

## TOWN OF CANMORE

### AGENDA

Committee of the Whole

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

**Tuesday, May 21, 2024 at 1:00 p.m.**

Times are estimates only.

- 1:00 – 1:05      **A. CALL TO ORDER AND APPROVAL OF AGENDA**
1. Land Acknowledgement
  2. Agenda for the May 21, 2024 Committee of the Whole Meeting
- 1:05              **B. DELEGATIONS – none**
- 1:05              **C. MINUTES**
1. Minutes of the April 16, 2024 Committee of the Whole Meeting
- 1:05 – 1:35      **D. STAFF REPORTS**
1. **Connect Downtown – Update on Visioning Phase**  
Purpose: To provide Committee of the Whole with an update on the Visioning phase of Connect Downtown, including what we heard through community and stakeholder engagement.
  2. **Phase Out Tourist Home Designation Implementation Plan Update**  
Purpose: To provide an update on the key steps required to phase out the Tourist Home designation, as directed by Council on January 9, 2024.
- 1:35 – 2:15      **Meeting Break**
- 2:15 – 2:30      **Meeting Break**
- 2:30 – 2:45      **3. Keep Wildlife Alive Social Norms Campaign: 2023 Ambassador Pilot Program**  
Purpose: To provide the Committee of the Whole an overview of the 2023 Keep Wildlife Alive Ambassador summer pilot program.
- 2:45 – 2:55      **E. COUNCILLOR UPDATES**
1. May 2024 Councillor Updates
- 2:55 – 3:05      **F. ADMINISTRATIVE UPDATE**
1. May 2024 Administrative Update
- 3:05 – 3:10      **G. COUNCIL RESOLUTION ACTION LIST**
1. Council Resolution Action List as of May 15, 2024
- 3:10              **H. CORRESPONDENCE**
1. From Minister of Forestry and Parks re Alberta Wildfire Prevention and Support
- 3:10              **I. CLOSED SESSION – none**
- 3:10              **J. ADJOURNMENT**

**TOWN OF CANMORE**  
**MINUTES**  
Committee of the Whole  
Council Chambers at the Civic Centre, 902 – 7 Avenue  
**Tuesday, April 16, 2024 at 1:00 p.m.**

**COUNCIL MEMBERS PRESENT**

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

**COUNCIL MEMBERS ABSENT**

None

**ADMINISTRATION PRESENT**

Sally Caudill	Chief Administrative Officer
Therese Rogers	General Manager of Corporate Services
Ben Stiver	Municipal Clerk (recorder)
Caitlin Miller	Manager of Protective Services
Stephen Hanus	Manager of Facilities
Chelsey Gibbons	Manager of Finance
Andreas Comeau	Manager of Public Works
Shannon Woods	Water Resources Engineer
Andy Esarte	Manager of Engineering
Adam Robertson	Manager of Communications
Amanda Hunter	Peace Officer

Mayor Krausert called the April 16, 2024 Committee of the Whole meeting to order at 1:00 p.m.

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

- 1. Land Acknowledgement**
- 2. Agenda for the April 16, 2024 Committee of the Whole Meeting**

16-2024COW

Moved by Mayor Krausert that the Committee of the Whole approve the agenda for the April 16, 2024 meeting, as circulated.

**CARRIED UNANIMOUSLY**

**B. DELEGATIONS**

- 1. Bow Valley SPCA Presentation**

Daisy Hilchey, Adoption Centre Manager for the Bow Valley SPCA, spoke to a written report providing the Committee with a 2024 organizational update.

**2. EPCOR Presentation**

Artur Ishkulov, Canmore Site Operational Officer for EPCOR, spoke to a written report providing the Committee with a 2024 organizational update.

**C. MINUTES**

**1. Minutes of the March 19, 2024 Committee of the Whole Meeting**

17-2024COW

Moved by Mayor Krausert that the Committee of the Whole approve the minutes of the March 19, 2024 meeting, as circulated.

**CARRIED UNANIMOUSLY**

**D. STAFF REPORTS**

**1. Drought Response Plan**

Administration spoke to a written report informing the Committee of the Town's Drought Response Plan.

**Meeting Break from 2:30 p.m. – 2:45 p.m.**

**2. Preliminary 2024 Property Tax Rates**

Administration spoke to a written report reviewing the preliminary 2024 property tax rates for discussion prior to bringing the Property Tax Rate Bylaw to Council for approval on May 7, 2024.

**3. Canmore Local Transit Review**

Administration, alongside Steve Nelson, Operations Manager for Roam Transit, spoke to a written report reviewing the recently completed Canmore Local Transit Review.

**E. COUNCILLOR UPDATES**

**1. April 2024 Councillor Updates**

Written report, received as information.

**F. ADMINISTRATIVE UPDATE**

**1. April 2024 Administrative Update**

Written report, received as information.

**G. COUNCIL RESOLUTION ACTION LIST**

**1. Council Resolution Action List as of April 10, 2024**

Written report, received as information.

**H. CORRESPONDENCE**

1. From RCMP re Canmore Detachment
2. To Minister of Forestry and Parks re Alberta NDP MLA, Banff-Kananaskis, Human-Wildlife Coexistence Roundtable and Working Group
3. From Minister of Forestry and Parks re Alberta NDP MLA, Banff-Kananaskis, Human-Wildlife Coexistence Roundtable and Working Group
4. From Ministry of Forestry and Parks re Alberta Wildfire Season

**I. CLOSED SESSION – none**

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

**J. ADJOURNMENT**

18-2024COW

Moved by Mayor Krausert that the Committee of the Whole adjourn the April 16, 2024 Committee of the Whole meeting at 3:56 p.m.

**CARRIED UNANIMOUSLY**

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

\_\_\_\_\_  
Ben Stiver  
Municipal Clerk

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



# Briefing

**DATE OF MEETING:** May 21, 2024 **Agenda #: D 1**

**TO:** Committee of the Whole

**SUBJECT:** Connect Downtown: Update on Visioning Phase

**SUBMITTED BY:** Joshua Cairns, Senior Policy Planner

**PURPOSE:** To provide Committee of the Whole with an update on the Visioning phase of Connect Downtown, including what we heard through community and stakeholder engagement.

## EXECUTIVE SUMMARY

This report presents information on the conclusion of the first public-facing phase of *Connect Downtown: Planning a Vibrant Town Centre* (“Connect Downtown”), including what we heard through extensive community and stakeholder engagement and how that translated into a community vision for the future of downtown.

## BACKGROUND

Connect Downtown is a planning process that will result in the creation of an Area Redevelopment Plan (ARP) for the downtown area. An ARP is a statutory plan capable of providing a robust and enforceable policy framework for guiding change and growth in specified geographic areas. The creation of an ARP presents a unique opportunity to engage Council, administration, stakeholders, businesses, and the community to develop a shared vision that supports the continued evolution and long-term vibrancy of the town’s core over the next 25 years to the year 2050.

Connect Downtown publicly launched at a Committee of the Whole meeting on October 17, 2023. The first public-facing phase of work, “Visioning”, spanned October 2023 to March 2024 and involved broad engagement and background research to understand what people value downtown today and what opportunities there are for improvement.

