

**TOWN OF CANMORE**  
**AGENDA**  
Regular Meeting of Council  
Council Chambers at the Civic Centre, 902 – 7 Avenue  
**Tuesday, April 2, 2024 at 9:00 a.m.**

Times are estimates only.

- 9:00 – 9:05      **A. CALL TO ORDER AND APPROVAL OF AGENDA**  
                         1. Land Acknowledgement  
                         2. Agenda for the April 2, 2024 Regular Meeting of Council
- B. PUBLIC HEARINGS – none**
- C. DELEGATIONS**  
9:05 – 9:10      1. Poem Recitation by Carol Thornton
- 9:10                **D. APPROVAL OF MINUTES**  
                         1. Minutes of the March 5, 2024 Regular Meeting of Council
- E. BUSINESS ARISING FROM THE MINUTES – none**
- F. UNFINISHED BUSINESS – none**
- G. BYLAW APPROVAL**  
9:10 – 9:40      1. **Bylaw 2023-36: Palliser Lane Perpetual Affordable Housing DC District**  
                         Recommendation: That Council give first reading to Bylaw 2023-36 and  
                         schedule a public hearing for May 7, 2024.
- 9:40 – 10:00      2. **Downtown Business Improvement Area (BIA) Tax Rate Bylaw 2024-10**  
                         Recommendation:  
                         (1) That Council approve the Downtown Business Improvement Area  
                         2024 budget as presented.  
                         (2) That Council give first reading to Downtown Business Improvement  
                         Area Tax Rate Bylaw 2024-10.  
                         (3) That Council give second reading to Downtown Business  
                         Improvement Area Tax Rate Bylaw 2024-10.  
                         (4) That Council give leave to go to third reading of Downtown Business  
                         Improvement Area Tax Rate Bylaw 2024-10.  
                         (5) That Council give third reading to Downtown Business Improvement  
                         Area Tax Rate Bylaw 2024-10.
- 10:00 – 10:15      **Meeting Break**
- H. NEW BUSINESS**  
10:15 – 10:25      1. **National Indigenous Peoples Day Grant Funding**  
                         Recommendation: That Council accept \$19,250 in grant funds from the  
                         Banff Canmore Foundation and allocate the funds to support enhancements  
                         to the National Indigenous Peoples Day program.

- 10:25 – 10:35      **2. Property Tax Penalty Forgiveness Request: Tax Roll # 21512**  
Recommendation: That Council forgive the property tax penalties for Roll # 21512 in the amount of \$1,406.57.
- 10:35 – 10:40      **3. Appointment of Clerks to the Assessment Review Board (ARB)**  
Recommendation: That Council repeal the appointment of JaNae Sheppard and appoint the following people as clerks of the Canmore Assessment Review Board for a term ending on December 31, 2024:
- Megan Dalrymple, Property Tax Coordinator
  - Anne Kan, Tax and Utility Customer Service Representative
  - Joey Leung, Tax and Utility Customer Service Representative
  - Lisa Wong, Administrative Assistant
- I. REPORTS FROM ADMINISTRATION – none**
- J. NOTICES OF MOTION – none**
- K. CLOSED SESSION– none**
- 10:40                **L. ADJOURNMENT**

**TOWN OF CANMORE  
MINUTES**

Regular Meeting of Council  
Council Chamber at the Civic Centre, 902 – 7 Avenue  
**Tuesday, March 5, 2024 at 9:00 a.m.**

**COUNCIL MEMBERS PRESENT**

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

**COUNCIL MEMBERS ABSENT**

None

**ADMINISTRATION PRESENT**

Whitney Smithers	Acting Chief Administrative Officer   General Manager of Municipal Infrastructure
Therese Rogers	General Manager of Corporate Services
Scott McKay	General Manager of Municipal Services
Cheryl Hyde	Manager of the Municipal Clerk's Office (recorder)
Ben Stiver	Municipal Clerk
Harry Snider	Senior Development Planner
Pete Kinsberg	Asset Management Coordinator
Eleanor Miclette	Manager of Economic Development
Caitlin Van Gaal	Environmental and Sustainability Supervisor
Andreas Comeau	Manager of Public Works
Adam Driedzic	Town Solicitor
Chelsey Gibbons	Manager of Finance
Adam Robertson	Manager of Communications
Palki Biswas	Interim Manager of Finance
Greg Burt	Supervisor of Municipal Enforcement
Amanda Hunter	Peace Officer

Mayor Krausert called the March 5, 2024 regular meeting to order at 9:00 a.m.

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

**1. Land Acknowledgement**

**2. Agenda for the March 5, 2024 Regular Meeting of Council**

34-2024

Moved by Mayor Krausert that Council approve the agenda for the March 5, 2024 regular meeting as presented.

**CARRIED UNANIMOUSLY**

**B. PUBLIC HEARINGS**

**1. Revised Land Use Bylaw Amendment 2023-33 Direct Control Districts**

**(1) Call to order**

Mayor Krausert called the public hearing to order for Bylaw 2023-33 at 09:02 a.m.

**(2) Administration Summary**

Administration provided a verbal briefing on Revised Land Use Bylaw Amendment 2023-33, a bylaw to amend the development authority for certain direct control districts.

**(3) Public Submissions**

There were no public submissions.

**(4) Public Written Submissions**

There were no written submissions.

**(5) Closing Comments from Administration**

None.

**(6) Council Questions of Administration**

None.

**(7) Adjournment**

Mayor Krausert adjourned the public hearing at 9:08 a.m.

**C. DELEGATIONS – none**

**D. APPROVAL OF MINUTES**

**1. Minutes of the February 13, 2024 Special Meeting of Council**

35-2024 Moved by Mayor Krausert that Council approve the minutes of the February 13, 2024 special meeting as presented.

**CARRIED UNANIMOUSLY**

**E. BUSINESS ARISING FROM THE MINUTES – none**

**F. UNFINISHED BUSINESS – none**

**G. BYLAW APPROVAL**

**1. Revised Land Use Bylaw Amendment 2023-33 Direct Control Districts**

36-2024 Moved by Mayor Krausert that Council give second reading to Revised Land Use Bylaw Amendment 2023-33 Direct Control Districts.

**CARRIED UNANIMOUSLY**

37-2024 Moved by Mayor Krausert that Council give third reading to Revised Land Use Bylaw Amendment 2023-33 Direct Control Districts.

**CARRIED UNANIMOUSLY**

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

**2. Off-Site Levy Bylaw Amendment 2024-01**

38-2024

Moved by Mayor Krausert that Council take the meeting in camera at 9:16 a.m. to:

- (1) Prevent disclosure of information that could reasonably be expected to reveal advice, proposals, recommendation analyses or policy options developed for the Town in accordance with Section 24(1)(a), and
- (2) Prevent disclosure of information subject to solicitor-client privilege in accordance with Section 27(1)(a),  
in accordance with the *Freedom and Information and Protection of Privacy Act*.

**CARRIED UNANIMOUSLY**

Administration present during the in camera session: Whitney Smithers, Scott McKay, Therese Rogers, Cheryl Hyde, Ben Stiver, Pete Kinsberg, Chelsey Gibbons, Andreas Comeau, Adam Driedzic, Adam Robertson, Palki Biswas, and Amanda Hunter.

39-2024

Moved by Mayor Krausert that Council return to the public meeting at 10:53 a.m.

**CARRIED UNANIMOUSLY**

40-2024

Moved by Mayor Krausert that Council give second reading to Off-Site Levy Bylaw Amendment 2024-01.

40A-2024

Moved by Mayor Krausert that Council amend motion 40-2024 by adding:  
amended in accordance with the recommended amendments set out in  
Attachment 3 to the Request for Decision submitted for this item.

