available	21	16		19				#DIV/0!				#DIV/0!				#DIV/0!	19
3 Bedroom	Average	\$3,716.86	\$ 3,686.36		\$ 3,701.61				#DIV/0!				#DIV/0!				#DIV/0!	\$ 3,701.61
	Median	\$3,450.00	\$ 3,400.00						#DIV/0!				#DIV/0!				#DIV/0!	13
	Available	14	11		13				#DIV/0!				#DIV/0!				#DIV/0!	13
4+Bedroom	Average	\$3,600.00	\$ 5,016.67		\$ 4,308.33				#DIV/0!				#DIV/0!				#DIV/0!	\$ 4,308.33
	Median	\$3,600.00	\$ 3,250.00						#DIV/0!				#DIV/0!				#DIV/0!	2
	Available	1	3		2				#DIV/0!				#DIV/0!				#DIV/0!	2
Summary Total Studio-4		43	37	0	80	0	0	0	0	0	0	0	0	0	0	0	0	80

Canmore Rental Statistics for 2021

		Jan.	Feb.	Mar.	Q1 Averages	Apr.	May	June	Q2 Averages	July	Aug.	Sept.	Q3 Averages	Oct.	Nov.	Dec.	Q4 Averages	Annual Average
Shared 1Bdrm	Average	\$783.82	\$ 859.55	\$842.50	\$ 828.62	\$840.00	\$786.60	\$826.64	\$ 817.75	\$841.11	\$932.82	\$874.29	\$ 882.74	\$1,006.15	\$ 1,018.75	\$ 1,205.88	\$ 1,076.93	\$ 901.51
	Median	\$750.00	\$ 850.00	\$825.00		\$800.00	\$733.00	\$800.00		\$800.00	\$850.00	\$800.00		\$900.00	\$ 925.00	\$ 1,275.00		10
	Available	17	11	14	14	5	5	11	7	9	11	7	9	13	12	8	11	10
Studio	Average	-	-	\$1,383.33	\$ 1,383.33	-	\$1,050.00	-	\$ 1,050.00	\$ 900.00	\$ 1,425.00	-	\$ 1,162.50	\$1,800.00	\$ 1,800.00	\$ 1,025.00	\$ 1,541.67	\$ 1,340.48
	Median	-	-	\$1,150.00		-	\$1,050.00	-		\$ 900.00	\$ 1,425.00	-		\$1,800.00	\$ 1,800.00	\$ 1,025.00		1
	Available	0	0	3	1	0	2	0	1	1	1	0	1	2	1	2	2	1
1 Bedroom	Average	\$1,416.90	\$ 1,489.71	\$1,647.78	\$ 1,518.13	\$1,353.00	\$1,492.50	\$1,615.83	\$ 1,487.11	\$1,661.88	\$1,602.27	\$ 1,664.32	\$ 1,642.82	\$1,522.00	\$ 1,363.33	\$ 1,655.00	\$ 1,513.44	\$ 1,540.38
	Median	\$1,395.00	\$ 1,400.00	\$1,417.50		\$1,375.00	\$1,400.00	\$1,587.50		\$1,550.00	\$1,500.00	\$ 1,690.00		\$1,450.00	\$ 1,375.00	\$ 1,650.00		11
	Available	21	17	18	19	5	4	6	5	8	11	22	14	13	4	4	7	11
2 Bedroom	Average	\$1,858.62	\$ 1,868.78	\$1,989.94	\$ 1,905.78	\$2,050.22	\$2,084.27	\$2,092.33	\$ 2,075.61	\$2,127.93	\$2,182.11	\$ 2,177.90	\$ 2,162.64	\$2,378.33	\$2,171.82	\$ 2,256.10	\$ 2,268.75	\$ 2,103.19
	Median	\$1,795.00	\$ 1,800.00	\$1,825.00		\$1,825.00	\$1,825.00	\$1,825.00		\$1,900.00	\$2,000.00	\$ 2,095.00		\$2,200.00	\$ 1,988.25	\$ 2,052.00		41
	Available	65	65	63	64	41	41	33	38	27	38	45	37	35	22	20	26	41
3 Bedroom	Average	\$3,740.00	\$ 3,034.29	\$2,779.23	\$ 3,184.51	\$3,237.78	\$3,237.27	\$3,325.83	\$ 3,266.96	\$2,848.96	\$3,161.52	\$ 3,599.00	\$ 3,203.16	\$3,858.53	\$3,724.29	\$ 4,466.67	\$4,016.49	\$ 3,417.78
	Median	\$3,450.00	\$ 2,890.00	\$2,600.00		\$3,200.00	\$3,200.00	\$2,822.50		\$2,572.50	\$2,875.00	\$ 3,500.00		\$3,500.00	\$3,200.00	\$ 4,250.00		12
	Available	10	7	13	10	9	11	12	11	24	23	10	19	17	7	6	10	12
4+Bedroom	Average	\$4,211.25	\$ 5,161.25	\$5,698.33	\$ 5,023.61	\$5,615.00	\$4,529.00	\$5,698.33	\$ 5,280.78	\$5,897.50	\$4,895.83	\$ 4,995.00	\$ 5,262.78	\$4,131.67	\$4,350.00	-	\$ 4,240.83	\$ 5,016.65
	Median	\$4,100.00	\$ 5,747.50	\$5,995.00		\$5,995.00	\$4,350.00	\$5,495.00		\$6,147.50	\$5,195.00	\$ 4,995.00		\$3,900.00	\$3,950.00	-		4
	Available	4	4	3	4	3	5	3	4	6	6	1	4	3	3	-	3	4
Summary Total Studio-4		100	93	100	293	58	63	54	175	66	79	78	223	70	37	32	139	830

Sources: Asset West, PEKA, ReMax, RMO, The Peaks, Rent Faster, Kijiji
 Above stats included both furnished, unfurnished accommodation and both with without utilities. An average of all available.

2022 CCH Goals and Strategies – February 2022

Strategy/Objective: Complete Ravens Ridge development

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

- *One purchaser is no longer proceeding with their purchase. CCH will go through the existing purchasers to see if anyone would like to “bump up” to the unit in question (must keep the interior specification that has been selected in that unit); will then go back to the three (3) applicants (in order) who initially expressed an interest in Ravens Ridge but for whom there was no opportunity provided; then go the Vital Homes waitlist ;*
- *9/10 units were sold to couple, couple family, or single parent family Vital Homes homeownership waitlist applicants, with the highest waitlist applicant in this group being #98. The last unit was sold to a single Vital Homes homeownership waitlist applicant (#35);*
- *CCH has advised purchasers they will be provided with written notification of their possession date on or before March 11, 2022. Possession dates are anticipated to be late April 2022.*

Strategy/Objective: Review VHP program criteria

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

- *Work associated with this Strategy/Goal has yet to begin;*
- *The Board will also be considering new programming targeting homeownership for those residents who don't qualify for the Vital Homes program but for whom market housing is unattainable. This work will begin in May, 2022.*

Strategy/Objective: CCH Housing Action Plan

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

- *Work associated with this Strategy/Goal has yet to begin.*

Strategy/Objective: Palliser Lands Master Planning

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

- *Work associated with this Strategy/Goal has yet to begin.*

Strategy/Objective: Wolf Willow Condominium

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

- *As at January 1, 2022 there were 13 units at Wolf Willow that CCH held in its rental inventory. (There is also one (1) lease to own unit whose owner has yet to purchase their unit (CCH has provided the individual a deadline date to proceed). If the latter does not purchase the unit it will convert into CCH's rental portfolio.)*
- *One (1) Wolf Willow unit sold and closed January 28, 2022. A second unit has sold and closed March 1, 2022. This leaves 11 units at Wolf Willow that are held in CCH's rental portfolio as of March, 2022.*

Strategy/Objective: Investigate social media options

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

- *A Board subcommittee was created (February) to begin reviewing what options best address CCH's needs moving forward.*

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

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

- *CCH's Board moved \$210,000 in uncommitted 2021 MDDP and ADGP funds into the 2022 MDDP funds available. There is \$360,000 in 2022 MDDP available, and \$100,000 in 2022 ADGP funds available;*
- *One (1) ADGP application has been received in 2022 (March).*

Strategy/Objective: Determine future projects

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

- *Determine whether to develop or dispose of the TSMV lands held by Q3, and whether to take initiatives to increase the number of VHP rental units by Q4, 2022.*

Strategy/Objective: Partnership opportunities

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

- *Six (6) Vital Homes Program units are anticipated at Arnica (SCMV), per its Agreement with the Town of Canmore, those units not sold by SCMV to Vital Homes eligible purchasers associated with SCMV will be sold through the Vital Homes waitlist.*

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

Continue to provide on-going program services through 2022, which although not limited to, includes the following: receiving clients and responding to inquiries about CCH programs; processing CCH rental and homeownership applications; surveying CCH clients with respect to the services CCH is offering; general bookkeeping; administration of the VHP resale list and VHP sales; contract management of the property management agreement; monitoring website and social media activity; preparing Board packages and minutes; implementing Board/Shareholder policies/procedures as required.