The primary output of this phase of work was a vision for the future of downtown—which includes a vision statement, six core values, and ten big ideas that will guide the development of draft policy in the next phase of work. The vision for downtown and a summary of what we heard is introduced in this report and provided in Attachment 1. More information on Connect Downtown can be found on the project’s webpage at [mycanmore.ca/ConnectDowntown](http://mycanmore.ca/ConnectDowntown).

## DISCUSSION

### Engagement Approach

From November 2023 to March 2024, we invited the public and stakeholders to share their current experiences downtown and their priorities for the future. We also welcomed input on and ideas for draft

core values for a future downtown and potential ‘Big Ideas’ that could transform the area.

Since the ARP will guide change downtown to the year 2050, its implementation will impact the next generation of our community. As a result, we set out to do engagement differently by bringing different voices into the decision-making process. We crafted innovative tactics to reach a broader audience while still providing more traditional methods for the public to share their perspectives.

Engagement tactics included a suite of digital tools (a survey, open ideas board, Q & A, and digital asset map), an in-classroom asset mapping exercise targeted at Canmore middle school students, a virtual workshop open to the public and for key stakeholders, and our flagship event, “The Warm Up”, presented in collaboration with the Canmore Folk Music Festival. The Warm Up featured pop-up concerts at downtown businesses and an open house at the Canmore Civic Centre.

### **What We Heard**

We had over 1,600 direct interactions with a diverse representation of youth, individuals, community organizations, and businesses—including 467 responses to our online survey. We saw a cohesive vision for the future of downtown emerge based on the feedback we received. Pages 8-30 of the What We Heard report in Attachment 1 outline a detailed breakdown of key results; however, at a high level, we heard that the public would like to see a future downtown that:

- Aligns with our draft core values and potential ‘Big Ideas’ (described later in this report),
- Is a place of vibrancy year-round,
- Is walkable and people-focused,
- Has a strong sense of place and maintains its mountain-town character,
- Offers places to gather,
- Provides enhanced opportunities to connect with nature in trails and parks,
- Demonstrates leadership in sustainability,
- Offers a diversity of retail and services, and
- Moves people and vehicles efficiently.

### **Vision for Downtown**

We propose a working vision for the future of downtown by considering what we heard through this phase of engagement along with background research and analysis. The vision is intended to serve as a roadmap for Connect Downtown, articulating what downtown should look like in the year 2050 and how an ARP can support realization of that vision.

The vision for downtown is provided on pages 4-7 of Attachment 1. The vision contains three components:

1. A vision statement (page 4);
2. Core values (page 5); and,
3. Big ideas (pages 6-7).

### **Vision Statement**

The vision statement outlines the long-term aspirations and goals for downtown, capturing its desired future state and guiding its development and actions towards achieving that vision. The vision statement will inform

every step of Connect Downtown, ensuring its various components—the land use concept, public realm plan, development policy, and so on—all work in unison to ensure this desired future state can be realized.

The vision statement for downtown is:

*In the year 2050, downtown Canmore stands as a leading example of sustainable mountain living, defined by its ability to seamlessly connect people and nature.*

*It has a unique character—distinguished by a relationship to the natural landscape, an industrial past, and the diverse cultures that shape it.*

*Its residents move using safe and accessible connections, enjoying views of the mountains along the way. Visitors are welcomed and come downtown to experience a thriving mixed-use Town Centre in one of Canada’s most beautiful settings.*

*In the year 2050, downtown is celebrated as Canmore’s vibrant and resilient year-round community hub.*

The vision statement for downtown may evolve throughout the Connect Downtown planning process as additional research and engagement is completed.

**Core Values**

Values reflect our core principles, priorities, and beliefs—they define what we care about most and will guide the overall direction of the plan for Downtown. Six values have been identified based on community and stakeholder engagement, research and analysis, and with consideration for Council-approved bylaws, plans, and strategies (Table 1). Draft policies brought forward during the next phase of Connect Downtown will align with the core values.

Table 1: Six core values

Value	What this could look like in the year 2050
<i>Distinct</i>	Downtown embraces a unique character that reflects its geographic setting and status as Canmore’s Town Centre.
<i>Connected</i>	Downtown is easy to navigate and offers convenient connections to key destinations, amenities, and communities.
<i>Vibrant</i>	Downtown is lively and active all day, every day, and every season.
<i>Accessible</i>	Downtown works for people of all ages, incomes, backgrounds, and mobilities.
<i>Inclusive</i>	Downtown fosters a sense of belonging and is welcoming to a diversity of residents, visitors, and businesses.
<i>Resilient</i>	Downtown is adaptable, and its businesses, residents, and infrastructure can withstand climate impacts, external stressors, and changes that emerge over time.

**Big Ideas**

Ten big ideas were identified, each representing a transformative concept that will guide the future evolution of downtown in support of the six core values (Table 2). The final Area Redevelopment Plan will provide a land use concept, transportation network, and supporting policies that will guide the implementation of the big ideas.

Table 2: Ten big ideas

<b>Big Idea</b>	<b>Description</b>
<i>Embrace nature and mountain views</i>	Distribute and design buildings and public spaces in ways that embrace nature and mountain views as defining elements.
<i>Make Main Street a Great Street</i>	Redesign Main Street as a pedestrian-oriented, year-round public space for gathering and activity.
<i>From the Creek to the Bow</i>	Provide efficient connections and linkages that make the Bow River and Policeman’s Creek part of downtown.
<i>Make downtown year-round</i>	Provide spaces and land uses that support street activation and welcome people day and night, rain or shine.
<i>Repurpose underused spaces</i>	Develop underutilized or vacant land to address gaps and enhance vibrancy.
<i>Create accessible and adaptable spaces</i>	Design buildings and public spaces that can respond and adapt to a changing environment and community.
<i>Housing for a more diverse population</i>	Provide more housing opportunities in residential areas that can meet the needs of a diverse population.
<i>Create a neighbourhood heart</i>	Establish a pedestrian-focused corridor anchored by a central plaza and captivating spaces for the community.
<i>A distinct character</i>	Create a special and unique sense of place that distinguishes downtown from other areas and celebrates its connection to nature, the mountains, and its rich history.
<i>A low-impact community</i>	Design downtown in a way that fosters sustainable development and minimizes impacts on the environment.

**Next Steps**

With the Visioning phase of Connect Downtown now concluded, the planning project transitions into the second public-facing phase of work, “Options”. During the Options phase, we will develop draft policy options in support of the vision (e.g., concepts for Main Street, land use, and the public realm). The draft policy options will be brought to the community for engagement in Summer 2024. Following engagement, the draft policy options will be refined into preferred options that will form the basis for the draft ARP.

**ATTACHMENTS**

- 1) Connect Downtown Visioning Phase – What We Heard



**AUTHORIZATION**

Submitted by: Joshua Cairns  
Senior Policy Planner Date: April 23, 2024

Approved by: Riley Welden  
Acting Manager of Planning & Development Date: April 29, 2024

Approved by: Whitney Smithers  
General Manager of Municipal Infrastructure Date: May 1, 2024

Approved by: Sally Caudill  
Chief Administrative Officer Date: May 13, 2024

May 2024



# connect downtown

Visioning Phase - What We Heard

# OWN







# About

**Connect Downtown is a planning project that will result in the creation of an Area Redevelopment Plan (ARP) for Canmore's Downtown to support the continued evolution and long-term vibrancy of the Town's core.**

The project's full name, Connect Downtown: Planning a Vibrant Town Centre, reflects the intent of the plan: to reimagine how people can access, gather, and interact with a network of public spaces to support a thriving mixed-use area over the long term.