**CARRIED UNANIMOUSLY**

40-2024

The vote followed on motion 40-2024 as amended: that Council give second reading to Off-Site Levy Bylaw Amendment 2024-01, amended in accordance with the recommended amendments set out in Attachment 3 to the Request for Decision submitted for this item.

**CARRIED UNANIMOUSLY**

41-2024

Moved by Mayor Krausert that Council give third reading to Off-Site Levy Bylaw Amendment 2024-01.

**CARRIED UNANIMOUSLY**

**Section G Bylaw Approval continues after H New Business.**

**H. NEW BUSINESS**

**1. Labour Market Recruitment and Retention Strategy Update**

Consultants Aaron Critch and Asad Bhatti, senior associates with the Ballard Group, joined administration and spoke to a written presentation.

42-2024

Moved by Mayor Krausert that Council accept the Labour Market Recruitment and Retention Strategy Update for planning purposes.

**CARRIED UNANIMOUSLY**

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

## 2. Deputy Mayor Schedule

43-2024 Moved by Mayor Krausert that Council approve the revised deputy mayor schedule for March and April 2024 as follows:

- March 2024 – Councillor Marra
- April 2024 – Councillor Mah

**CARRIED UNANIMOUSLY**

## 3. Municipal Election Sign Options

44-2024 Moved by Mayor Krausert that Council rescind motion 240-2023.

**CARRIED UNANIMOUSLY**

45-2024 Moved by Mayor Krausert that Council direct administration to prepare:

- (1) an Election Sign Bylaw that restricts political campaign signs to private property except for four public property locations recommended by administration where a candidate may place one sign, and
- (2) an amendment to the Town's Land Use Bylaw to remove the political campaign signs section.

45A-2024 Moved by Councillor McCallum that council amend motion 45-2024 by striking out "except for four public property locations recommended by administration where a candidate may place one sign in each location."

**CARRIED**

**In favour: McCallum, Hilstad, Graham, Krausert, Mah  
Opposed: Marra, Foubert**

45-2024 The vote followed on motion 45-2024 as amended: that Council direct administration to prepare:

- (1) an Election Sign Bylaw that restricts political campaign signs to private property, and
- (2) an amendment to the Town's Land Use Bylaw to remove the political campaign signs section.

**CARRIED**

**In favour: McCallum, Hilstad, Graham, Krausert, Mah  
Opposed: Marra, Foubert**

## 4. Alberta Community Partnership Grant – Integrated Emergency Response Framework for Mass Violence, Mass Casualty, and Mass Fatality Incidents

46-2024 Moved by Mayor Krausert that Council approve the Town of Canmore's participation in the Alberta Community Partnership grant funded project led by the Town of Banff for an Integrated Emergency Response Framework for Mass Violence, Mass Casualty, and Mass Fatality Incidents.

**CARRIED UNANIMOUSLY**

**Meeting break 12:05 – 1:15 p.m.**

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

**5. Management Recommendations and Implementation Plan for the Lower Silvertip Wildlife Corridor**

John Third, member of the Lower Silvertip Wildlife Committee, was given leave by the mayor to provide comments regarding the Management Recommendations and Implementation Plan for the Lower Silvertip Wildlife Corridor.

47-2024 Moved by Mayor Krausert that Council accept the Management Recommendations and Implementation Plan for the Lower Silvertip Wildlife Corridor for planning purposes.

**CARRIED UNANIMOUSLY**

**6. Human Wildlife Coexistence Implementation and Action Plan**

Consultant Randy Haviland, Director of Environment Services and Senior Wildlife Biologist, BlackFly Environmental, joined administration in speaking to a written presentation.

48-2024 Moved by Mayor Krausert that Council accept the Human Wildlife Coexistence Implementation and Action Plan for planning purposes.

**CARRIED UNANIMOUSLY**

**7. 2024 Capital Project - Human Wildlife Coexistence Implementation 2024 (#7361) Scope Revised**

49-2024 Moved by Mayor Krausert that Council approve the revised scope for 2024 Capital Project – Human Wildlife Coexistence Implementation 2024 (#7361).

**CARRIED UNANIMOUSLY**

50-2024 Moved by Mayor Krausert that Council direct administration to prepare an amendment to the Land Use Bylaw that will facilitate the development of Wildlife Exclusion Fencing in accordance with approved Area Structure Plans, the approved 2024 Capital Project - Human Wildlife Coexistence Implementation 2024 (#7361), or any other future Wildlife Exclusion Fencing determined necessary by the Town or the Province of Alberta.

**CARRIED UNANIMOUSLY**

**Meeting break 2:20 – 2:30 p.m.**

**G. BYLAW APPROVAL continued**

**3. Animal Control Bylaw 2024-03**

**Meeting break 3:50 – 4:00 p.m.**

51-2024 Moved by Mayor Krausert that Council give first reading to Animal Control Bylaw 2024-03.

51A-2024 Moved by Councillor Hilstad that Council amend motion 51-2024 by adding:

- amend subsection 2(aa)(iii) by inserting “chicken” between “goose” and “or”, and
- amend subsection 2(hh) by striking out the second occurrence of “Bylaw” in the reference to Animal Control Bylaw 10-2022.

**CARRIED UNANIMOUSLY**

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

- 51B-2024                      Moved by Councillor McCallum that Council amend motion 51-2024 by adding:
- amend section 38 by striking out “five (5)” and substituting “three (3)” and by inserting “non-fenced” before “Off Leash Area”.
- CARRIED UNANIMOUSLY**
- 51C-2024                      Moved by Councillor Graham that Council amend motion 51-2024 by adding:
- amend Section 25 by inserting “kennels” after “veterinary clinics”.
- CARRIED UNANIMOUSLY**
- 51-2024                      The vote followed on motion 51-2024: that Council give first reading to Animal Control Bylaw 2024-03 amended as follows:
- amend subsection 2(aa)(iii) by inserting “chicken” between “goose” and “or”,
  - amend subsection 2(hh) by striking out the second occurrence of “Bylaw” in the reference to Animal Control Bylaw 10-2022,
  - amend section 38 by striking out “five (5)” and substituting “three (3)” and by inserting “non-fenced” before “Off Leash Area”,
  - amend Section 25 by inserting “kennels” after “veterinary clinics”.
- CARRIED UNANIMOUSLY**
- 52-2024                      Moved by Mayor Krausert that Council give second reading to Animal Control Bylaw 2024-03.
- CARRIED UNANIMOUSLY**
- 53-2024                      Moved by Mayor Krausert that Council give leave to go to third reading of Animal Control Bylaw 2024-03.
- CARRIED UNANIMOUSLY**
- 54-2024                      Moved by Mayor Krausert that Council give third reading to Animal Control Bylaw 2024-03.
- CARRIED UNANIMOUSLY**
- 4. Tree Protection Bylaw Amendment 2024-09 – Fruit Tree Exemption**
- 55-2024                      Moved by Mayor Krausert that Council give first reading to Tree Protection Bylaw Amendment 2024-09 – Fruit Tree Exemption.
- CARRIED UNANIMOUSLY**
- 56-2024                      Moved by Mayor Krausert that Council give second reading to Tree Protection Bylaw Amendment 2024-09 – Fruit Tree Exemption.
- CARRIED UNANIMOUSLY**
- 57-2024                      Moved by Mayor Krausert that Council give leave to go to third reading of Tree Protection Bylaw Amendment 2024-09 – Fruit Tree Exemption.
- CARRIED UNANIMOUSLY**
- 58-2024                      Moved by Mayor Krausert that Council give third reading to Tree Protection Bylaw Amendment 2024-09 – Fruit Tree Exemption.
- CARRIED UNANIMOUSLY**

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



**I. REPORTS FROM ADMINISTRATION – none**

**J. NOTICES OF MOTION – none**

**K. IN CAMERA**

- 1. Off-Site Levy Amending Bylaw 2024-01**  
Addressed under item G-2.