- *Hector and McArthur Place had 0% vacancy in February 2022;*
- *One (1) Vital Homes unit sale closed March 1, 2022.*

Appendix A - Committee of Whole report

Note: Sales are recorded in the year the transaction closes

Last Updated: February 28, 2022

Year	Vital Homes Homeownership Program		Total	Resales	New Inventory
	Resales	New Inventory			
2022	1		1	1WW	
2021	15	8	23	3 MSC, 2CR, 2HB, 1MR, 7WW	2LR, 4-7&7, 2JPL
2020	11	6	17	1CR, 8WW, 2MSC	1LR, 1Vt, 4JPL
2019	3	33	36	3 MSC	1Vt, 32HB
2018	<u>3</u>	<u>21</u>	<u>24</u>	3CR	17HB, 4CML
Total	<u>33</u>	<u>68</u>	<u>101</u>		
Wolf Willow (2021)		44			

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

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

Monthly Bulletin

February 2022



NEWS, INITIATIVES, AND EVENTS

COVID-19

The province continues to deal with risks faced by our healthcare system and the most vulnerable Albertans. We still have a role in keeping ourselves and others safe from Covid-19. The tsunami-like 5th wave has peaked and is falling rapidly, and the resultant hospitalization surge is starting to ease.

As of February 16, there were approximately 16,500 active *detected* cases in Alberta, but the actual number of active cases in the province is estimated to be much higher than the testing results indicate due to the cutbacks to the testing program. The Bow Valley region has approximately 100 detected cases. Tragically more than 3,800 Albertans had died.

Alberta's vaccine rollout has surpassed 8.4M doses, including approximately 1.5M boosters administered. Those who are fully vaccinated are *much* less likely to develop severe disease.

The province has started to ease restrictions and while most measures are slated to be lifted on March 1, 2022, that does not include the restrictions in continuing care, including lodges, and there is no timing yet identified for that part of society.

Planning - Budgets

Lodge operating, reserve and capital budget development continues. Alberta Seniors and Housing have provided us with our 2022 Social Housing operating budgets, which include some cost increases considering inflation, as well as an increase to our Rent Supplement Program of approximately 7%. Furthermore, the department has

acknowledged an average vacancy in seniors' lodges of approximately 20%, reflecting some of the operational impacts the pandemic is having on these programs. We are anticipating a reduction to our municipal requisition in 2022.

Designated Supportive Living Operations Planning

Senior management continues to work on the operating model in collaboration with Alberta Health Services and other relevant professionals ahead of operations following construction of Phase 2.

PROGRAM OCCUPANCY RATES

Bow River Lodge	91%
Cascade House	79%
Bow River Homes	100%
Mount Edith House	100%
Community Housing	100%
Rent Supplement	100%

SPECIAL PROJECTS

This is Home (Phase 2)

Meanwhile, construction of the designated supportive living facility continues. The picture shows the progress.

Schedule: Clark Builders continues to work with the province and Marshall Tittimore Architects on the design and construction planning of the 60 bed DSL4/D facility. Demolition of the old lodge is complete, having made way for the new building, while leaving the newer southeast wing in place for future use.



That building, the southeast wing has been established as a stand-alone

building now. Expect substantial completion in Q1 2022, followed by commissioning in Q2-3 2022.

Design: This facility has been designed to meet the needs of designated supportive living level 4 and dementia operations, including enhanced safety and care-provision considerations. We expect to have to add enhanced infection prevention and control safeguards as the lessons of COVID take hold.

Economics: The current capital cost is \$17.4 million; the Government of Alberta has committed \$16.5 million to date. BVRH has agreed to contribute the remaining 5% of the capital budget (up to a maximum of \$900,000) to keep the project viable.

RESOURCES

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

ABOUT BOW VALLEY REGIONAL HOUSING

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

As the HMB for the Bow Valley region, BVRH is responsible for social housing, as well as affordable supportive living accommodation for seniors throughout Kananaskis Country, the Bow Corridor, the MD of Bighorn and all of Banff National Park, an area covering about 13,500 square kilometres.

All told, we currently house, or help to house approximately 400 residents of the Bow Valley in eight permanent housing projects encompassing 36 separate buildings.

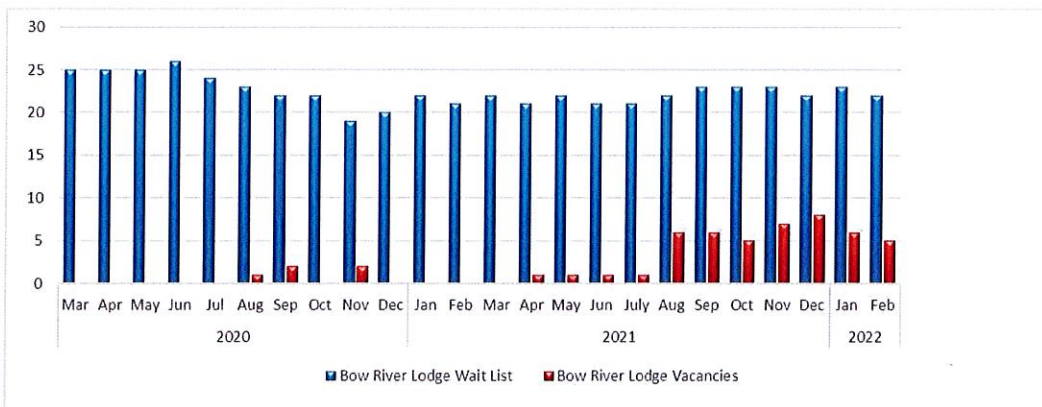
February 2022 Occupancy & Waitlist Report



Bow River Seniors Lodge in Canmore

Occupancy and wait-list as of February 13, 2022:

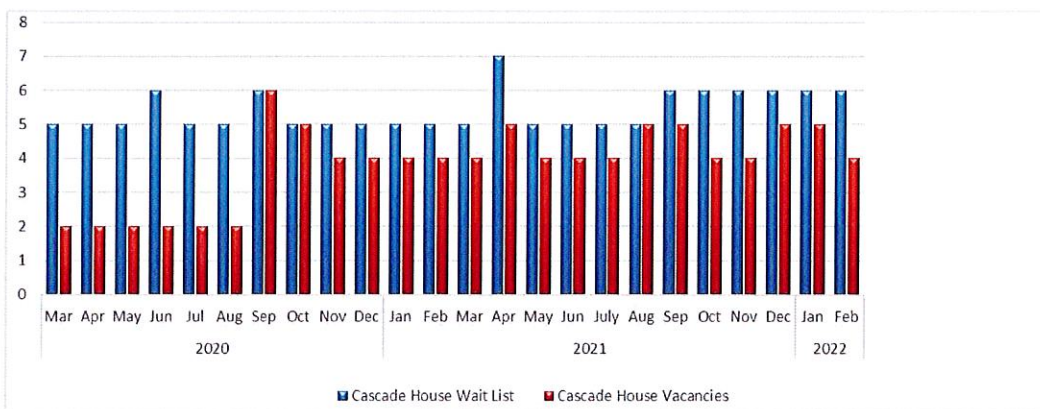
- The lodge has sixty-three residential suites.
- Of those suites, fifty-three are occupied or available for occupancy.
- The other suites are not available for occupancy. They are not captured in the chart below but include:
 - Ten are utilized as offices, storage, breakrooms, and amenity spaces.
- 91% of the habitable suites are occupied or awarded pending move-in.
- Twenty-two candidate households are wait-listed, most of them are not yet ready to move in.



Cascade House (Seniors Lodge) in Banff

Occupancy and wait-list as of February 13, 2022:

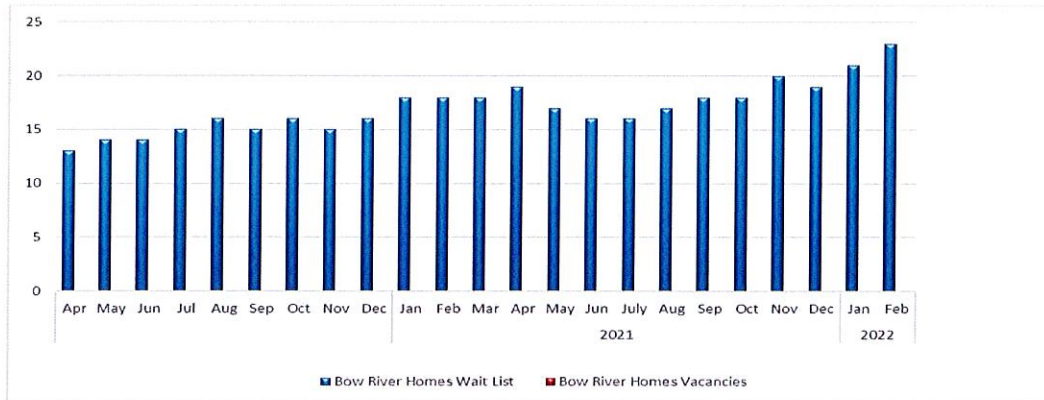
- The lodge has twenty-two residential suites.
- Of those suites, nineteen are occupied or available for occupancy.
- The other suites are not available for occupancy and are not captured in the chart below but include:
 - Three are undergoing rehabilitation.
- 79% of the habitable suites are occupied or awarded pending move-in.
- Six candidate households are wait-listed, all of them are not yet ready to move in.