Connect Downtown publicly launched in October 2023 and is anticipated to be completed by Spring 2025. The first public-facing phase of work was the "Visioning" phase, which involved broad community engagement and research to understand what people value downtown and what opportunities there are for improvement. In total, more than 1,600 direct interactions with the community and stakeholders helped improve our understanding of what is working downtown today, what people want to see changed, and what is possible in the future.

The results from this phase of work supported the creation of a community vision for the future of downtown, which includes a vision statement, six core values, and ten big ideas. Together, these elements will be used to inform the development of draft policy in the "Options" phase of work that will happen next.

**This report articulates this community vision (pages 4-7) along with a detailed summary of what we heard through engagement (pages 8-31).**



**For more information, visit  
[mycanmore.ca/ConnectDowntown](https://mycanmore.ca/ConnectDowntown)**



## Vision

**In the year 2050, downtown Canmore stands as a leading example of sustainable mountain living, defined by its ability to seamlessly connect people and nature.**

**It has a unique character—distinguished by a relationship to the natural landscape, an industrial past, and the diverse cultures that shape it.**

**Its residents move using safe and accessible connections, enjoying views of the mountains along the way. Visitors are welcomed and come downtown to experience a thriving mixed-use Town Centre in one of Canada's most beautiful settings.**

**In the year 2050, downtown is celebrated as Canmore's vibrant and resilient year-round community hub.**

# Core Values

To create a vision for the future of downtown, we need to understand what the community values for our Town Centre.

Values reflect our core principles, priorities, and beliefs—they define what we care about most and will guide the overall direction of the plan for Downtown. Six values have been identified based on community and stakeholder engagement, research and analysis, and stakeholder engagement, research and analysis, and with consideration for Council-approved bylaws, plans, and strategies.

01

## Distinct

IN 2050...

Downtown embraces a unique character that reflects its geographic setting and status as Canmore's Town Centre.

02

## Connected

IN 2050...

Downtown is easy to navigate and offers convenient connections to key destinations, amenities, and communities.

03

## Vibrant

IN 2050...

Downtown is lively and active all day, every day, and every season.

04

## Accessible

IN 2050...

Downtown works for people of all ages, incomes, backgrounds, and mobilities.

05

## Inclusive

IN 2050...

Downtown fosters a sense of belonging and is welcoming to a diversity of residents, visitors, and businesses.

06

## Resilient

IN 2050...

Downtown is adaptable, and its businesses, residents, and infrastructure can withstand climate impacts and other changes that emerge over time.

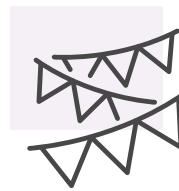
# Big Ideas

The following ten big ideas represent transformative concepts that will guide the future evolution of downtown in support of the six core values. The final Area Redevelopment Plan will provide a land use concept, transportation network, and supporting policies that will guide the implementation of the big ideas.



## Embrace nature and mountain views

Distribute and design buildings and public spaces in ways that embrace nature and mountain views as defining elements.



## Make Main Street a Great Street

Redesign Main Street as a pedestrian-oriented, year-round public space for gathering and activity.



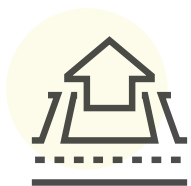
## From the Creek to the Bow

Provide efficient connections and linkages that make the Bow River and Policeman's Creek part of downtown.



## Make downtown year-round

Provide spaces and land uses that support street activation and welcome people day and night, rain or shine.



## Repurpose underused spaces

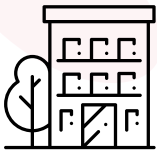
Develop underutilized or vacant land to address gaps and enhance vibrancy.



## Create accessible and adaptable spaces

Design buildings and public spaces that welcome everyone and can adapt to a changing environment and community.

## Big Ideas (continued)



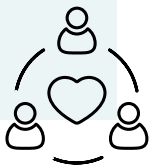
### Housing for a more diverse population

Provide more housing opportunities in residential areas that can meet the needs of a diverse population.



### A distinct character

Create a special and unique sense of place that distinguishes downtown from other areas and celebrates its connection to nature, the mountains, and its rich history.



### Create a neighbourhood heart

Establish a pedestrian-focused corridor anchored by a central plaza and captivating spaces for the community.



### A low-impact community

Design downtown in a way that fosters sustainable development and minimizes impacts on the environment.

## IDENTIFYING THE BIG IDEAS

Ten draft big ideas were originally developed based on our research into challenges and opportunities downtown along with consideration for how the area could evolve in ways that align with the six core values as well as Council-approved bylaws, plans, and strategies.

The ten draft big ideas were, along with the core values, the primary focus of community and stakeholder engagement. All ten draft big ideas were broadly supported; however, changes were made in response to community and stakeholder feedback as summarized on page 17.



# What We Heard

## Introduction

The public has a strong role to play in shaping the direction of the final plan that will be presented to Council for consideration in early 2025. There will be four distinct touchpoints over the project lifespan where we will seek public input.

We kicked off public engagement for Connect Downtown with the Visioning phase of the project, which took place from November 2023 to March 2024. We had over 1,600 direct interactions with a diverse representation of individuals, community organizations, industry associations, and businesses—including 467 responses to our online survey, which informs much of the results featured in this report.

During public engagement, we heard how central our downtown is to our community, drawing over 80% of our community year-round on at least a weekly basis. We also saw a cohesive vision for its future emerge across the feedback we received.

**This report provides a detailed breakdown of key results; however, at a high level, we heard that the public would like to see a future downtown that:**

- Generally aligns with our draft core values and potential 'Big Ideas',
- Is a place of vibrancy year-round,
- Is walkable and people-focused,
- Has a strong sense of place and maintains its mountain-town character,
- Offers places to gather,
- Provides enhanced opportunities to connect with nature in trails and parks,
- Demonstrates leadership in sustainability,
- Offers a diversity of retail and services, and
- Moves people and vehicles efficiently.

The feedback we received during this phase of engagement shaped the Vision document that will guide potential policy options for downtown, which will be the focus of the next engagement phase ("Options") in Summer 2024.

## Engagement Approach

From November 2023 to March 2024, we invited the public and stakeholders to share their current experiences downtown and their priorities for the future. We also welcomed input on and ideas for draft core values for a future downtown and potential 'Big Ideas' that could transform the area.

Since the ARP will guide change downtown to the year 2050, its implementation will impact the next generation of our community. As a result, we set out to do engagement differently by bringing different voices into the decision-making process. We crafted innovative engagement tactics to reach a broader audience while also providing more traditional methods for the public to share their perspectives.