**L. ADJOURNMENT**

59-2024

Moved by Mayor Krausert that Council adjourn the March 5, 2024 regular meeting at 4:29p.m.

**CARRIED UNANIMOUSLY**

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Sean Krausert  
Mayor

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Ben Stiver  
Municipal Clerk

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

# Request for Decision

**DATE OF MEETING:** April 2, 2024 **Agenda #: G 1**

**TO:** Council

**SUBJECT:** Bylaw 2023-36: Palliser Lane Perpetual Affordable Housing DC District

**SUBMITTED BY:** Riley Welden, Acting Manager, Planning and Development

**RECOMMENDATION:** That Council give first reading to Bylaw 2023-36 and schedule a public hearing for May 7, 2024.

## EXECUTIVE SUMMARY

The proposed amendment to the Land Use Bylaw will enable a Vital Homes/Perpetually Affordable Housing (PAH) development within the Palliser Trail Area Structure Plan through the creation of a new direct control district. The proposed amendment also amends Table 2.7.7 of the Land Use Bylaw to eliminate the minimum automobile parking requirements for Perpetually Affordable Housing, commonly referred to as Vital Homes.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Palliser Trail Area Structure Plan – passed by Council November 7, 2023

## DISCUSSION

Canmore Community Housing, landowner of 100 Palliser Lane, has applied to redesignate their site to accommodate the development of perpetual affordable housing. The resulting Bylaw 2023-36 proposes two amendments to the Land Use Bylaw:

1. Redesignating 100 Palliser Lane from DC-03(Z)2008 – Palliser Perpetually Affordable Housing Apartment DC District to a new direct control district – Palliser Lane Perpetually Affordable Housing DC District. (refer to figure 1); and



Figure 1: Proposed Land Use Redesignation and Aerial View of Site

### 100 Palliser Lane Redesignation

100 and 200 Palliser Lane sites were redesignated to the existing DC-03(Z)2008 District in 2008. This redesignation followed the adoption of the Palliser Area Structure Plan in 2007, providing the land use and regulatory framework for the development of these sites in accordance with the ASP. 200 Palliser Lane was developed with 60 units across three buildings in 2008, however 100 Palliser Lane remained undeveloped.

In November 2023, Council adopted the Palliser Trail Area Structure Plan, replacing the previous Palliser ASP. Similar to the process in 2008, 100 Palliser Lane is now proposed to be redesignated to a new direct control district. The Palliser Lane Perpetually Affordable Housing DC District was drafted in accordance with the policy direction of the current ASP. Once applied, it will provide a new land use and regulatory framework to ensure future development of the property is consistent with the new ASP. This includes allowing apartment-style perpetually affordable housing up to six storeys, ensuring high energy efficient buildings (near net zero emissions), pedestrian-oriented design, reduced vehicle parking requirements, and electric vehicle charging.

### Perpetually Affordable Housing Minimum Automobile Parking Stall Exemption

Section 5.1.11a) of the Palliser Trail Area Structure Plan directs the removal of minimum parking requirements as follows:

5.1.11 The town will develop and implement effective transportation and parking strategies that align with the Integrated Parking Management Plan, the recommendations of the Parking Opportunities Assessment and Transportation Impact Assessment, and the Town's affordability and climate action goals, including the:

- a) Removal of minimum parking requirements to prevent the oversupply of parking;

As a result, the proposed direct control district includes a regulation that exempts Perpetual Affordable Housing (Vital Housing) from requiring a minimum number of automobile parking stalls. This exemption will provide Canmore Community Housing with greater flexibility when determining the number of parking stalls to provide for their perpetually affordable housing developments. It will allow for no parking housing options for people who choose to live vehicle free. This also increases the affordability of housing by eliminating the cost of providing parking stalls that would otherwise be included when requiring a minimum number of stalls per unit.

The proposed new Palliser Lane Perpetually Affordable Housing DC District and Perpetually Affordable Housing minimum automobile parking exemption is consistent with the Palliser Trail Area Structure Plan. As a result, Administration has no objections to the proposed redesignation.

### **ANALYSIS OF ALTERNATIVES**

Town Council could defeat Bylaw 2023-36; however, this is not recommended as the application aligns with the Palliser Trail ASP and is consistent with the existing land use for the area.

### **FINANCIAL IMPACTS**

There are no associated financial implications.

**STAKEHOLDER ENGAGEMENT**

The applicant has not completed any public engagement.

Administration completed a circulation to landowners within 60m of the site and allowed a month for comment. Comments were received, and these were reviewed and provided to the applicant for their consideration for making changes. No changes were made by the applicant because of this feedback.

A summary of the feedback includes:

- The proposal of a 6-storey building next to the existing building does not “preserve sunlight and views”. More consideration should be given to the existing owners in the area, by placing a 4-storey building directly adjacent to the existing building and moving the 6-storey building along Palliser Trail.
  - Six storey residential building at this property is consistent with the direction of the Palliser Trail ASP. Building location on the site will be considered at development permit application.
- Without a highway underpass, without a bus stop on Palliser Lane, and without adequate parking, more people will be crossing the highway on foot. This creates additional safety concerns.
  - Automobile and bicycle parking will be considered at development permit application. Transit expansion into the Palliser area is expected as development continues.
- The proposal provides insufficient parking. The parking plan should be reconsidered due to the existing parking shortages in area.
  - Removing parking minimums and reducing reliance on private automobile transportation is consistent with the Palliser Trail ASP. Automobile and bicycle parking will be considered at development permit application.

**ATTACHMENTS**

- 1) Amending Bylaw 2023-36

**AUTHORIZATION**

Submitted by:	Riley Welden, RPP, MCIP A/Manager of Planning and Development	Date:	<u>March 13, 2024</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date	<u>March 15, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>March 27, 2024</u>

**BYLAW 2023-36**

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO  
AMEND REVISED LAND USE BYLAW 2018-22**

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

**TITLE**

- 1 This bylaw shall be known as the “Land Use Bylaw Amendment 2023-36 Palliser Lane Perpetual Affordable Housing DC District”.

**INTERPRETATION**

- 2 Words defined in revised Land Use Bylaw 2018-22 shall have the same meaning when used in this bylaw.

**PROVISIONS**

- 3 Revised Land Use Bylaw 2018-22 is amended by this bylaw.
- 4 Section 15 is amended by redesignating (Lot 7 Block 5 Plan 0814538) 100 Palliser Lane from DC03(Z)2008 Palliser Perpetually Affordable Housing Residential Apartment Direct Control District to DC2023-36 Palliser Lane Perpetually Affordable Housing Direct Control District in accordance with Schedule A of this bylaw.
- 5 Section 14 is amended by adding subsection 14.43 Palliser Lane Perpetually Affordable Housing Direct Control District in accordance with Schedule B of this bylaw.