Bow River Homes (Seniors Self-Contained) in Canmore

Occupancy and wait-list as of February 13, 2022:

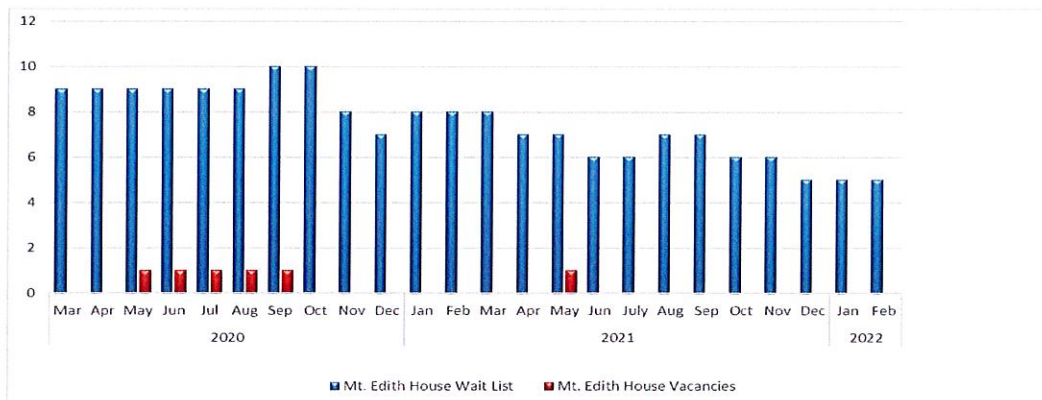
- The project has twenty-eight self-contained residential suites.
- Of those twenty-eight, twenty-seven are occupied or available for occupancy.
- The other suite is not available for occupancy and is not captured in the chart below but includes:
 - One that is being rehabilitated.
- 100% of the habitable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



Mount Edith House (Seniors Self-Contained) in Banff

Occupancy and wait-list as of February 13, 2022:

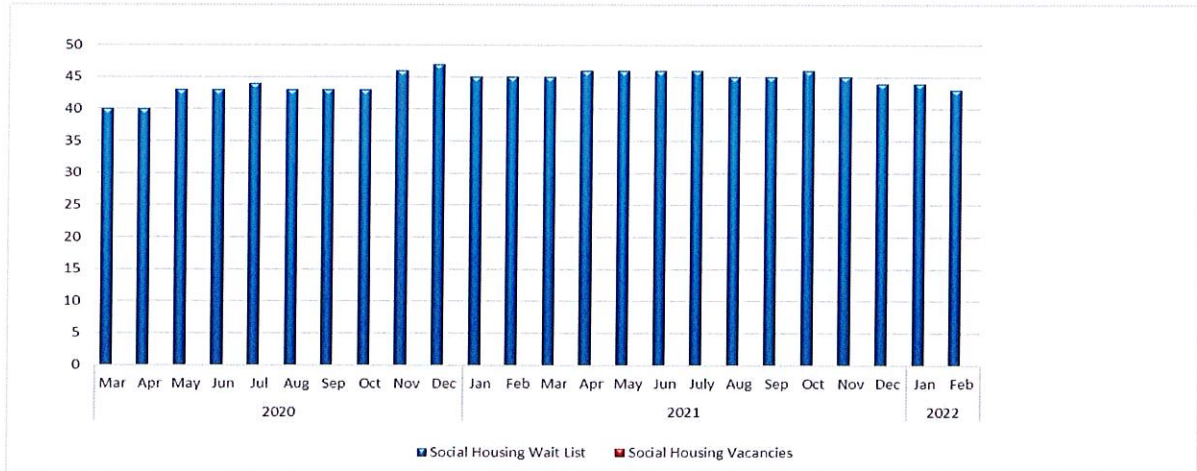
- The building has thirty-four self-contained residential suites.
- Of those thirty-four, thirty-three are occupied or available for occupancy.
- The other suites are not available for occupancy. They are not captured in the chart below, but include:
 - One that is being rehabilitated.
- 100% of the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



Community Housing Projects in Canmore

Occupancy and wait-list as of February 13, 2022:

- The portfolio has fifty-eight individual residential units.
- Of those fifty-eight units, fifty-seven are occupied or available for occupancy.
- The other suites are not available for occupancy. They are not captured in the chart below, but include:
 - One that is being rehabilitated.
- 100% of the habitable suites are occupied or awarded pending move-in.
- Forty-three candidate households are wait-listed.



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

Occupancy and wait-list as of February 13, 2022:

- A monthly budget of \$22,750.00.
- Providing financial subsidies to thirty-eight active client households.
- There are ten candidate households on the wait-list.
- The monthly subsidy totalled \$22,030, averaging \$549.00 per client household.
- Of our active RS client households:
 - 30 live in Canmore
 - 7 live in Banff
 - 1 live in Deadman’s Flat



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

February 24, 2022

Dear Public Library Board Members:

Earlier today, my colleague the Honourable Travis Toews, Minister of Finance, introduced Budget 2022. The challenges of the past few years have meant we have been faced with some very difficult decisions and we have aimed to make those decisions with common sense and compassion.

With that in mind, I am pleased to share the news that *Budget 2022* continues to present good news for Alberta's public libraries. We understand the vital role that libraries play in our communities. That is why we have kept provincial public library operating grants stable once again, and you are eligible to receive the same amount in 2022-23 that you did in 2021-22.

Funding for provincial public library network supports also remains stable, meaning our management of SuperNet connectivity, e-content such as ebooks, and interlibrary loan services continues.

You can find more details on the budget on our website alberta.ca/budget.

If you have any questions about your library grant eligibility or the grant application process, please contact ministry staff at libgrants@gov.ab.ca. Library grants can be paid once *Budget 2022* receives legislative approval and once your complete grant application has been received and reviewed by my staff in the Public Library Services Branch.

Again, I want to thank you for the continued work you do to make our communities such great places to live, and particularly for the professionalism and determination you've shown in the past few difficult years. I look forward to continuing to work with you to serve Albertans and look forward to prosperous days ahead.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver".

Ric McIver
Minister

DATE OF MEETING: March 15, 2022

Agenda #: F-1

A. CAO's Office

1. CAO

- a) With the release of the Provincial 2022 budget, Minister McIver held a telephone town hall and Alberta Municipalities held a webinar to disseminate information from the budget. Specific impacts to the Town of Canmore budget are still being analyzed.

2. General Manager of Corporate Services

- a) Collective bargaining with the International Association of Fire Fighters (IAFF) Local 4705 continues.

B. MUNICIPAL SERVICES

1. Community Social Development

- a) The Government of Canada will provide up to \$742.4 million for one-time payments to alleviate the financial hardship of seniors who qualified and received CERB and CRB in 2020 and subsequently lost a portion of their Guaranteed Income Supplement or Allowance benefits. Seniors will not need to take any action to receive the one-time payment. In addition, a new Bill is being introduced that will amend the Old Age Security Act to exclude any income received under CERB, CRB, the Canada Recovery Caregiving Benefit, the Canada Recovery Sickness Benefit, and the Canada Worker Lockdown Benefit for the purposes of calculating the amount of GIS and Allowance benefit payments.
- b) Community Social Development (CSD) and the Sustainability team attended the first Climate Transitions Cohort meeting (organized by the Tamarack Institute). The group heard presentations from researchers and best practices from other municipalities. The goal of the cohort is to support municipalities with creating climate transition plans that incorporate Indigenous rights, social justice, environment, and democracy. Recently the Biosphere Institute has joined the cohort. CSD, the Sustainability team, and the Biosphere Institute will continue to attend cohort meetings and will collectively explore ways to support climate transition with a social justice lens.
- c) Operational Report for Homelessness Society of the Bow Valley (January 14- February 13):
 - Between January 14 – February 7, the program provided hotel/hostel stays for a total of 14 nights
 - The Temporary Emergency Shelter Program opened at St. Michael's on February 7 and supported 6 shelter stays (a stay is 1 or more consecutive nights) in that first week with at least one guest each night and an average of two guests per night
 - Between February 13-22, which was a cold snap, the shelter program has been at or over capacity. Data on stays from Feb 13/- mid March will be provided in the April Admin updates report.

2. Recreation Services

- a) With the changes to Alberta's public health measures on February 9th, access to common spaces/seating and children's play areas at Elevation Place and the Canmore Recreation Center was restored and are being well used.