### OVERVIEW OF KEY TACTICS

DATE	ACTIVITY
Nov 9 to Dec 15, 2023	<b>Classroom asset mapping exercise targeted at Canmore middle school students</b> (216 submissions)
Feb 1 to Mar 1, 2024	<b>Online engagement</b> (476 submissions)
Feb 7, 2024	<b>Pop-up engagement with Canmore Young Adult Network (CYAN)</b> (100 participants)
Feb 9, 2024	<b>The Warm Up concert series and open house</b> (2,137 participants including 600 visitors to the open house)
Feb 10, 2024	<b>The Cool Down event and open house</b> (200 visitors to the open house)
Feb 21, 2024	<b>Virtual Public Workshop</b> (15 participants)
Feb 27, 2024	<b>Virtual Stakeholder Workshop</b> (22 participants)

## How We Listened

### Online Engagement Tools

We provided a series of digital tools (i.e., a survey, ideas board, Q & A, and digital asset map) for the public to provide input on our MyCanmore site. The most prominent tool was a survey containing 15 multiple choice questions and 12 open-ended comment boxes. We had 467 respondents to the survey. None of the questions were mandatory to answer, resulting in differing submission totals for each question.

The online survey was divided into two main sections: *Your Experience Downtown Today* and *Your Vision for a Future Downtown*. We wanted to understand what people currently value about downtown and what they want to see in the downtown of 2050. In answering these questions, we asked respondents to consider their overall experience (i.e., at all times of day and year).

We also received 8 submissions on a virtual 'asset map' of downtown where users could drop pins on specific features downtown and 11 ideas added to our 'big ideas' board.

The open-ended responses are summarized within the report and the asset map pins were added to a summarized digital map included on pages 28-29. As an incentive to encourage participation, we offered a draw prize of a \$100 gift card to anyone who completed the survey and provided an email.

### Flagship Events and Open Houses

For our flagship engagement event, we teamed up with the Canmore Folk Music Festival to host a micro-music festival called The Warm Up. The event featured pop-up concerts at downtown businesses and an open house with live music at the Canmore Civic Centre. The open house included interactive information boards, an asset map of downtown where the public could add pins to identify specific features, and an opportunity to provide feedback on the draft core values and big ideas. There was also an artist sketching attendee's own big ideas for how downtown could be transformed.

We also hosted an open house at the family-friendly Cool Down event and attended a Canmore Young Adult Network (CYAN) evening with the information boards.

The open-ended responses we received at these events were grouped thematically, and the asset map pins were added to a summarized digital map included on pages 28-29. As an incentive to encourage participation, we offered a draw prize of a \$100 gift card to anyone who visited the open houses.

### Classroom Activity

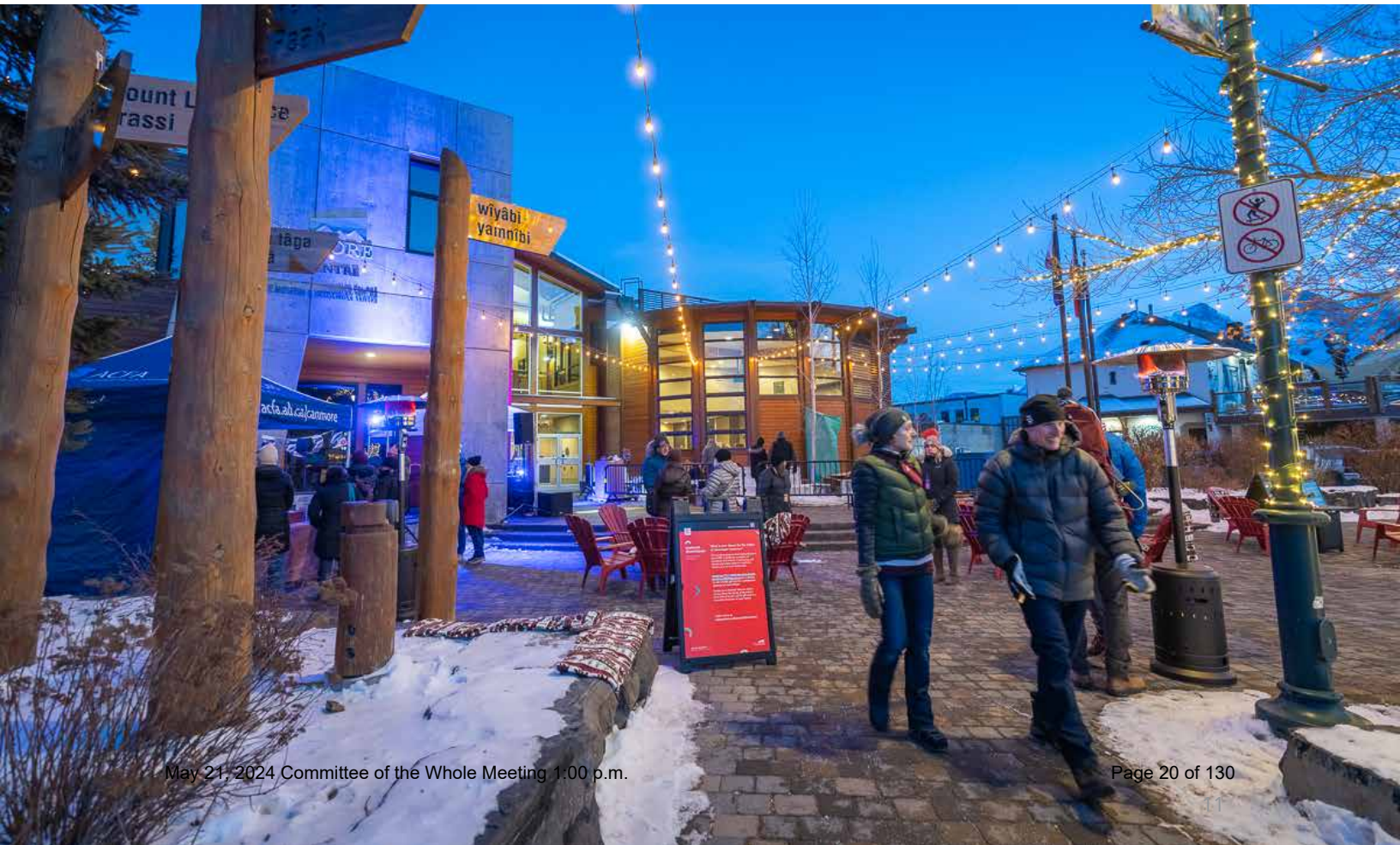
We partnered with Canmore middle schools to engage students in grades 7 to 9. We provided classrooms with a self-guided asset mapping activity to understand what youth value downtown and what they would like to see in the future. We asked them to fill in two different maps: the first prompted them to draw downtown from memory, while the second asked them to imagine a future downtown paired with a worksheet containing supporting prompts.

The open-ended responses and key features of the youth asset maps were grouped thematically, and select pins added to a summarized digital map included on pages 28-29.

### Virtual Workshops

We held two virtual workshops. One open to the public, and the other focused on key stakeholders. This long-form feedback received from the public and organizations was summarized into predominant themes and woven into the Key Themes section of this report (pages 13-16).

Figure 1: Photos of The Warm Up event



## Who We Heard From

### Community

We had robust turnout during engagement and heard from a diverse cross-section of the community for our online engagement tools, the vast majority (91.5%) which were Canmore residents. We saw a diverse mix of participants across demographics—with a nearly even distribution of ~20% per age bracket, including respondents ages 45 and under making up 42% of responses. Business owners were well represented as well, making up 21.5% of survey respondents including 28 downtown businesses.