**ENACTMENT/TRANSITION**

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

FIRST READING:

PUBLIC HEARING:

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

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

\_\_\_\_\_  
Date

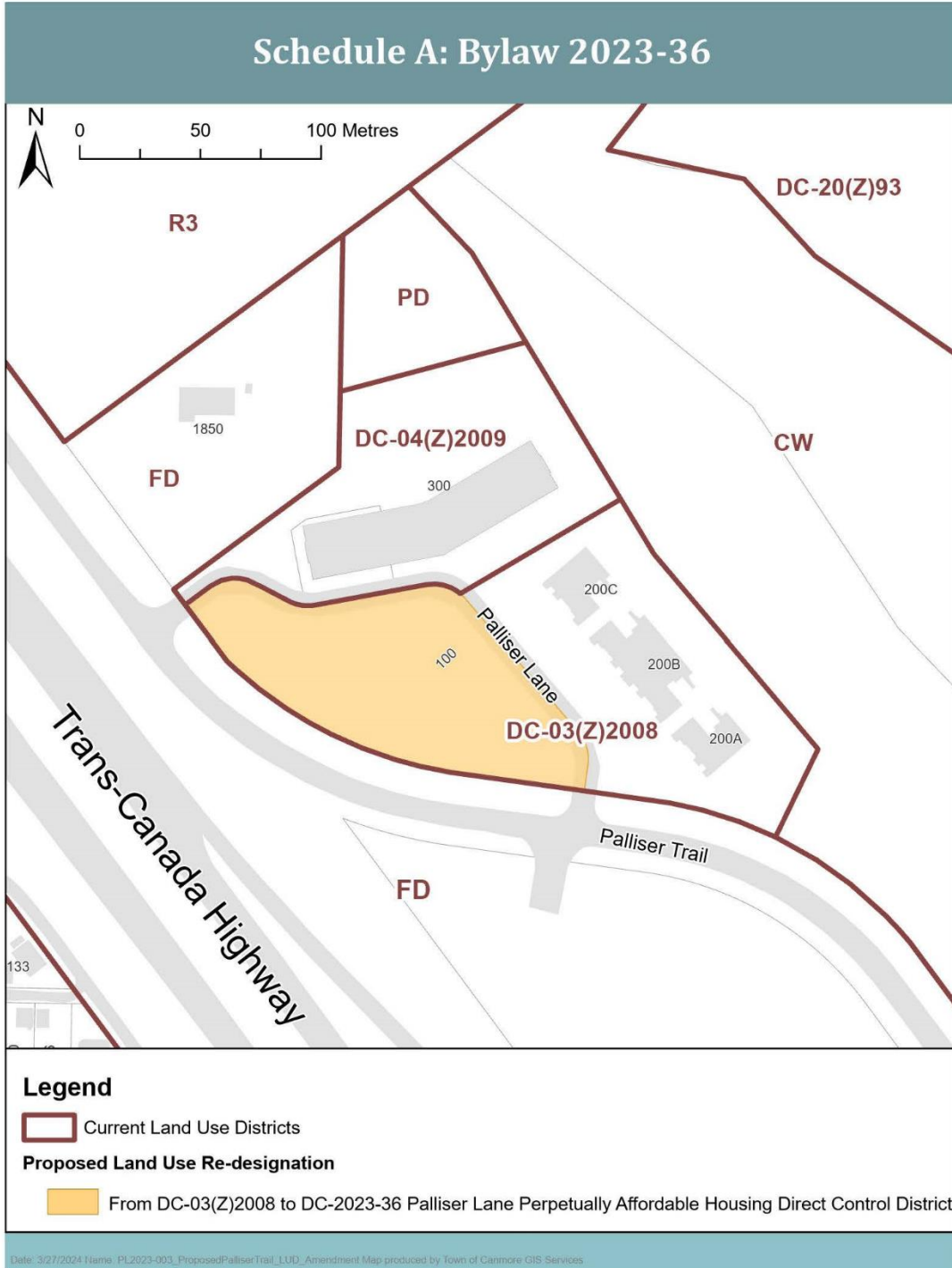
\_\_\_\_\_  
Cheryl Hyde  
Manager, Municipal Clerk's Office

\_\_\_\_\_  
Date

### SCHEDULE A: Redesignation to Palliser Lane Perpetually Affordable Housing Direct Control District

Legal Description: Plan 0814538; Block 5; Lot 7

Municipal Address: 100 Palliser Lane



Bylaw approved by: \_\_\_\_\_

Schedule B: Palliser Lane Perpetually Affordable Housing Direct Control District

**14.43            PALLISER LANE PERPETUALLY AFFORDABLE HOUSING DIRECT CONTROL DISTRICT**

**14.43.1           Purpose**

To develop affordable housing on Area 5 as described in the Palliser Trail Area Structure Plan in the form of multi-unit development up to six storeys.

**14.43.2           Compliance with Bylaw 2018-22**

14.43.2.1           Except as specifically modified by this Direct Control Bylaw, the provisions of the Land Use Bylaw 2018-22 including but not limited to Section 2, General Regulations, and Section 11, Community Architectural & Urban Design Standards, shall apply. Variances to these regulations may be granted where deemed appropriate by the Development Authority.

**14.43.3           Development Authority**

14.43.3.1           The Development Authority shall be the Development Officer.

**14.43.4           Permitted Uses**

- Accessory Building
- Apartment Building
- Employee Housing
- Home Occupation - Class 1
- Open Space
- Perpetually Affordable Housing (Vital Homes)
- Public Utility

**14.43.5           Permitted Uses Discretionary Uses**

- Administrative/Sales Office
- Common Amenity Housing

**14.43.6           Regulations**

- 14.43.6.1           The minimum lot area shall be 8,407 m<sup>2</sup>.
- 14.43.6.2           The maximum floor area ratio shall be 1.5.
- 14.43.6.3           The minimum landscaped area shall be 25%.
- 14.43.6.4           The minimum front yard setback shall be 3.0 m.
- 14.43.6.5           The minimum side yard setback shall be 3.0 m.
- 14.43.6.6           The minimum rear yard setback shall be 12.0 m on Palliser Trail.
- 14.43.6.7           The maximum building height shall be 26 m.

**14.43.7           Variances**

- 14.43.7.1           Where the Development Authority is satisfied that the architectural integrity of a building would be enhanced, variance may be granted to allow 10% of the building to exceed the maximum building height and maximum eaveline height by up to 10%.
- 14.43.7.2           100% of above and below grade parking stalls shall be roughed in for Level 2 EV charging which requires that wall and floor penetrations, or conduit, be completed as



required to accommodate future Level 2 EV charging.

**14.43.8 Parking Requirements**

14.43.8.1 Perpetually Affordable Housing shall be exempt from providing a minimum number of automobile parking stalls. Visitor parking stalls shall be provided at the discretion of the Development Authority.

14.43.8.2 Perpetually Affordable Housing bicycle parking stall requirements:

a) Minimum number of Short-Term Bicycle Parking Stalls: 0.25 stalls per dwelling unit.

b) Minimum number of Long-Term Bicycle Parking Stalls: 1.5 stalls per dwelling unit.

**14.43.9 Design Requirements**

14.43.9.1 A building energy modelling report that achieves the policy framework of Section 4.3 of the Palliser Trail Area Structure Plan shall be submitted to the Development Authority at the time of building permit application.

14.43.9.2 Signage: Signage shall not be oriented to or be legible from the Trans-Canada Highway.

14.43.9.3 Landscaping: in addition to the requirements of Section 11.4.3, a minimum 12.0m wide strip of land adjacent to the Trans-Canada Highway and off-ramp shall be landscaped.

14.43.9.4 Site Design: A pedestrian-oriented site design shall be established to allow for or encourage pedestrian traffic throughout the development. These pedestrian connections must link to the Town's existing and future trail networks surrounding the development.