3. Fire-Rescue

- a) Rescue 1, the new fire truck, is now in service. The Rescue was purpose built to respond to any type of rescue incident the department responds to.
- b) Planning for the spring emergency management exercise has begun. The planning team has met to establish incident participants and objectives.
- c) The department is starting to plan its spring training schedule. Annual spring training includes water and ice response as well as wildfire protection.
- d) Lance Bushie has accepted the position of Fire Chief for the Town of Canmore. Lance comes to us with 30 years of experience in the fire industry including work as Fire Chief, as a trainer and consultant teaching fire dynamics, conducting live-fire behaviour classes, and developing detailed fire response plans. Lance brings to the role operational leadership in structural, commercial and wildland fire fighting, rescue, hazardous materials response, and EMS. Lance has been a proud volunteer with the Canadian Forces and possesses extensive experience in fire training. Lance started with the Town on Monday, March 7. Since gratitude and thanks are offered to Keri Martens who has been in the Acting Fire Chief role during the recruitment process. Keri has kept the fire hall running while being very administratively short staffed. She's moved a number of initiatives forward while supporting our fire response, including the recent house fire which required mutual aid from neighbouring communities. Thank you Keri for your stellar service and your dedication.

4. Protective Services

- a) Effective April 4, the Bylaw Services department will be renamed as the Municipal Enforcement department. Education-based enforcement and relationship building continue to be key priorities for the department. Shoulder flashes and vehicles will maintain the Town of Canmore Protective Services – Peace Officer crests. The canmore.ca website will be updated to reflect the name change and new email address for complaints, enforcement@canmore.ca.
- b) During the month of February Community Peace Officer's focused their proactive patrols on clearing of sidewalks, dog off leash patrols and long-term commercial vehicle parking on Glacier Drive and Sandstone Terrace.
- c) The annual Community Emergency Management Plan review was done with the Alberta Emergency Management Agency Field Officer on March 8. Recommendations and updates will be reviewed at the next Canmore Emergency Management Agency meeting.

5. Economic Development

- a) Nothing to report.

C. CORPORATE SERVICES

1. Human Resources

- a) HR is in the process of identifying a consultant to engage for a critical project to review and update the Town's compensation system and Employee Pay Policy. Key outcomes of the project are identified as: transparent wage grid, job classification system, establishment of employee pay rates, compensation philosophy (market target), updated Employee Pay Policy and associated procedures, establishment of market comparators and survey frequency. One key consideration will be Canmore's cost of living.

2. Finance

- a) The annual fieldwork from our auditors was done the week of March 7, 2022, and the finance team has been hard at work to finalize the audit paperwork in preparation for that visit.
- b) At a previous Council meeting, councilors had questions with regards to the financial impact of the loan pricing announcement from the Alberta Treasury Board and Finance that lending rates increased by approximately 0.5 per cent to 0.75 per cent over what rates were in the past. The Finance team has run the calculations and this increase would result in approximately \$110,000 to \$170,000 in increased interest payments over the five years of the capital plan. As a reminder, many loan terms are at least 15 years (depending on the capital project they relate to), so the impact will be larger, but for those five years, that is the anticipated increase.

3. I.T.

- a) Work has begun on a replacement solution for the Facilities and Fleet asset system. This will be built in-house within the TownSquare environments.

4. Municipal Clerk

- a) An access to information request for records related to Three Sisters Mountain Village area redevelopment plans was completed on February 10. From a review of 33,000 electronic records and 4.5 boxes of physical records originally identified using e-Discovery and a physical search, 8,143 records were ultimately found to be responsive and provided to the applicant. The project took 6 months (with a 1-month break in October to deliver the municipal election) and was completed using a combination of in-house staff and contract employees. This was by far the biggest access request ever processed by the clerk's office and has given us a lot of new data to analyze to improve our workflow for future requests.

D. MUNICIPAL INFRASTRUCTURE

1. Planning & Development

- a) Staffing shortages continue within the Department, which will continue to impact review and response times for low-density residential inquiries and application reviews. Fortunately, the expected delay times have not increased and remain around two to four-weeks longer than typical review times. The department has secured additional temporary support for low-density residential review, while recruitment processes are underway. It is anticipated that this additional support will assist the department in getting back to normal review times within the coming weeks. Priority continues to be given to the review of development permit applications, due to review times being explicitly mandated within the MGA. In general, applicants have been understanding of delays and been willing to work with Administration where possible.
- b) The Land and Property Rights Tribunal hearings for the Smith Creek and Three Sisters Village Area Structure Plans commenced on February 22, 2022. It is tentatively scheduled to extend until March 31, 2022, with a break scheduled for March 14-18. Both the Manager of Planning & Development and the Senior Planner will be attending and participating in the hearings. They will have limited availability during this time and while there is a level of backfill coverage, there may be additional delays on some matters due to their involvement in these proceedings.

2. Engineering Services

- a) TIP20

- New signals cabinet installation planned for March. The installation will come with new signal phasing and more flexibility. Work will take place largely in the evening to avoid major traffic disruptions.
 - Parts for repositioning signal heads are scheduled for delivery mid-March. Work to be completed by April, with the lights lowered into a more comfortable position, and reoriented vertically to allow red to be seen easily from approach and green from the stop bar. Again, work will take place in the evenings and with traffic control to avoid major disruptions.
- b) Pay Parking Implementation (7084) - Electromega has been awarded a contract for implementation of pay parking in the Town Centre and Quarry Lake in 2022. Electromega provides a fully integrated system for machine and app payment, permitting, and enforcement, and provides a system that meets the specific requirements for the Canmore Resident Pass. Electromega are an experienced Canadian firm with systems in place nationally and internationally, including machine and app payment, and permitting, in Banff.

3. Facilities

a) Capital Project Updates

- New Fire Station Construction (7229): The tendering process closed on February 22 for the top four contractors that were selected during the pre-qualification process. Bids came in slightly higher than expected, and administration is working through various options in order to proceed with the project.
- Stan Rogers Stage (7207): The contractor has been preparing for the re-start of this project, and current plans are to be completed by the end of May, which will allow for events to start booking the facility. The much appreciated \$50,000 donation from the Canmore Folk Festival to support this project has been received, and the associated user agreement with the festival is in progress.
- CRC - Life Cycle Maintenance Project (7009): The remaining scope of work on this project relates to exterior cladding and masonry repairs, and atomization of door access to the handicap viewing area in Alex Kaleta Arena. The masonry repairs have not garnered interest among contractors in previous procurements, so this scope of work will be released again this spring.

4. Public Works

a) Parks

- The Provincially funded Mountain Pine Beetle Grant is still not approved by the Minister. The province facilitated their program between October – November, 2021. The Town has sent a letter to the Minister in an attempt to better align the Provincial and Town programs to reduce the duration that smoke is present in the valley, to gain better contractor pricing and to work in the colder months when snow cover greatly assists facilitating a safer program. The Town facilitates the program on part of the Province. Of the approximate 360 trees identified for removal none are on town owned lands, they all rest on our private partners lands (Silvertip, TransAlta, Three Sisters and Alberta Conservations Lands).

- b) Streets and Roads
- New Street Sweeper: A replacement street sweeper was added to the fleet on 17-Feb-2022. The new equipment provides operating efficiencies including an approximate 20% reduction in fuel usage and CO2 emissions, and a 10% reduction in operating noise levels over the previous unit.
 - Electric Vehicles: Delays continue with new equipment builds from manufacturers due to COVID-related disruptions. No clear timeline provided for vehicle delivery. The Town of Canmore was the first municipality to submit a funding application to the Municipal Climate Change Action Centre's (MCCAC) new Electric Vehicle Charging Program. The funding agreement for 100% of the cost of the Level 2 chargers for the two new fleet electric vehicles has been completed.
- c) Solid Waste Services
- The leaf & grass and scrub & brush bins will be re-deployed at Boulder Recycling Depot in early March. They will be available for residents to drop off appropriate material into for the season.
 - Extended Producer Responsibility (EPR) - The Province is still processing feedback. Once this feedback is processed, we will understand how EPR will affect municipalities in greater detail.
- d) Utilities
- Regulatory: Nothing to report.
 - Service Disruptions:
 - January 17th: A home on Rundle Crescent had a frozen water service. EPCOR responded and thawed system – and installed a bleeder system to help reduce the risk of freezing in the future.
 - January 17th: A home along 10th Avenue had a frozen sewer service. A contractor investigated the freeze and found a frozen blockage on the public side of the service line in the roadway. EPCOR inserted an insulated manhole cover nearby to help reduce the risk of freezing in the future.
 - February 9th: Water surfaced on the pathway between Lawrence Grassi Middle School and the Centennial Park. EPCOR investigated and noted a water main break underneath the alignment of the new wildlife fencing. The repair was delayed until the afternoon of February 11 (Friday) and completed the next day (February 12). The work was delayed so the school did not have to be closed. During the delay the water pressure was reduced to keep positive pressure and reduce the volume of water surfacing. The repair of an 80% circumferential crack on a ductile iron main resulted in two properties (school and one home) having no water for a total of 3-4 hours.
- e) Sustainability
- The 2022 Canmore Solar Incentive Program has launched. Applications for one of seven available incentives of \$1,250 will be accepted until March 25, 2022. If there are more applicants than available incentives, they will be selected by a lottery. The intent of the incentive is to help offset the cost of rooftop solar photovoltaic systems and encourage Canmore residents and businesses to invest in solar energy. The Town will be offering seven solar incentives for 2022, instead of the typical eight, as a result of a 2021 recipient experiencing project delays due to supply chain issues. As the operational funding for the Solar Incentive budget can't be carried over into subsequent years, this recipient will be provided one of the 2022 incentives. In the end, eight solar installations will be completed using the solar incentive funding in 2022: one carry over project from 2021 and seven new projects.