### Youth

At the outset of engagement, we identified youth perspectives as a key audience for engagement; however, we expected to see low participation on the online survey by people 25 and under. Additional targeted tactics included engagement to address participation shortfalls included a pop-up with information boards at a Canmore Young Adult Network event where the average demographic are Canmore residents ages 18-35. We also received 216 submissions from middle school students ages 12-15 as part of an in-classroom activity.

### Stakeholders

We held a virtual workshop session that included 22 stakeholders representing 14 community organizations representing a diverse range of sectors, including the environment, affordability, social services, tourism, building and development, and arts and culture. Representation included Downtown Canmore Business Improvement Association, Bow Valley Builders & Developers Association (BOWDA), Rocky Mountain Adaptive, Canmore Community Childcare, Tourism Canmore Kananaskis, Canmore Museum, Banff Canmore Foundation, Community Cruisers, Bow Valley Immigration Partnership, Canmore Young Adult Network (CYAN), artsPlace (Canadian Mountain Arts Foundation), Bow Valley Climate Action, Homelessness Society of the Bow Valley (HSBV), and Bow Valley Food Alliance.

### Indigenous Communities

We also formally invited the Stoney Nakoda Nations and the Metis Nation District 4 to participate in a parallel process through a government-to-government invitation.



## What We Heard: Key Themes

The results of the engagement analysis are intended to illustrate broad trends, preferences, and themes to inform the future phases of this project. We determined the key themes by identifying the key phrases and sentiments shared most often. The data from the survey form the bulk of the results featured in this report; however, information from the other inputs informed the overall engagement themes.

### YEAR-ROUND VIBRANCY

**“Vibrant” was the word respondents most frequently identified to define their ideal future downtown.**

- Respondents often indicated a need to make downtown more lively, active, and vibrant during all times of day and all seasons of the year—not just in the summer.
- Ideas included the pedestrianization of Main Street, weather and wind protection on commercial streets and public spaces, community facilities like ice rinks and splash pads, washroom facilities, expansion of arts and cultural facilities (e.g., artsPlace), improved winter maintenance, heated/covered patios, higher-density mixed-use developments to support a larger year-round population base, small-scale visitor accommodation on the commercial streets, and a greater focus on events and programming throughout the year.

### A PLACE FOR PEOPLE

**Respondents stated they valued downtown as a walkable place where people lived. They commented on its compact form and central location—and would like to see those traits enhanced even further moving forward.**

- A significant majority (87%) believe the seasonal closure of Main Street has had a positive impact on downtown; similarly, 87% support a vision for Main Street that provides more space for people and permanent public spaces. Respondents most frequently identified a permanent pedestrianization of Main Street as the one change they would like to see.
- Many respondents expressed a desire for enhanced cycling and trail infrastructure. Many respondents also agreed with reduced emphasis on vehicles and improved wayfinding and connectivity.
- Respondents frequently expressed a need to increase universal accessibility of downtown spaces, such as through wider sidewalks.

## GATHERING SPACES

Respondents resoundingly expressed a desire for additional free public spaces such as green spaces, plazas, and patios to gather with additional seating, outdoor and indoor dining areas, and facilities like washrooms. Some respondents also suggested the creation of a multi-purpose community centre or a conference centre for events.

## ACCESS TO NATURE & ENHANCED RECREATION

Respondents treasure current access to our natural environment provided by the trail network and green spaces, especially existing parks such as Riverside and Centennial.

- Respondents also wanted to see our natural environment reflected in materials, like stone and wood, and more native vegetation.
- Respondents were interested in increasing the user experience of parks and green spaces to make them more vibrant, inclusive, and accessible year-round. Recommendations included adding sports courts, splash pads, exploring the possibility of an indoor facility, and adding additional features to existing parks such as outdoor cooking facilities, covered/heated patios to extend the usability of outdoor areas throughout the year, and additional lighting for evening use and safety.

## PLACEMAKING & MOUNTAIN-TOWN CHARACTER

Respondents expressed that they appreciate Canmore's small-town atmosphere while recommending the need to beautify downtown by investing significantly in the public realm to enhance the current look and feel of the area.

- Respondents felt that downtown serves as the heart of the community and would like to see Main Street continue to play a central focus as a "spine of downtown" but with an expanded focus on 7th and 10th. Suggestions to further improve Canmore's downtown identity included creating a sense of arrival with prominent signage (e.g., like the Banff sign).
- Suggestions included the creation of a distinct and unified aesthetic throughout downtown that reflects its "mountain town" character, improvements to public spaces such as the creation of a major central plaza, gathering elements (such as seating, public fire pits, and lighting), and greater integration of high-quality public art that reflects culture and heritage.
- The newly redesigned Bear Street in Banff was commonly cited as a positive example.
- Respondents felt strongly that built form should preserve mountain views to allow the area's natural beauty to anchor design. This could include consideration of height restrictions on Main Street and additional outdoor amenities like patios and trails.

## LEADERSHIP IN SUSTAINABILITY

**Respondents were concerned about the impacts of changing climate, flooding, wildfires, extreme heat, and air pollution on Canmore's resilience and sustainability. As downtown evolves, respondents generally agreed that they would like to see the Town practice leadership in sustainability.**

- Specific suggestions included additional cycling infrastructure, aquifer access for heating and cooling, net-zero buildings, applying density bonusing, and encouraging garden spaces and greenhouses on top of buildings.

## RETAIL DIVERSITY

**Respondents identified the unique mix of locally owned businesses downtown as a significant strength and part of its unique and authentic character.**

- Downtown retail is the number one draw for people to visit downtown, including for essential services; however, some concerns were expressed about the lack of retail diversity that was perceived as being solely targeted at visitors.

## PARKING MANAGEMENT & VEHICLE MOVEMENT

**Parking and vehicle management was frequently mentioned as a key component of increasing the future experience of downtown.**

- Many respondents noted concerns about congestion and how vehicular access and circulation should also be improved, citing the creation of intercept parking, a parkade, increased cycling infrastructure, and better trail connections to neighbourhoods outside of downtown.

## SUPPORT FOR BIG IDEAS

**We shared a list of potential 'Big Ideas', bold ideas to shape the direction of the ARP.**

- Respondents indicated strong levels of support all ten of the draft big ideas, with support ranging from 54% (creation of gateways) to 89% (embrace nature and views of the mountains).
- Big ideas suggested by respondents fell under the themes of creating a place for people and year-round community, meeting local needs, providing easy access, connecting to nature, and fostering a distinct character.



## SUPPORT FOR VALUES

**We shared a list of potential core values (Inclusive, Accessible, Connected, Active, Resilient, Distinct) to guide the spirit of the ARP. Respondents indicated strong levels of support for all six of the draft core values with support levels ranging from 64% to 85% for each value.**

- Some respondents expressed an interest in seeing values that incorporate beauty and aesthetics (23 responses), a locals-first approach (23 responses), and community (16 responses) among other suggestions.

## How Public Input Will Be Used

### Vision

The vision statement for downtown in the year 2050 (page 3) was crafted based on what we heard through the Visioning phase of engagement. It incorporates key themes of feedback that an Area Redevelopment Plan for downtown may address through improvements to the public realm and development on private property—such as how we can make a downtown that is more vibrant, sustainable, and people-focused.

The six core values received broad support through engagement; however, the value “Active” was changed to “Vibrant” to improve clarity around what it entails and to better align with community feedback.