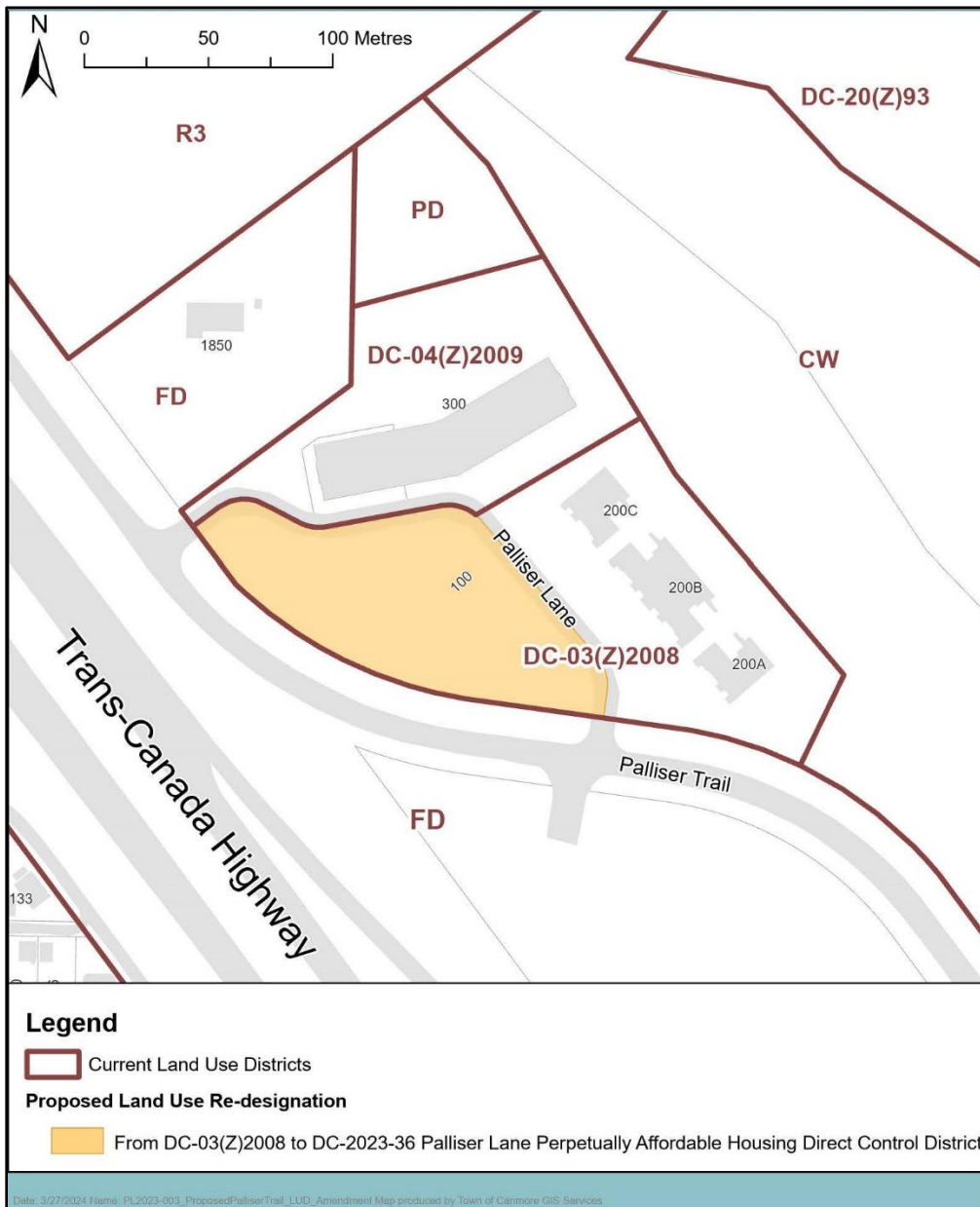
**14.43.9 Schedules**

14.43.9.1 Schedule "A" shows the location of this Direct Control District, and forms part of this Bylaw.

### SCHEDULE A: Palliser Lane Perpetually Affordable Housing Direct Control District

Legal Description: Plan 0814538; Block 5; Lot 7

Municipal Address: 100 Palliser Lane



Bylaw approved by: \_\_\_\_\_



# Request for Decision

**DATE OF MEETING:** April 2, 2024 **Agenda #: G 2**

**TO:** Council

**SUBJECT:** Downtown Business Improvement Area (BIA) Tax Rate Bylaw 2024-10

**SUBMITTED BY:** Gradey McMahon, Executive Director, Downtown Canmore BIA  
Chelsey Gibbons, Manager of Finance, Town of Canmore

**RECOMMENDATION:** That Council:

- 1) approve the Downtown Business Improvement Area 2024 budget as presented.
- 2) give first reading to Downtown Business Improvement Area Tax Rate Bylaw 2024-10.
- 3) give second reading to Downtown Business Improvement Area Tax Rate Bylaw 2024-10.
- 4) give leave to go to third reading of Downtown Business Improvement Area Tax Rate Bylaw 2024-10.
- 5) give third reading to Downtown Business Improvement Area Tax Rate Bylaw 2024-10.

## EXECUTIVE SUMMARY

If there is a Business Improvement Area (BIA) within a municipality, the *Municipal Government Act* (MGA) requires Council to approve the BIA's budget and pass a BIA tax rate bylaw each year.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

The Downtown BIA was established in 2005 by Bylaw 21-2005. Council has subsequently passed a BIA tax rate bylaw annually by May 1 in accordance with subsection 20(1) of Alberta's Business Improvement Area Regulation 93/2016.

Council is also required to approve the BIA's annual budget prior to passing the annual tax rate bylaw, in accordance with subsection 11(1) of the Alberta's Business Improvement Area Regulation 93/2016.

## DISCUSSION

The BIA's 2024 revised budget includes \$130,729 in tax revenue (see attachment 1). The BIA Regulation requires that the taxes collected equal that amount approved in the budget and that the amount collected be done using an assessment method that is consistently applied to all affected properties. The method of assessment employed by the BIA board for 2024 is as follows with an increase of 5% given inconsistent increases in previous years:

**2024 Rate Structure based on Location**

	<b>Frontage on Main Street</b>	<b>Frontage on Other Streets</b>	<b>Lower/Rear/Upper Unit</b>
<b>Landowner</b>	\$294	\$294	\$294
<b>0-500 sq. ft. Business</b>	470	412	294
<b>501-1000 sq. ft. Business</b>	529	470	353
<b>1001-1500 sq. ft. Business</b>	588	529	412
<b>1501-2000 sq. ft. Business</b>	647	588	470
<b>2001+ sq. ft. Business</b>	706	647	529

Each property within the Downtown Canmore Business Improvement Area is assessed based upon the following:

- Each property is identified by the Lot, Block, Plan, and Tax Roll#
- Each Landowner/Business is a member at the prescribed rate in the membership approved table above (Fee Structure)
- Each Landowner that also owns a Business is only charged once; the fee is applied to the business
- Non-profit organizations are not charged a fee
- Each space that has been, or is occupied, is assessed a fee
- Un-demised, never occupied, and un-leased space within the same building and landowner’s possession where the legal parcels are contiguous is considered in totality
- Vacant lots are not charged unless business is conducted on it during the year; one fee per location
- Each member has one vote per paid membership (not-for-profit members are entitled to 1 vote)

Based on the methodology, the BIA board has prepared an assessment roll (Schedule A of the attached bylaw) and notified all affected property owners. The assessment roll totals \$130,729, which is consistent with their board approved budget.

**ANALYSIS OF ALTERNATIVES**

N/A

**FINANCIAL IMPACTS**

No direct financial implications to the Town. The BIA, however, cannot execute its budget unless the bylaw is approved.