Council Resolution Action List

G1

Motion #	Agenda Item	Resolution	Council Mtg Date	Service Area	Action Status	Last Update	Date Complete
69-2018	Property Tax Exemptions	that Council direct administration to draft a policy and/or bylaw to guide future Council decision making regarding property tax exemption.	3-Apr-18	Fin	Motion rescinded March 1, 2022 by motion 46-2022.	1-Mar-22	1-Mar-22
99-2021	MOU with Stoney Nakoda	Moved by Councillor Comfort that Council direct administration to investigate and report back on the scope, process and resources needed to establish a Memorandum of Understanding (MOU) with the Stoney Nakoda Nation.	27-Apr-21	CST	The Stoney Nakoda Nation would like access to lands within the Town of Canmore boundaries for cultural ceremonies. This would help in building relationships that will assist with establishing an MOU in the future. Council approved a request to advance this work at the Sept 7, 2021 council meeting. Administration continues to reach out to the Stoney Nakoda Administration to advance this work.	24-Jan-22	
216-2021	Advancing Truth and Reconciliation with the Stoney Nakoda Nation	Direct Administration to work with the Stoney Nakoda Nation to identify lands within the Town of Canmore boundaries that would be appropriate for cultural ceremonies and assist with any necessary agreements for the use of these land	7-Sep-21	CST	Work is ongoing. The next step for this items rests with the Stoney Nakoda Nation.	24-Jan-22	
219-2021	Lower Silvertip Wildlife Corridor	Direct Administration to assemble a working group consisting of key Lower Silvertip Wildlife Corridor landowners to develop principles for and an approach to shared management of the corridor.	7-Sep-21	Public Works Admin		7-Sep-21	
220-2021	Short Term Rental Accomodation Next Steps	That, prior to the end of June 2022, administration be directed to confirm with the next council the desired approach for regulation and management of short-term vacation rentals in residential neighbourhoods.	7-Sep-21	CST		7-Sep-21	
251-2021	Land Use Bylaw Amendment Omnibus	that Council direct administration to return to Council by December 31st, 2022, with a report on options for regulating or managing election signage on municipal property	7-Dec-21	Planning		7-Dec-21	
262-2021	EMS Ambulance Shortage	that Council direct the mayor to advocate on behalf of Council to the Province of Alberta, especially Alberta Health Services, with respect to increasing ambulance availability to serve Canmore residents.	7-Dec-21	Mayor	Letter sent February 18, 2022. The mayor will continued to monitor the situation.	7-Dec-21	18-Feb-22
271-2021	2022 Budget	that Council direct administration to create a \$100,000 capital project to undertake a study in 2022 assessing the best location for a passenger rail station in Canmore as well as the impact of the proposed Calgary to Banff passenger rail project on the municipality's transportation systems, which would be funded from General Municipal Capital Reserve, and to return to Council with the full scope of the study for approval prior to implementation.	14-Dec-21	CST		14-Dec-21	
27-2022	Non-Profit Community Organizations Property Tax Exemptions	That Council directs administration to create a bylaw allowing the Calgary Scope Society a transitional 85% exemption for their 2022 taxes.	1-Feb-21	Finance	Bylaw presented to and approved by council on March 1, 2022	1-Mar-22	

28-2022	Non-Profit Community Organizations Property Tax Exemptions	That Council directs administration to create a bylaw allowing the Canmore Golf and Curling Club a 50% municipal property tax exemption (not including any other requisitions) going forward based upon providing significant benefit to the community, on the basis of providing recreational and social activities as a not-for-profit organization to community members of all ages in the form of golf and curling at lower cost than the private sector as well as providing facility usage to the athletic departments of local schools for golf and curling instruction, with a review of exemption status every three years to ensure they still satisfy that community benefit basis.	1-Feb-21	Finance	Bylaw presented to and approved by council on March 1, 2022	1-Mar-22	1-Mar-22
29-2022	Bow Valley Food Alliance	That Council refer the request from the Bow Valley Food Alliance to sign the Bow Valley Food Charter to administration for further research, review and recommendation.	1-Feb-21	CSD			
49-2022	Community Grant Policy Amendment	That Council direct administration to return with a recommendation for a Major Event Grant program.	1-Mar-22	EC DEV			



Correspondence

DATE OF MEETING:

March 15, 2022

Agenda #: H

1. Request from the MD of Bighorn for Paid Parking Pass(es) for MD Residents
2. Response to the MD of Bighorn regarding Canmore Paid Parking Resident Pass for MD Residents
3. Letter to Minister Copping regarding Emergency Medical Services (EMS) Ambulance Shortages
4. Response from Emergency Health Services regarding Ambulance Shortages
5. Response from Minister Horner regarding Mountain Pine Beetle Grant Funding Timeline
6. Provincial Budget 2022
7. RCMP Retroactive Pay



Municipal District of Bighorn No. 8

No. 2 Heart Mountain Drive, P.O. Box 310, Exshaw, Alberta T0L 2C0

Phone: (403) 673-3611 • Calgary Direct: (403) 233-7678

Fax: (403) 673-3895 • Email: bighorn@mdbighorn.ca

Website: www.mdbighorn.ca

February 7, 2022

File: Reeve Correspondence

Mayor Sean Krausert and Canmore Councillors
 Canmore Civic Centre
 902 7 Avenue
 Canmore, AB
 T1W 3K1

Mayor Sean Krausert and Canmore Councillors:

RE: MD Residents - Paid Parking Passes

This letter is in response to discussions at the January 14th Intermunicipal Committee meeting, regarding MD residents having the opportunity to purchase parking passes for Quarry Lake and the proposed paid parking in Canmore's downtown.

I have heard concerns from many MD residents who are worried about the increased costs, and affordability associated with the Town's proposed paid parking initiatives. From my understanding both the proposed downtown paid parking and Quarry Lake paid parking offer residents of Canmore a complimentary parking spot for a nominal amount of time. Our residents would be most grateful if the Town of Canmore would be willing to provide MD residents a monthly or annual parking pass for the downtown and Quarry Lake. I acknowledge that our residents will still need to pay for the parking passes, but hope that they wouldn't be charged at the same rate as a tourist (non-resident). Although we reside in the MD, our Bow Valley residents use local schools, post offices, grocery stores, pharmacies, doctors, dentists and play on or coach Canmore sports teams, own businesses or work within the Town of Canmore. Our residents may not live in Canmore, but we are part of the fabric of the Canmore community, and proud to be.

Please consider this a formal request to allow MD residents to purchase a parking pass(es) for both the proposed downtown core and/or Quarry Lake, that would provide our MD residents with the same benefits as your fine people of Canmore.

Thank-you for your consideration and don't hesitate to reach out if you have any questions.

Lisa Rosvold, B.Sc.H
 Reeve - MD of Bighorn
Lisa.Rosvold@mdbighorn.ca
 1-403-678-7063

Copy: Lisa de Soto, C.A.O., Town of Canmore
 Robert Ellis, C.A.O., MD of Bighorn

Town of Canmore

902 7th Avenue
 Canmore, Alberta T1W 3K1
 Phone: 403.678.1500 | Fax: 403.678.1534

www.canmore.ca



February 17, 2022

Reeve Lisa Rosvold
 MD of Bighorn
 2 Heart Mountain Drive
 Exshaw, AB, T0L 2C0

sent via email: lisa.rosvold@mdbighorn.ca

Reeve Lisa Rosvold,

RE: Canmore Paid Parking Resident Pass for MD of Bighorn Residents

Thank you for your inquiry with respect to monthly or annual passes for Quarry Lake and the Town Centre. I can confirm that our Administration has considered the input received from your constituents through our first year of operations of our Pay Parking program at Quarry Lake; I have also shared with the team your request.

To begin, the plans provide for over 200 free parking stalls within a short walking distance (5-10 minutes) of the Town Centre. This parking is available to anyone looking to park either short-term or long-term (9hrs), when working or visiting in the Town Centre. Visitors will also be able to park in customer parking within the Town Centre, subject to private landowner restrictions.

At Quarry Lake, rates will remain the same, however the minimum times have been reduced to 2 hours in the peak season – roughly May 15 through October 15 (\$10 per visit), and 1 hour in the off season at a reduced off-season rate (\$2.50 per hour).