Similar to the core values, the ten draft big ideas received broad support but several changes were made to improve their alignment with community feedback. Changes included alternate wording to better encapsulate nuance and interpretations of the intention behind each idea, and the following three pivots:

- Replacing “Establish a pedestrian-oriented corridor on 9 Street with captivating spaces for the community” with “Create a neighbourhood heart”,
- Replacing “Foster a lively commercial and entertainment district that works for residents and visitors” with “Make downtown year-round”, and
- Replacing “Create gateways that signal arrival and provide a sense of welcoming downtown” with “A low-impact community”.

### Policy

The feedback collected through this phase of engagement will be used to inform draft policy options for downtown, including a proposed land use concept, transportation network, and key development policy. Engagement on draft policy options is anticipated for Summer, 2024.

## Conclusions

During engagement for this phase of the project, we heard resounding cohesion across all engaged groups for potential elements that the ARP could address for a future vision of downtown. There was a strong level of consistency and remarkable support for the draft core values and potential Big Ideas, although changes were made to further improve alignment with community perspectives.

The data confirm that we are heading in the right direction and provides us with a strong shared understanding of what the community would like to see in potential policy options.

## APPENDIX 1

# Detailed Engagement Results

## Summary of Youth Feedback

### Youth Asset Mapping Activity

We provided middle school classrooms with a self-guided asset mapping activity to understand what is valuable to youth in the current downtown, and what they would like to see in the future. We asked them to fill in two different maps, one where they were prompted to draw downtown from memory and another where they were asked to imagine a future downtown.