**STAKEHOLDER ENGAGEMENT**

Affected property owners were notified, by the BIA Administration, that Council would consider the 2024 BIA tax rate bylaw at its April 2, 2024, meeting via mail and email. Alberta’s Business Improvement Area Regulation 93/2016 does not require advertisement, merely notification to all owners.

The Town of Canmore’s (Finance) Property Assessment and Taxation department will distribute the BIA assessments to property owners within the BIA with the annual property tax notices.

**ATTACHMENTS**

- 1) Downtown BIA 2024 Budget
- 2) Downtown BIA 2024 Tax Rate Bylaw 2024-10

**AUTHORIZATION**

Submitted by: Chelsey Gibbons  
Manager of Finance Date: March 14, 2024

Approved by: Therese Rogers  
General Manager of Corporate Services Date: March 14, 2024

Approved by: Sally Caudill  
Chief Administrative Officer Date: March 26, 2024

		<b>2023 BUDGET REVISED</b>	<b>2024 BUDGET (APRIL 2023)</b>	<b>2024 BUDGET REVISED</b>	<b>2025 BUDGET</b>
<b>REVENUES</b>					
	Landlords/Businesses	\$ 121,786.00	\$ 121,786.00	\$ 130,729.00	\$ 130,729.00
	Pay to Play Monies/Sponsorships			\$ 15,000.00	\$ 15,000.00
	Grants		\$ 25,000.00		\$ 50,000.00
	Town Centre Grant Fund			\$ 77,209.00	\$ 50,000.00
	Downtown Canmore TC Study	\$ 57,430.00		\$ 6,300.00	\$ -
	Sublease Expenses	\$ 29,100.00	\$ 29,100.00	\$ 2,500.00	\$ 2,500.00
	Interest	\$ 300.00	\$ 300.00	\$ 500.00	\$ 500.00
	<b>Total Revenue</b>	<b>\$ 233,616.00</b>	<b>\$ 176,186.00</b>	<b>\$ 232,238.00</b>	<b>\$ 248,729.00</b>
<b>EXPENSES</b>					
<b>Accounting and Legal</b>					
	Auditor	\$ 7,500.00	\$ 7,500.00	\$ 7,000.00	\$ 7,000.00
<b>Administration</b>					
	Administrative Expenses	\$ 70,000.00	\$ 70,000.00	\$ 88,760.00	\$ 92,575.00
	Summer Employment Prog	\$ -	\$ -	\$ -	\$ -
	Office Supplies	\$ 500.00	\$ 500.00	\$ 2,500.00	\$ 500.00
	Memberships/Newsletters	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
	Postage and Delivery	\$ 60.00	\$ 200.00	\$ 60.00	\$ 60.00
	Conferences	\$ -	\$ 2,000.00	\$ -	\$ -
	Rent	\$ 8,100.00	\$ 8,100.00	\$ 11,936.04	\$ 12,212.04
	Telephone	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00
	Insurance	\$ 3,750.00	\$ 3,750.00	\$ 4,000.00	\$ 4,250.00
	Bank/service charges	\$ 100.00	\$ 100.00	\$ 350.00	\$ 350.00
	Lease Expenses	\$ 29,000.00	\$ 30,000.00	\$ 3,600.00	\$ 3,600.00
<b>Marketing</b>					
	Marketing Campaigns	\$ 20,260.00	\$ 21,000.00	\$ 17,500.00	\$ 17,000.00
	Advertising	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 3,500.00
	Website/Computer Updates	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,000.00
<b>Board &amp; Member Services</b>					
	Board & Member Meetings	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
	AGM	\$ 800.00	\$ 500.00	\$ 750.00	\$ 750.00
	Stakeholder Engagement	\$ 2,500.00	\$ 2,500.00	\$ 1,250.00	\$ 1,381.96
<b>Enhancement, Projects, Events</b>					
	Summer/Winter Placemaking	\$ 20,000.00	\$ 16,420.00	\$ 50,000.00	\$ 50,000.00
	Events, Campaigns	\$ 3,566.00	\$ 3,566.00	\$ 28,181.96	\$ 50,000.00
	Downtown Canmore Study	\$ 57,430.00		\$ 6,300.00	\$ -
	<b>Total Expenses</b>	<b>\$ 233,616.00</b>	<b>\$ 176,186.00</b>	<b>\$ 232,238.00</b>	<b>\$ 248,729.00</b>
	<b>Excess (deficit) of revenue over expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**BYLAW 2024-10**

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA,  
TO ESTABLISH A TAX RATE FOR THE  
DOWNTOWN BUSINESS IMPROVEMENT AREA IN THE YEAR 2024**

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

**TITLE**

- 1 This bylaw shall be known as the Downtown Business Improvement Area 2024 Tax Rate Bylaw.

**TAX RATE**

- 2 Council establishes the 2024 tax rate for the Downtown Business Improvement Area in accordance with Schedule A.

**ENACTMENT/TRANSITION**

- 3 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
- 4 Schedule A forms part of this bylaw.
- 5 This bylaw comes into force on the date it is passed.

FIRST READING:

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

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Sean Krausert  
Mayor

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Date

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Cheryl Hyde  
Manager, Municipal Clerk's Office

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Date

SCHEDULE 'A' LEVY

2024

Roll	Lot/Unit	Block	Plan	Unit #	Building #	Street	Tax rate Levy
10193	7	46	1095F		826	10TH	\$ 1,471
10195	10	46	1095F		838	10TH	\$ 2,176
10205	1	48	1095F		802	MAIN	\$ 2,823
10206	2	48	1095F		806	MAIN	\$ 1,000
10207	3	48	1095F		810	MAIN	\$ 706
10208	4, 5	48	1095F		820	MAIN	\$ 4,176
10209	6	48	1095F		822	MAIN	\$ 1,470
10210	7	48	1095F		826	MAIN	\$ 3,117
10211	8, 9	48	1095F		830	MAIN	\$ 3,823
10212	9, 10	48	1095F		836 & 838	MAIN	\$ 1,059
10221	11, 12	49	1095F		837	MAIN	\$ 3,234
10222	13	49	1095F		829	MAIN	\$ 823
10224	15	49	1095F		821	MAIN	\$ 941
10225	16	49	1095F		817	MAIN	\$ 3,587
10226	17-20	49	1095F		801	MAIN	\$ 5,175
10395	12	62	1095F		733	MAIN	\$ 1,706
10396	13	62	1095F		729	MAIN	\$ 2,176
10397	14, 15	62	1095F		721	MAIN	\$ 3,998
10398	16	62	1095F		717	MAIN	\$ 1,646
10399	17	62	1095F		713	MAIN	\$ 2,822
10401	19, 20	62	1095F		701 & 705	MAIN	\$ 4,234
10402	1	63	1095F		702	MAIN	\$ 2,938
10403	2, 3, 4	63	1095F		710	MAIN	\$ 5,468
10405	5	63	1095F		718	MAIN	\$ 1,000
10406	6	63	1095F		722	MAIN	\$ 2,822
10407	7, 8	63	1095F		726	MAIN	\$ 1,000
10408	8 PRT	63	1095F		730	MAIN	\$ 1,000
10409	9, 10	63	1095F		738	MAIN	\$ 1,647
10413	3	64	1095F		709	10TH	\$ 1,470
10415	5	64	1095F		717	10TH	\$ 1,822
10416	6	64	1095F		721	9TH	\$ 1,000
10417	7	64	1095F		725	9TH	\$ 1,470
10419	9W,10	64	1095F		737	10TH	\$ 1,118
10420	1	65	1095F		702	10TH	\$ 706
10426	7	65	1095F		726	10TH	\$ 764
10427	8	65	1095F		730	10TH	\$ 294
10451	8	69	1095F		629	10TH	\$ 647
10452	9	69	1095F		633	10TH	\$ 773
10453	10	69	1095F		1000	6TH	\$ 1,940
10454	4, 5	70	1095F		610	MAIN	\$ 1,235
10456	6	70	1095F		622	MAIN	\$ 1,000
10457	7	70	1095F		626	MAIN	\$ 2,528
10458	8	70	1095F		630	MAIN	\$ 1,470
10460	9, 10	70	1095F		638	MAIN	\$ 1,000
10469	11	71	1095F		637	MAIN	\$ 1,940
10470	12	71	1095F		633	MAIN	\$ 1,763
10471	13	71	1095F		629	MAIN	\$ 706
10472	14, 15	71	1095F		621	MAIN	\$ 1,000
11069	11, 12	2	3608GP		901	MAIN	\$ 1,588
11088	3	3	3608GP		902	MAIN	\$ 1,235
11836	11	62	1095F		737	MAIN	\$ 4,115
13814	1		9311903	1	718	10TH	\$ 823
13815	2		9311903	2	718	10TH	\$ 823
14781	1		9512682	1	714	10TH	\$ 647
14782	2		9512682	2	714	10TH	\$ 470
14783	2		9512682	3	714	10TH	\$ 470
16356	1		9811639	100A	729	10TH	\$ 4,529
17727	1		212378	101	1000	7TH	\$ 823