At this time, our plans do not include an option to expand the Canmore Resident Pass to outlying communities through the Bow Valley. There are several reasons for this, tied to strategic goals and operational constraints:

- In order to maintain function of our roadways, Canmore requires nearly 40% non-vehicular travel by 2030 during summer season. Currently that number is roughly 20%, and major investment in transit and infrastructure is planned over the next decade to move us towards our goals.
- MD Residents arrive in Canmore nearly exclusively by vehicle. This presents a similar impact to day trip visitors. Other residents of the Bow Valley, ID9 and Banff participate in regional transit, with high ridership by bus from those communities.
- Nearly 100% vehicle share from MD travellers means that Canmore residents need to make up an even larger share of trips by foot, bicycle, and transit to offset impacts of outlying communities and day trip visitors. Pay-parking allows for the high costs of transit and walk and cycle infrastructure and services to be shared by Canmore's residents and businesses and those arriving to the community exclusively by car.

While the initial implementation does not address your request for a pass system, affordable, and free options are available that will address affordability concerns in the short-term. In the medium term, we invite a broader discussion around transportation management in the Bow Valley, and to consider strategies and cost-sharing mechanisms to allow for mode-shift both within the MD, as well as Canmore, to create space on our roads to allow for those MD residents that need and want to drive into the community. This discussion could include evaluation of options and costs for pay parking pass systems that would include MD residents, while addressing our transit funding needs and the parking pressures on our constrained parking areas.

Sincerely,



Lisa de Soto
Chief Administrative Officer

*cc via email: Robert Ellis, MD of Bighorn Chief Administrative Officer
Canmore Town Council
Whitney Smithers, GM of Municipal Infrastructure
Sally Caudill, GM of Municipal Services
Therese Rogers, GM of Corporate Services
Andy Esarte, Manager of Engineering*

February 18, 2022

Honourable Jason Copping
Minister of Health
Office of the Minister
423 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

sent via email: health.minister@gov.ab.ca

Dear Minister Copping,

RE: Emergency Medical Services (EMS) – Ambulance Shortages

In the past year, there has been a sharp decline in the availability of ambulances in the Canmore area which is extremely concerning to Canmore Town Council and our residents.

Pursuant to the centralization of EMS by Alberta Health Services (AHS), ambulances stationed in Canmore are regularly called out of town to either transport patients or respond to emergencies, and then are often detained elsewhere for extended periods of time. As you can see in Attachment 1, which is information obtained from AHS, the number of calls attended to by Canmore stationed units has steadily increased year over year, and the percentage of calls attended outside of the community has increased from 33.2% in 2018 to 54% in 2021.

Given the shortage of ambulances, Canmore Fire & Rescue has been stepping into the breach, for which Canmore covers the entirety of the cost. This cost is essentially being downloaded onto the municipality, for which we are receiving no reimbursement for providing these potentially lifesaving services. As shown in Attachment 2, which are statistics kept by Canmore Fire & Rescue, between January 2020 and September 2021, our first responders were arriving to the scene of emergencies first on average of nearly 70% of the time, with a number of months being 80% of the time. Further, during this same time period, the average time on scene before EMS arrives is approximately 8 minutes, with several months being an average of 12 minutes or more. This ties up our resources significantly, adding to the associated costs of responding to calls regularly.

While we certainly appreciate the ten-point plan set out in the January 24, 2022, press release, we remain troubled by the limited number of essential resources available to keep our residents and visitors safe. Beyond this plan committed to by AHS, it is imperative that Canmore has more ambulances available given the trend to handling more out of town calls, and subsequently the increased number of times that we are without an ambulance.

Canmore has had no additional EMS equipment added to our services since 2009, at which time our population was 12,226 people. Since then, our population has grown to 15,990 (as per the 2021 census), which does not include the many thousands of visitors we can have in our community depending on the weather or time of year. While I appreciate that Lake Louise is slated for the next ambulance, and no doubt needs one, Canmore needs one as well. Given the number of calls we receive and the geographical range these services are expected to reach, it is dangerous to continue with the currently allocated resources.

Respectfully, we need to see change immediately as it is only a matter of time until lives are lost due to the inadequate resources being provided through EMS. We must not let it get to that point.

Sincerely,

A handwritten signature in blue ink, appearing to read "Sean Krausert".

Sean Krausert
Mayor

Attachment 1 – AHS Statistics

Attachment 2 – Canmore Fire & Rescue Statistics

*cc via email: Miranda Rosin, MLA for Banff-Kananaskis
Dr. Verna Yiu, President and CEO, Alberta Health Services
Darren Sandbeck, Chief Paramedic, Alberta Health Services
Dale Weiss, Executive Director, EMS Operations, Edmonton Zone
Randy Bryksa, Associate Executive Director, EMS Operations, Calgary Zone
Curtis Swanson, Director, EMS Operations, Calgary Zone
EMS Advisory Committee*

Canmore Stationed Units - EMS Activity

By Scene Location & Calendar Year



Report Period: 2018/01/01 to 2021/09/30

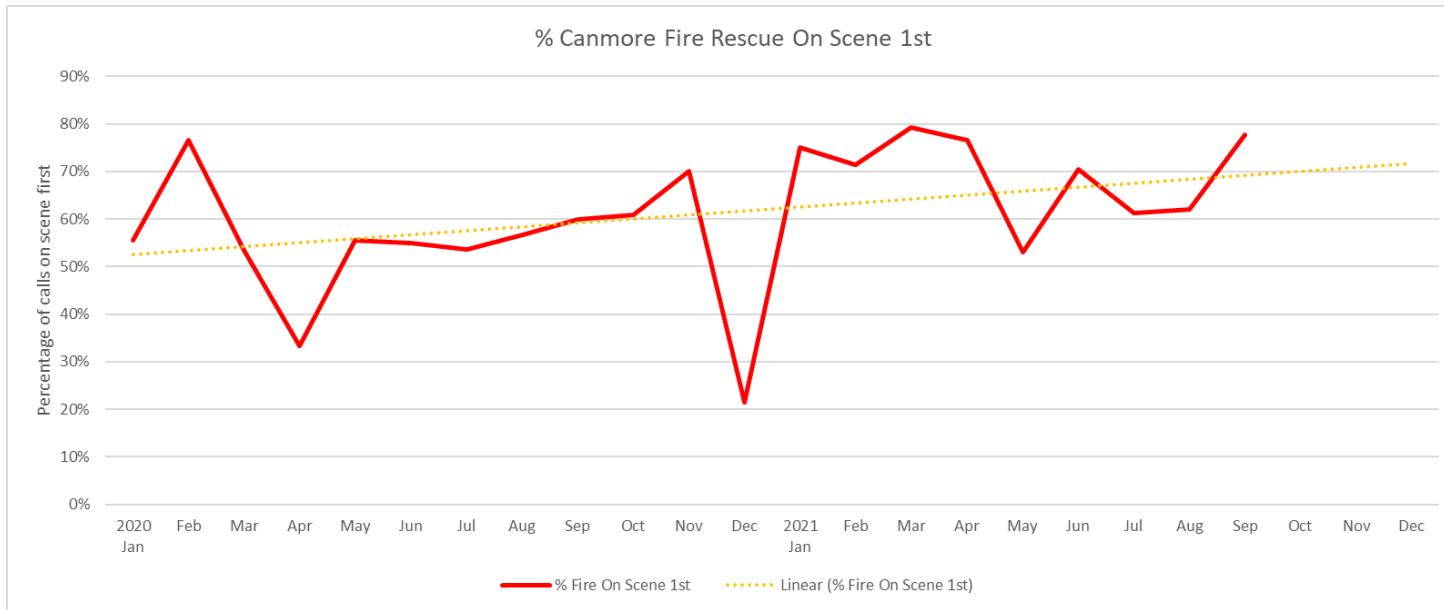
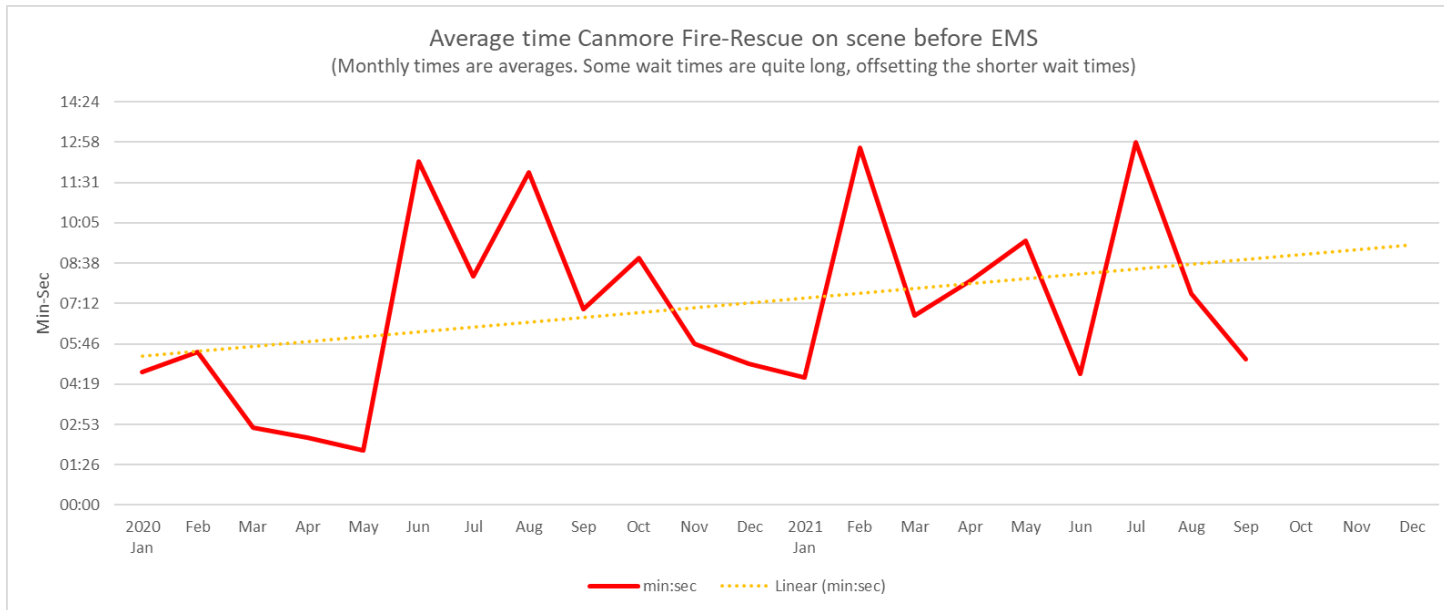
Event Stream 911