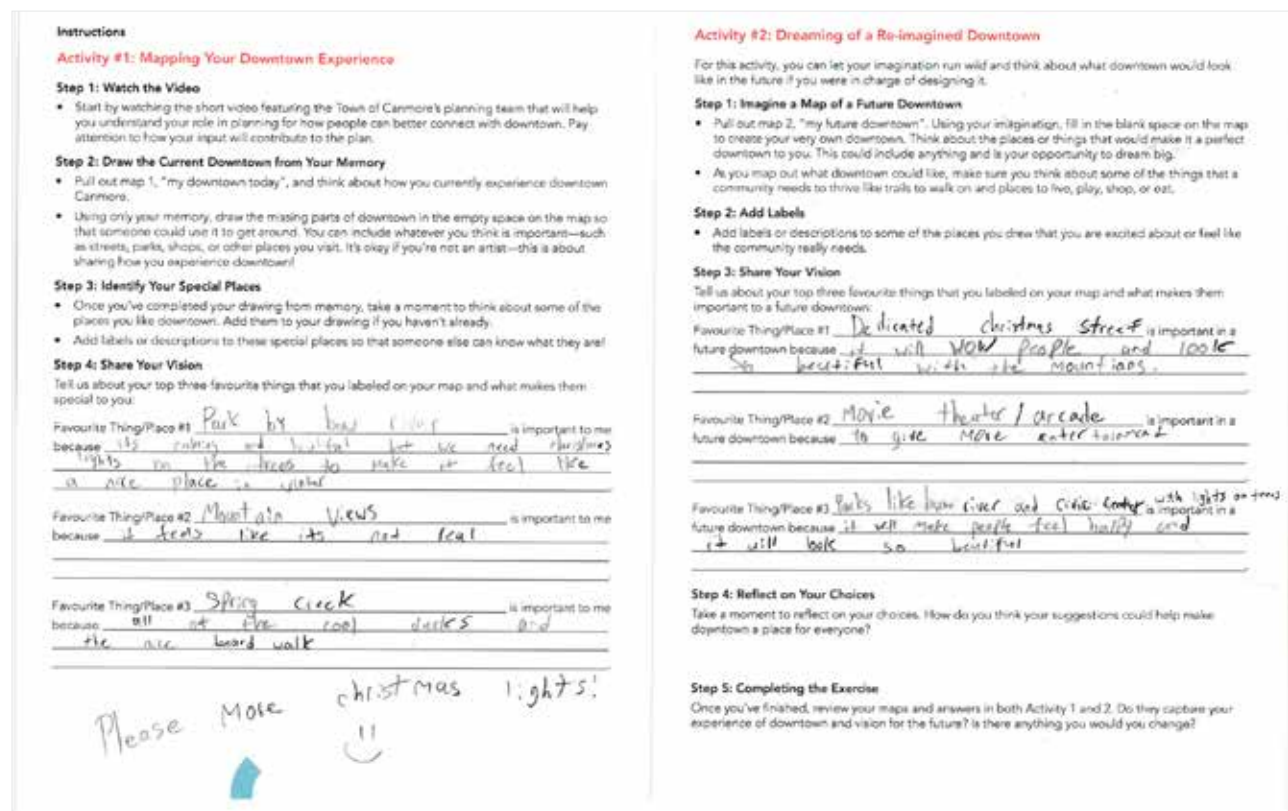


Figure 2: Example youth worksheet

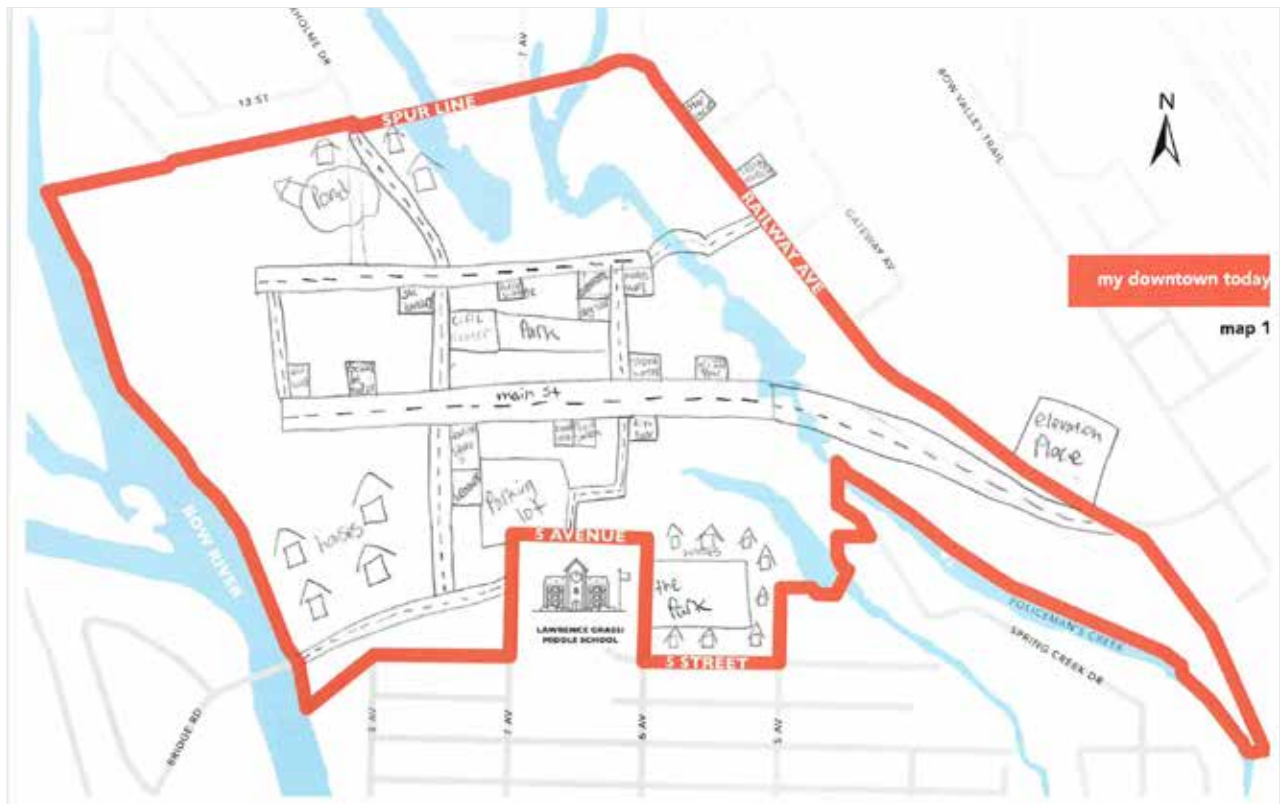


Figure 3: Example current downtown map



Figure 4: Example future downtown map

In open-ended responses, several key themes emerged:

#### Retail and Services (290 mentions)

Access to retail downtown featured prominently in the youth responses. They reported visiting a diversity of lower-cost establishments on a regular basis. Some youth shared nostalgic memories of visiting certain businesses with family. Many youth expressed frustration at a lack of retail options for kids and youth.

#### Access to Nature and Recreation (184 mentions)

Downtown's nature and recreational areas, particularly parks like Riverside Park and Centennial Park, hold special significance for Canmore's youth. One youth expressed, "I love the mountain views. It doesn't feel real". Many youth proposed enhancements to existing parks, such as additional seating, string lighting, and facilities like splash parks, to make them more appealing. They also referred to outdoor recreation areas outside of downtown as places where they stay active. They pointed to the Benchlands Bike Skills park, the skate/scooter park, and ice rinks, and would like to see similar recreation amenities downtown.

#### Gathering Spaces (89 mentions)

Youth identified that they value existing indoor public spaces as safe places to socialize and stay warm/cool. For example, the Civic Centre was singled out as the most frequently identified place of importance for youth downtown by serving as a multifunctional space. While youth value existing indoor public spaces like the Civic Centre, Elevation Place, and the library as safe socializing spots, they expressed a desire for more youth-friendly areas.

#### Arts, Culture, and Heritage (44 mentions)

Downtown landmarks like the Engine Bridge, the Pond hold nostalgic significance for Canmore's youth. They value these landmarks and other cultural spaces like the Museum and Barracks as part of Canmore's heritage, contributing to the town's identity and sense of community.

#### Walkable and People-focused Downtown (34 mentions)

Youth rely on transportation options like the Roam bus and trails for mobility within downtown. They emphasized the importance of expanded bus services and improved trail networks for better accessibility. Additionally, several youth expressed support for pedestrian-friendly initiatives like a car-free Main Street and separated bike lanes to enhance safety, such as one student who shared, "Main Street closed to cars makes it more inviting."

## Summary of Public Feedback

The following analysis follows a question-by-question assessment of input received in the public survey. This summary also includes select open-ended question results. Where relevant, we included synthesized comments from parallel inputs (i.e., open houses).

### SECTION 1: YOUR EXPERIENCE DOWNTOWN TODAY

#### **On average, how often do you visit downtown in each season (rarely/never, annually, monthly, weekly, or daily)?**

Most respondents visit downtown on a regular basis with a consistent frequency of visitation regardless of the season; on average, 83.7% of respondents visit downtown at least weekly on a year-round basis.

#### **How do you primarily get to and from downtown?**

Respondents were provided four options: walk, cycle, public transportation, and vehicle and were asked to tell us how often they used each one on average to access downtown. Walking was the most common mode of transportation with 64% walking downtown at least weekly, followed by vehicle and cycle at 60% and 47% at least weekly, respectively. By comparison, only 12% reported using public transportation at least weekly.

#### **What draws you downtown?**

We asked respondents to identify up to three top reasons that draw them downtown. We received a total of 1297 votes divided between 15 options. We heard that respondents are drawn to the town centre for retail and recreation. The top three ranking reasons by far were restaurants/bars (20%), shopping (20%), and recreation such as trails and parks (16%).

#### **How often do you use or visit the following public spaces (rarely/never, annually, monthly, weekly, or daily)?**

We provided respondents with a list of 10 downtown public spaces and asked them to indicate how often they visited each place. Respondents told us that they visited many downtown spaces on a regular basis, with an average of 54.5% of people indicating that they visited downtown places at least weekly. Main Street (78% at least weekly), pathways (75% at least weekly), and the 10th Street commercial area (54% at least weekly) were the top three ranking spaces. Respondents were least likely to visit Eklof Park (5% at least weekly).

#### **What is one word to describe the current downtown?**

In an open-ended response, busy/crowded (87 mentions), vibrant/dynamic/lively (29 responses), and quaint/unique/interesting (19 responses) the top three words that respondents used to describe the current downtown.

### **What is one thing you value about the current downtown?**

In an open-ended response, respondents indicated overwhelmingly that they valued the current downtown's compact, central, and walkable layout (160 responses), a mix of local businesses and services (148 responses), the small-town character (48 mentions), and sense of community (25 responses). The mountain views (23 responses) were also frequently mentioned. Downtown landmarks such as the Engine Bridge, the Big Head, and the Pond hold special significance, especially for youth for their nostalgic value.

### **What is one thing you would change about the current downtown?**

In an open-ended response, adopting a more people-focused, car-free Main Street was overwhelmingly the most frequently mentioned change that respondents wanted to see with 111 mentions. Better vehicle circulation (53 responses), additional parking/intercept parking (54 responses), and placemaking and public realm enhancements (50 responses) were the next frequently mentioned desired changes.

### **Starting in 2020, we closed a section of Main Street to vehicles to provide space for people to safely move and gather. This people-focused approach to Main Street has continued each summer and we would like to hear your experience with it (didn't like it, somewhat disliked it, neutral, someone like it, like it.)**

We asked respondents to share their perspective on a series of seven features of the seasonal car-free Main Street, that included atmosphere, accessibility, more space to walk and cycle, more public open space, etc. Across the board, respondents indicated they liked the benefits that a seasonal closure provides (ranging from 73% to 88%), with more open space (e.g., to sit, gather), more space to walk or cycle, and no vehicles (e.g., reduced air or noise pollution) as the top rated features.

### **To what extent do you agree with the following statement: The pedestrianization of Main Street has been an overall positive change to downtown (strongly disagree, somewhat disagree, neither agree nor disagree, somewhat agree, or strongly agree)?**

We directly asked respondents if they felt that the car-free Main Street had made an overall positive change to downtown. Respondents expressed significant support (87% positive) consistent with the previous question. Respondents who were supportive of the current Main Street closure referred to Bear Street in Banff as an example and indicated that they would like to see enhanced public spaces to make it feel more permanent and welcoming. Maintaining or increasing the closure length was also frequently mentioned.

One respondent shared that, "Last fall I went downtown with my five-year-old daughter, and she said that she was sad downtown was closed. I was surprised since 8th street had just been reopened to traffic. She followed-up by saying she misses riding her bike down main street..." while another exclaimed, "It was the best thing Downtown Canmore ever did."