**SCHEDULE 'A' LEVY  
2024**

17728	2		212378	105	1000	7TH	\$	470
17729	3		212378	109	1000	7TH	\$	529
17730	4		212378	113	1000	7TH	\$	529
17731	5		212378	117	1000	7TH	\$	529
17732	6		212378	121	1000	7TH	\$	470
17775	1		213573	100	709	MAIN	\$	588
17776	2		213573	104	709	MAIN	\$	647
17777	3		213573	108	709	MAIN	\$	706
17778	4		213573	208	709	MAIN	\$	706
17779	5		213573	300	709	MAIN	\$	706
17780	6		213573	308	709	MAIN	\$	706
19217	1		514329	105	1001	6TH	\$	941
19218	2		514329	109	705	10TH	\$	764
19219	3		514329	113	705	10TH	\$	470
19220	4		514329	117	1001	6TH	\$	882
19221	5		514329	101	1001	6TH	\$	529
19222	6		514329	217	1001	6TH	\$	470
19223	7		514329	221	1001	6TH	\$	412
19224	8		514329	225	1001	6TH	\$	353
19225	9		514329	201	1001	6TH	\$	764
19226	10		514329	205	1001	6TH	\$	353
19227	11		514329	206	1001	6TH	\$	706
19228	12		514329	213	1001	6TH	\$	588
19609	1		0710982	104	621	10TH	\$	353
19610	2		0710982	101	621	10TH	\$	412
20406	31		813748	107	829	10TH	\$	588
20407	32		813748	109	829	10TH	\$	647
20408	33		813748	111	829	10TH	\$	588
20409	34		813748	113	829	10TH	\$	647
20410	35		813748	101	1002	8TH	\$	823
20411	36		813748	103	1002	8TH	\$	823
20726	4		911653	109	710	10TH	\$	588
20727	5		911653	101	710	10TH	\$	824
20728	6		911653	209	710	10TH	\$	647
20729	7		911653		710	10TH	\$	-
21243	6		1012362	101	901	8TH	\$	1,764
<b>Total</b>							<b>\$</b>	<b>130,729</b>



# Request for Decision

**DATE OF MEETING:** April 2, 2024 **Agenda #:** H 1

**TO:** Council

**SUBJECT:** National Indigenous Peoples Day Grant Funding

**SUBMITTED BY:** Jeanie Macpherson, Supervisor of Arts and Culture

**RECOMMENDATION:** That Council accept \$19,250 in grant funds from the Banff Canmore Foundation and allocate the funds to support enhancements to the National Indigenous Peoples Day program.

## EXECUTIVE SUMMARY

As part of the 2024 operating budget, Council approved a \$13,900 for National Indigenous Peoples Day (NIPD). The Banff Canmore Foundation approached the Town to invite a grant application for an additional \$19,250 of funding to support programming taking place during National Indigenous Peoples Month. The Arts and Events department submitted a successful grant application and is recommending that Council formally accept the grant and allocate the funds to support enhance NIPD programming.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Council Strategic Plan Alignment

### Relationships

Goal: Respectful, authentic relationships are the foundation on which our future success is built.

- Right Relations with the Stoney Nakoda Nation and members of Treaty 7 and Metis Region 3 are advanced (Now Rocky View Métis District within the Battle River Territory (District 4))

## DISCUSSION

In October 2017 the Town of Canmore committed to advancing the Government of Canada's Truth and Reconciliation (TRC) calls to action. Town staff reviewed the 94 Calls to Action and identified how the Town of Canmore can play a role leading or advancing 16 actions. Amongst these is Action 43 – *We call upon federal, provincial, territorial, and municipal governments to fully adopt and implement the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) as the framework for reconciliation.* Municipally planned celebrations for National Indigenous Peoples Day offer alignment and reinforcement of the principles of UNDRIP by recognizing and honouring the cultural, social, and economic contributions of Indigenous Peoples. Additionally, these celebrations demonstrate a commitment to upholding the rights of Indigenous communities as outlined in the Declaration by providing a platform for Indigenous voices, promoting cultural understanding, and fostering reconciliation with non-indigenous communities.

As such, the Town of Canmore has held annual Indigenous Peoples Day celebrations since 2016. In 2023, the Stoney Nakoda Tribal Council requested that the Town move their National Indigenous Peoples Day

celebrations from June 21<sup>st</sup> (National Indigenous Peoples Day) to the weekend before. This request was made to avoid overlap with planned celebrations in Mini Thni and to provide more opportunities for Indigenous artists and entrepreneurs to participate. Stoney Tribal Council also recommended that cultural protocol be honoured by adding a pipe ceremony to the opening practice of the day and by including dancers that represent all three bands of the Stoney Nakoda Nation. The provision of an Indigenous market was discussed as an opportunity to provide a platform for Indigenous voices, promote cultural understanding and foster reconciliation. These elements were added to the 2023 celebrations and funded through grants from Canadian Heritage and Rotary. Our increased success in engagement and relationship-building with the Nation has shown increased participation by dancers, chiefs and elders, which has resulted in a larger draw on honoraria. This led to a variance in 2023.

The Banff Canmore Foundation approached Arts and Events in February 2024 with the possibility of enhancing our National Indigenous Peoples Day programming with additional funding in the amount of \$19,250. The grant's eligibility requirements align with the expanded programming areas discussed by both the Nation and the Town.

The proposed scope enhancements to the program include increased transportation and cultural interpretation services. Transportation on June 15, from Mini Thni to Canmore will enhance event accessibility and inclusivity for vendors, dancers and elders attending Canmore events. Similarly, transportation on June 21 from Canmore to Mini Thni will boost non-Indigenous community participation in the Mini Thni powwow through cultural interpretation services on the bus. In addition to transportation, the return of the successful Indigenous-led market (on June 15, 2024), will take place should the new total budget of \$33,150 be approved.

#### **ANALYSIS OF ALTERNATIVES**

None.

#### **FINANCIAL IMPACTS**

\$13,900 has been approved in the 2024 operating budget for NIPD programming.

Administration has received notification that the Banff Canmore Foundation's Stewardship of the Kia Communities in Motion/ Community Foundations of Canada grant partnership was approved in the amount of \$19,250.