Unit Station Community Canmore

Calendar Year	Scene Location			Sum:
	Canmore	Calgary	Other Location	
2018	701	53	296	1,050
2019	782	54	295	1,131
2020	730	130	359	1,219
2021	569	226	442	1,237

Calendar Year 2021 is a partial year that ends on 2021-09-30.

"Other Location" represents where the event was located and does not mean that the Canmore Stationed Unit responded from Canmore.



From: [EHS](#)
To: [Sara Jones](#)
Subject: Town of Canmore Correspondence - AHS/EMS Ambulance Shortages
Date: Thursday, February 24, 2022 1:04:25 PM

Dear Mayor Sean Krausert,

Thank you for your email regarding ambulance shortages in your community. Your comments and feedback will be shared with the AEPAC committee members for review and consideration. We appreciate your input and suggestions on how to improve the EMS system. Please note submissions will be reviewed as part of the AEPAC's work, but the committee will not respond to individual emails. As your correspondence was also addressed to the Office of Minister Copping, you can expect a response from that process.

Any personal information or health information received is being collected and used in accordance with section 33(c) and section 39(1)(a) of the Freedom of Information and Protection of Privacy Act and pursuant to section 20(b) and section 27(2) of the Health Information Act. Questions regarding the collection, use, or disclosure of this information, may be directed to the FOIP/HIA Coordinator, by email at health.foipoffice@gov.ab.ca.

Thank you for taking your time to provide input.

Cassandra Fennell MSc, BHSc (she/her)
Acting Provincial Director
Emergency Health Services
Alberta Health

On behalf of:
Co-Chair Tracy Allard, MLA for Grande Prairie
Co-Chair RJ Sigurdson, MLA for Highwood

From: [AFRED Minister \(AF & RED\)](#)
To: [Sean Krausert](#)
Cc: miranda.rosin@assembly.ab.ca; [Sara Jones](#); banff.kananaskis@assembly.ab.ca
Subject: Town of Canmore Mountain Pine Beetle Grant Funding Timeline
Date: Friday, February 25, 2022 10:59:13 AM
Attachments: [Letter to the Minister Horner re MPB Grant Funding Request.pdf](#)

His Worship Sean Krausert
Mayor, Town of Canmore

Dear Mayor Krausert:

Thank you for your January 31, 2022, letter regarding mountain pine beetle (MPB) grant funding. I appreciate your efforts and those of the Town of Canmore in managing MPB in past years, as well as your willingness to carry out these activities in the future.

I recognize that our current approval timelines may not align with proposed project operational timelines. As such, my department is working on approaches that can better accommodate project timelines, while also meeting our fiscal year responsibilities. In the meantime, the Town of Canmore's grant application for its 2021-22 MPB program is being reviewed by the department, and a notification letter will be sent following a decision on grant allocation.

Thank you again for writing.

Sincerely,

Honourable Nate Horner
Minister, Agriculture, Forestry and Rural Economic Development

AR 76765



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

February 24, 2022

Dear Chief Elected Officials:

I am writing to share information with you about *Budget 2022*, which my colleague, the Honourable Travis Toews, has tabled in the Alberta legislature. You will find below some details about Budget 2022 that are most closely related to Alberta Municipal Affairs and the Alberta municipalities that we all continue to serve.

Alberta's government is investing approximately \$980 million overall to build stronger communities across our province. These funds will continue to deliver important programs and services, support effective governance, and protect public safety. Alberta is moving forward to a time of economic recovery and prosperity, where Albertans have opportunities to build their skills, pursue their passions, and support themselves and their families. That's why we are continuing to provide significant infrastructure funding in the near term to support our economic recovery, even as we help municipalities adjust to new funding levels.

As we discussed last year, Municipal Sustainability Initiative (MSI) capital funding is averaging \$722 million a year for three years, from 2021-2024. We front-loaded MSI funding for 2021-22 to a total of approximately \$1.2 billion, to help municipalities recover from the pandemic and provide flexibility to ensure priority capital projects could continue. As a result, MSI funding for 2022 and 2023 has been reduced proportionately to \$485 million each year. Additionally, municipalities and Metis Settlements will continue to receive \$30 million under the operating component of the MSI program.

The goal of this strategic, multi-year funding approach is to prepare for implementation of the Local Government Fiscal Framework in 2024-25. Our government passed the *Local Government Fiscal Framework (LGFF) Act*, paving the way for Municipal Affairs to establish a predictable, reliable, long-lasting funding arrangement with Alberta municipalities that is tied to provincial revenues. Baseline funding for the first year of the LGFF in 2024-25 will remain at \$722 million, equivalent to the current three-year average funding level of MSI. The estimated 2022 MSI allocations are available on the program website [here](#).

As you are also aware, the federal Gas Tax Fund changed its name and is now called the Canada Community-Building Fund (CCBF). Fortunately, the level of funding for Alberta has not changed, and we anticipate receiving approximately \$255 million from this federal fund again this year. The estimated 2022 CCBF allocations are available on the program website [here](#).

.../2

MSI and CCBF program funding is subject to the Legislative Assembly's approval of Budget 2022. Individual allocations and 2022 funding are subject to ministerial authorization under the respective program guidelines. Federal CCBF funding is also subject to confirmation by the Government of Canada. You should anticipate receiving letters confirming MSI and CCBF funding commitments in April.

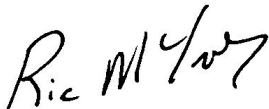
I am pleased to inform you that funding in support of local public library boards will continue to remain stable, helping to deliver important literacy resources to Albertans. We are also maintaining equivalent levels of operational funding for other services, such as the Land and Property Rights Tribunal.

As we all look to the time ahead, I can tell you that Alberta's government understands the challenges and the opportunities that are facing Alberta communities. As we continue to recover from the pandemic and prepare for economic growth, Municipal Affairs remains committed to providing sustainable levels of capital funding, to promoting economic development, and to supporting local governments as they deliver programs and services that Albertans need.

Alberta is moving forward to a prosperous financial future, and Albertans are doing their part to get us there. Alberta's government will do its part by sticking to our fiscal plan. We will continue our disciplined spending to maintain balance, and we will continue to respect Albertans' tax dollars by keeping our spending in line with other provinces.

With our eyes on these goals, we will move forward to a bright, thriving, and prosperous future where Alberta firmly secures our place as the economic engine of our nation.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver". The signature is written in a cursive, slightly slanted style.

Ric McIver
Minister



February 28, 2022

His Worship Sean Krausert
Mayor of Canmore
902 7th Avenue
Canmore, Alberta T1W 3K1
sean.krausert@canmore.ca

Dear Mr. Mayor:

As you are aware, the Government of Canada signed the first collective agreement with the National Police Federation (NPF) on August 6, 2021. The collective agreement with the NPF follows the Government of Canada passing Bill C-7 in 2017 allowing RCMP regular members and reservists to unionize and bargain collectively.

On July 5, 2021, representatives from Provinces, Territories, and Municipalities were briefed at an ad hoc meeting of Contract Management Committee (CMC) on the collective bargaining process including the fact that the new rates of pay would be applied retroactively. Another ad hoc meeting was held on January 25, 2022 to review the methodology for billing (see Tab A).

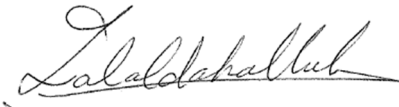
As per Articles 11 and 17 of the Provincial and Territorial Police Service Agreements, Articles 11 and 16 of the Municipal Police Services Agreements and associated CMC Cost Allocation Matrix, and Articles 11 and 12 of the First Nations Community Policing Services (FNCPS) Framework Agreements, operating and maintenance costs to provide and maintain police services will be billed to the contract partners based on the contracted cost sharing arrangements. This includes costs related to pay, including but not limited to, regular pay, extra duty pay, leave, and pension and all retroactive pay raise transactions. Retroactive pay increases have been billed and collected as part of the current agreements, most recently in 2017.