Additional funding sources are being pursued, and if these applications are successful, the intent would be to further increase the budget and scope of the celebrations. These are not expected to exceed a few thousand dollars and would be included in future administrative updates for Council's information.

#### **STAKEHOLDER / RIGHTSHOLDER ENGAGEMENT**

The following internal departments have been consulted in planning for expanded National Indigenous Peoples Day programming and celebrations: Economic Development, Communications, Streets and Roads, Parks and Engineering.

Town of Canmore Administration and members of the Stoney Nakoda Nation met on three different occasions, and held discussions specifically pertaining to National Indigenous Month. Discussions pertaining to the planning of NIPD 2024 took place between October of 2023 and March 2024, with ongoing discussions planned regularly between March 2023 and June 2024.

**ATTACHMENTS**

None

**AUTHORIZATION**

Submitted by:	Jeanie Macpherson Supervisor of Arts and Culture	Date:	<u>March 12, 2024</u>
Approved by:	Chelsey Gibbons Manager of Financial Services	Date:	<u>March 14, 2024</u>
Approved by:	Eleanor Milette Manager of Economic Development	Date:	<u>March 14, 2024</u>
Approved by:	Scott McKay GM Municipal Services	Date:	<u>March 15, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>March 26, 2024</u>



# Request for Decision

**DATE OF MEETING:** April 2, 2024 **Agenda #:** H 2

**TO:** Council

**SUBJECT:** Property Tax Penalty Forgiveness Request: Tax Roll # 21512

**SUBMITTED BY:** Megan Dalrymple, Property Tax Coordinator

**RECOMMENDATION:** That council forgive the property tax penalties for Roll # 21512 in the amount of \$1,406.57.

## EXECUTIVE SUMMARY

The Town has received a request from a taxpayer asking for council to forgive the penalties applied for compassionate reasons. Historically, council has reviewed requests on a case-by-case basis. Review on a case-by-case basis ensures proper consideration and reflection is given to confirm that taxes are collected according to legislation, local bylaw, and in an equitable manner.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

The Tax Penalty Bylaw 2019-26 provides for the imposition of penalties on unpaid property taxes.

Municipal Government Act (MGA) sections 344 and 345 provides for the imposition of penalties on unpaid property taxes by council, through bylaw.

MGA s.347 provides council with the option to cancel, defer, or refund all or part of taxes where in considers it equitable to do so.

MGA s.337 states “A tax notice is deemed to have been received 7 days after it is sent”.

## DISCUSSION

In 2023 the Annual Property Tax Notices were mailed May 15 with a payment due date of June 30. As the tax collector, the Town of Canmore is responsible for mailing the tax bill to the address provided on the tax roll. Property owners are responsible for full payment of taxes and penalty for late payments. Non-receipt of the property tax bill does not exempt a taxpayer from penalty due to late payment.

Per the Property Tax Penalty Bylaw 2019-26, the current year penalties were applied in 2023 at a rate of 5% on July 5, September 1, October 1 and arrears penalties were applied at rate of 5% on January 1, 2024.

In the case of Tax Roll # 21512 the owners had traveled to their home in Ontario in summer of 2022. While residing in Ontario, one of the two property owners became seriously ill and the owners were unable to return to Alberta. This person was admitted to hospital in early January 2023 where they remained until their death in March 2023. As this owner was the primary administrator of financial matters for the family, the surviving owner did not discover the property tax bill until their return to the Canmore property this winter when they promptly made payment on February 12, 2024 for the 2023 tax levy.

Administration has confirmed that the 2023 Tax Notice and subsequent past due notices (July, November, January) were issued to the Canmore property mailing address. A death certificate has been received to confirm the March 2023 death of the one owner.

Administration receives a number of calls from taxpayers annually requesting forgiveness for late payment penalties. Those who follow-up with a formal request are forwarded to council. Council has, in the majority of cases, consistently denied such requests. It is the recommendation of administration that decisions on penalty relief be specifically justified to ensure that requests from taxpayers with similar circumstances are handled in a consistent and equitable manner. The basis for consideration when determining approval of tax penalty reductions is generally a question of fact; such as an administrative error, or of compassion for circumstances such as extreme illness or death.

In the case of Tax Roll # 21512, the owners had paid property taxes on time for all the previous 9 years that they have owned this Canmore property. The 2023 property taxes for this property have now been collected as originally calculated. The waiving of the penalties does not impact or redistribute any financial burden to other taxpayers.

Administration recommends that Council consider waiving the penalties as applied out of compassion for these exceptional circumstances.

**ANALYSIS OF ALTERNATIVES**

1. Council may approve a portion or all of the penalty amount for reduction.
2. Council may request additional information prior to deciding.

**FINANCIAL IMPACTS**

Approving this request would result in a write-off to the tax penalty revenue as follows:

Penalty Month	Penalty Amount (at 5%)	Accumulative Penalty Balance
July 2023	\$ 326.34	\$ 326.34
September 2023	\$ 342.66	\$ 669.00
October 2023	\$ 359.79	\$ 1,028.79
January 2023	\$ 377.78	\$ 1,406.57
<b>TOTAL</b>	<b>\$ 1,406.57</b>	

**STAKEHOLDER ENGAGEMENT**

A formal request for penalty forgiveness was sent by the taxpayer to the property tax department.

**ATTACHMENTS**

None

**AUTHORIZATION**

Submitted by:	Megan Dalrymple Property Tax Coordinator	Date: <u>March 8, 2024</u>
Approved by:	Chelsey Gibbons Manager of Financial Services	Date: <u>March 11, 2024</u>
Approved by:	Therese Rogers General Manager of Corporate Services	Date: <u>March 8, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>March 26, 2024</u>



# Request for Decision

**DATE OF MEETING:** April 2, 2024 **Agenda #:** H 3

**TO:** Council

**SUBJECT:** Appointment of Clerks to the Assessment Review Board

**SUBMITTED BY:** Cheryl Hyde, Manager, Municipal Clerk's Office

**RECOMMENDATION:** That Council repeal the appointment of JaNae Sheppard and appoint the following people as clerks of the Canmore Assessment Review Board for a term ending on December 31, 2024:

- Megan Dalrymple, Property Tax Coordinator
- Anne Kan, Tax and Utility Customer Service Representative
- Joey Leung, Tax and Utility Customer Service Representative
- Lisa Wong, Administrative Assistant.

## EXECUTIVE SUMMARY

This report recommends appointment of clerks to the Assessment Review Board.

## RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

In February 2020, Council appointed Megan Dalrymple, Property Tax Coordinator, and JaNae Sheppard, Tax and Utility Assistant, as clerks to the Assessment Review Board. JaNae Sheppard is no longer with the organization and so administration recommends that Council repeal her appointment.

## DISCUSSION

Section 456(1) of the Municipal Government Act (the Act) requires Council to appoint a person as the clerk of the Assessment Review Board. Administration recommends that Council appoint four employees of the Finance Department to the position to provide adequate coverage of the responsibilities set out in the Act.

Starting with the 2024 annual organizational meeting, administration will submit a recommendation every year for clerk appointments for the following calendar year. This will help keep the appointments current.

## ANALYSIS OF ALTERNATIVES

None

## FINANCIAL IMPACTS

None

## STAKEHOLDER ENGAGEMENT

Not applicable.

## ATTACHMENTS

None



**AUTHORIZATION**

Submitted by: Cheryl Hyde  
Manager, Municipal Clerk's Office      Date: March 11, 2024

Approved by: Therese Rogers  
GM of Corporate Services      Date: March 12, 2024

Approved by: Sally Caudill  
Chief Administrative Officer      Date: March 26, 2024