The specific amounts associated with the retroactive pay rates identified in the new collective agreement will be finalized midway through the fiscal year 2022-2023. To inform your financial planning processes an estimate of the retroactive amount for your jurisdiction has been developed (see Tab B). The estimate has been provided as a range to account for growth rates that may have fluctuated throughout the retroactive period.

It is important to note that the estimates are for planning purposes only. In advance of any invoicing for costs related to the retroactive period we are seeking to have meaningful discussions with your jurisdiction, to better understand your CMC representative's expressed desire of options for payment.

Canada appreciates the financial planning challenges this unique situation has presented and the complexities of the implementation of collective agreements of this nature on its contract partners. Should you wish to discuss this matter further and/or provide advice or support on planning engagements beginning in the month of March 2022, please reply to this email with a copy to the CMC Secretariat at **ps.cmcsec-cgesecc.sp@ps-sp.gc.ca** by March 11, 2022.

Regards,



Talal Dakalbab
Assistant Deputy Minister
Crime Prevention Branch
Public Safety Canada

Enclosures **(2)**

c.c.: Jen O'Donoghue
Chief Financial Officer
Royal Canadian Mounted Police

Background

Canada signed the first collective agreement with the National Police Federation (NPF) on August 6, 2021. The collective agreement with the NPF follows the Government of Canada passing Bill C-7 in 2017 allowing RCMP regular members and reservists to unionize and bargain collectively for the first time in the RCMP's 150-year history.

Treasury Board Secretariat and Public Safety provided updates to contract partners on collective bargaining at the Contract Management Committee (CMC) throughout the bargaining process. A sub-group of the Contract Management Committee was also established to work with the bargaining team. This group received regular updates and participated in a number of discussions with the bargaining team. Treasury Board Secretariat also provided CMC members with a briefing of the outcome of the Collective Bargaining Process in July of 2021.

As part of this new collective agreement, the salaries for regular members and reservists represented by the NPF will increase using the following percentages:

Constable - Level 1	% Increase	Salary
Effective April 1, 2016 - Current		\$86,110
Effective April 1, 2017 - Economic Increase	1.75%	\$87,617
Effective April 1, 2017 - Market Adjustment	1.50%	\$88,931
Effective April 1, 2018 - Economic Increase	1.75%	\$90,487
Effective April 1, 2018 - Market Adjustment	1.50%	\$91,844
Effective April 1, 2019 - Economic Increase	1.75%	\$93,451
Effective April 1, 2019 - Market Adjustment	2.50%	\$95,787
Effective April 1, 2020 - Economic Increase	1.75%	\$97,463
Effective April 1, 2020 - Market Adjustment	1.75%	\$99,169
Effective April 1, 2021 - Economic Increase	1.75%	\$100,904
Effective April 1, 2021 - Market Adjustment	1.50%	\$102,418
Effective April 1, 2022 - Economic Increase	1.75%	\$104,210
Effective April 1, 2022 - Market Adjustment	2.27%	\$106,576
Effective April 1, 2022	23.77%	\$106,576

These increases will have an impact on costs related to pay including but not limited to regular pay, extra duty pay, leave, and pension. As committed to in the collective bargaining process, the economic increases and market adjustments for the current rates of pay must be implemented within 90 days of the signing of the agreement. The implementation occurred on October 6, 2021.

As the economic increases and market adjustments apply to previous years, the collective agreement process also committed to providing regular members with retroactive payments. These payments will cover the annual economic increases and market adjustments effective April 1 for fiscal years 2017/18, 2018/19, 2019/20, 2020/21. As noted above, this has an impact on costs related to pay including but not limited to regular pay, extra duty pay, leave, and pension.

These retroactive payments are to be implemented for active members within 270 days of the signing of the agreement. These payments will be paid to members over 5 pay periods commencing January 26th, 2022, and include impacts on current fiscal year costs.

Estimates & Billing for Contract Partner

An estimate for the retroactive payments has been developed to respond to the contract partners' request for financial information to inform their planning for retroactive costs. This estimate provides a low and high range for fiscal years 2017-18 to 2020-21.

As per Articles 11 and 17 of the Provincial and Territorial Police Service Agreements, Articles 11 and 16 of the Municipal Police Services Agreements and associated CMC Cost Allocation Matrix, and Articles 11 and 12 of the First Nations Community Policing Services Framework Agreements, operating and maintenance costs to provide and maintain police services will be billed to the contract partners based on the contracted cost sharing arrangements. This includes costs related to pay including but not limited to regular pay, extra duty pay, leave, and pension and all retroactive pay raise transactions.

As per the Police Service Agreements and the, costs are billed in the fiscal year in which they are incurred. The CMC Cost Allocation Matrix indicates that billing for retroactive pay raise transactions (including overtime) are coded to the employee's current cost center. This billing process has been followed for regular members, including retroactive pay increases in that were implemented in 2017 for regular members now represented by the NPF.

Given the length of the retroactive period, on an exceptional basis based on feedback received by the CMC, Canada has modified its billing approach from that identified in the CMC Cost Allocation Matrix.

This methodology will be used to bill contract partners for the retroactive amounts associated with the collective agreement (2017-18 through 2020-21). This one-time methodology only applies to retroactive costs for members represented by the NPF.

In advance of any invoicing for costs related to the retroactive period we are seeking to have meaningful discussions with your jurisdiction, to better understand your CMC representative's expressed desire of options for payment.

Methodology for the estimated range for planning purposes and calculating the retroactive payments

Estimate for Planning Purposes:

A low and high range estimate for the retroactive payments has been developed to respond to the contract partners' request for financial information to inform their planning.

The estimate has been provided as a range to account for growth rates and associated costs that may have fluctuated throughout the retroactive period. This estimate was calculated using the four-year average of direct wages and other salary related expenditures impacted by the collective agreement as a starting point and adjusting for cost fluctuations over that same period. The economic increases and market adjustments are applied to all related salary expenditures for regular members and reservists represented by the NPF. Salary related expenditures include but are not limited to regular member pay, extra duty pay, leave, and pension.

The range includes a 3.5% expenditure growth factor to account for potential local fluctuations. This expenditure growth factor is based on historical national rates that have been seen across divisions.

These ranges are for planning purposes only. It should be noted, that based on preliminary validation, the actual retroactive amounts should fall within this range for most jurisdictions. There may however be exceptions if growth in expenditures in a specific jurisdiction is significantly more than the growth factor that was applied.

Retroactive Payment that will be billed to contract partners:

As per the PSAs and the First Nations Community Policing Services Framework Agreements, costs are billed in the fiscal year in which they are incurred. The approved CMC Cost Allocation Matrix indicates that billing for retroactive pay raise transactions (including overtime) are coded to the employee's current cost center. However, given the length of the retroactive period, on an exceptional basis based on feedback received by CMC, Canada will base the prior year (2017-18 to 2020-21) retroactive billing on the actual costs incurred by the contract partner in each of the affected fiscal years.

For example, if a municipality incurred \$1M in total pay expenditures impacted by the NPF pay raises and associated pension in fiscal year 2017-18, the combined economic increase and market adjustment for 2017 of 3.28% (compounded) will be applied to that \$1M. The retro billing related to fiscal year 2017-18 for regular member pay would amount to \$32,800. This same methodology will be applied to salary related expenditures impacted by the collective agreement in each fiscal year. Each contract partner will receive one separate bill for the total retroactive period. This methodology keeps the retroactive amounts tied to actual expenditures incurred in a jurisdiction and accounts for the movement of regular members throughout the fiscal year.

This methodology will capture all material costs associated to retroactive salary impacts (~97%), however will not capture the impacts on certain ancillary programs; such as, national rates. Those will be addressed through other billing mechanisms.

**TAB B: RANGE OF ESTIMATED RETROACTIVE PAYMENTS-FOR PLANNING PURPOSES
(2017-18 TO 2020-21)
CANMORE, ALBERTA**

The table below contains an estimate for the retroactive payments related to the new Collective Agreement with the NPF for your jurisdiction. It has been developed to respond to the contract partners' request for financial information to inform their planning for retroactive costs. This estimate provides a low and high range for fiscal years 2017-18 to 2020-21. The estimate has been provided as a range to account for growth rates and associated costs that may have fluctuated throughout the retroactive period. This estimate was calculated using the four-year average of direct wages and other salary related expenditures impacted by the collective agreement as a starting point and adjusting for cost fluctuations over that same period. The economic increases and market adjustments are applied to all related salary expenditures for regular members and reservists represented by the NPF. Salary related expenditures include but are not limited to regular member pay, extra duty pay, leave, and pension.

(\$ in thousands)

Estimated Range of Retroactive Payments For Planning Purposes (2017-18 to 2020-21)		
Contract Partner Name	Low	High
Canmore, Alberta	\$ 515	\$ 540

These ranges are for planning purposes only. It should be noted, that based on preliminary validation, the actual retroactive amounts should fall within this range for most jurisdictions. There may, however, be exceptions if growth in expenditures in a specific jurisdiction is significantly more than the growth factor that was applied.