Some respondents, especially those who were not supportive of the closure, noted concerns about congestion and how vehicular access and circulation should be improved, citing the creation of a

parkade and improved signalization as possible ideas. Other concerns included sentiments such as “I love the concept, but it looks “cheap”. Another noted, “Although it’s great for Main St, it discourages people from venturing off Main St to any other attractions and businesses. The event barricades and lack of signage make this even harder.”

**SECTION 2: YOUR VISION FOR A FUTURE DOWNTOWN**

**To create a future vision for downtown, we need to understand what our values are. Values reflect our core principles, priorities, and beliefs—they define what we care about most and will guide the overall direction of the plan for downtown. We prepared some draft values, and asked for respondents to weigh in. These values were developed based on Council-approved bylaws, plans, and strategies, and reflect some of the opportunities we have identified for downtown.**

**We asked how closely the following six values align with what is important to you for the future of downtown (strongly disagree, somewhat disagree, neither agree nor disagree, somewhat agree, or strongly agree)?**

Respondents indicated strong levels of support for all six of the draft core values (Inclusive, Accessible, Connected, Active, Resilient, Distinct), with support levels ranging from 64% to 85% for each value. Some respondents expressed an interest in the values incorporating beauty and aesthetics (23 responses), locals-first (23 responses), and community (16 responses) among other suggestions. Active and Resilient were the two values with softer support. Since feedback in other question areas affirm support for ‘Vibrancy’ and ‘Sustainability’ – parallel values to Active and Resilient, there may be an indication that these values could be reworded or reframed.

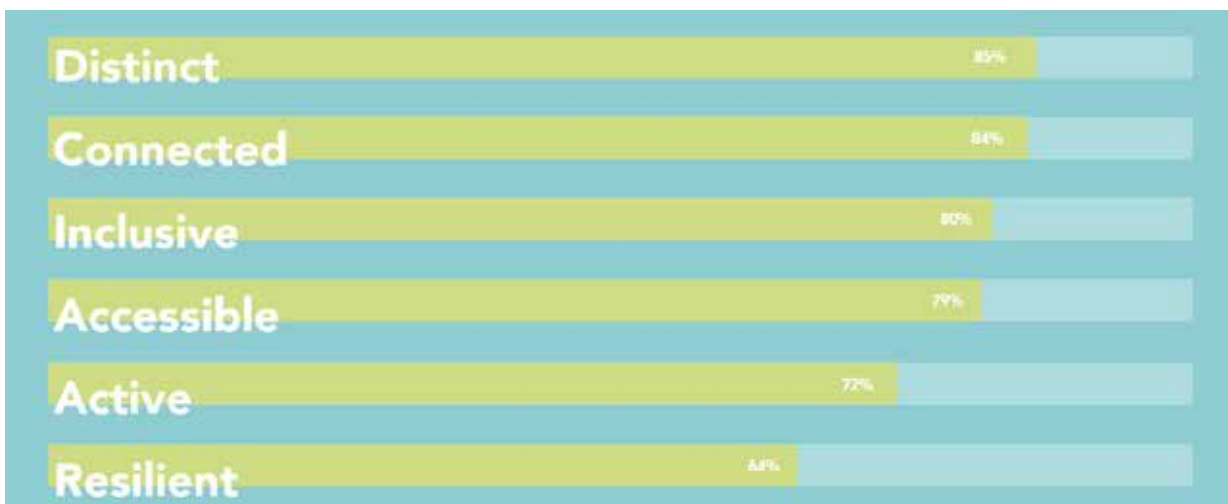


Figure 5: Levels of support for draft core values



### **What is one word to describe your ideal future downtown?**

In an open-ended response, vibrant emerged as a clear front-runner with 45 mentions, followed by walkable (24 responses), and accessible (15 responses).

### **What is one thing we could do to improve our parks and greenspaces downtown?**

In an open-ended response, several key themes emerged:

#### **Enhanced Amenities and Facilities (33 responses)**

Comments included: improve the year-round useability with features like ice surfaces, splashpads, and washrooms; increasing seating, picnic tables, and opportunities for commercial food and beverage like food trucks; create new parks or repurposing existing parks; provide more interactive elements for youth and children.

#### **Beautification and Greenery (28 responses)**

Comments included: integrate more native trees and plants; incorporate natural elements such as stone; maintain green spaces year-round; provide better wayfinding.

#### **Accessibility and Connectivity (23 responses)**

Comments included: improve connectivity between green spaces; ensure accessibility for people with varying mobilities; connect parks with active modes of transportation.

#### **Community Engagement and Events (15 responses)**

Comments included: additional infrastructure to host more events, festivals, and gatherings.

### **What is one thing we could do to improve our parks and greenspaces downtown?**

In an open-ended response, several key themes emerged:

#### **Improved Wayfinding and Signage (51 references)**

Comments included: Install clearer directional signs at trail intersections and provide maps and distance markers along the trails.

#### **Trail Maintenance and Winter Management (36 references)**

Comments included: regularly clear snow and ice from the trails.

#### **Paving and Accessibility (47 references)**

Comments included: pave currently unpaved walkways to make them accessible to everyone. Use permeable paving to balance accessibility with environmental concerns while maintaining some natural gravel trails for a more natural feel.

#### **Connectivity and Expansion (30 references)**

Comments included: create better connections between existing trails to form a more cohesive network and extend trails to connect with popular destinations within and outside downtown.

### Bike Lanes and Separation from Pedestrians (25 references)

Comments included: implement designated bike lanes to separate cyclists from pedestrians design measures to ensure pedestrian safety from faster-moving trail users (e.g., e-bikes)

### Public Amenities (23 references)

Comments included: install more benches along the trails for resting and enjoying the scenery; increase the number of trash bins and dog waste stations to maintain cleanliness.

### Environmental Concerns (16 references)

Comments included: avoid over-paving to preserve the natural feel of the trails; use low-impact lighting solutions to reduce light pollution and minimize disturbance to wildlife.

### Cultural and Educational Signage (14 references)

Comments included: install signs providing information about local flora, fauna, and the surrounding geography and incorporate historical or cultural facts about the area along the trails.

### **What is one thing we could do to improve downtown's public realm (e.g., the streets, sidewalks, and public spaces) to better meet your needs?**

In an open-ended response, several key themes emerged.

### Transportation Infrastructure (27 references)

Many respondents highlighted the importance of enhancing transportation infrastructure for all modes to reduce conflict and make downtown feel more prominent and defined. Emphasis was placed on wider sidewalks, dedicated bike lanes, better signage for cyclists and pedestrians, and improved parking management with opinions mixed on what that looks like (e.g., removal of paid parking, creation of a parkade, or significant reduction in vehicle traffic and parking spaces).

### Beautification (24 references)

Numerous respondents emphasized the importance of beautifying downtown--and Main Street in particular--with an emphasis on making it a place for people. This included either pedestrianizing the street or providing wider sidewalks, greenery, informal seating, better public art installations, and quality materials. Several respondents referenced Bear Street in Banff as an example.

### Accessibility and Safety (17 references)

Respondents stressed the need for improved accessibility and safety measures, including pedestrian-only zones, better maintenance of sidewalks, snow and ice removal in winter, and ensuring universal accessibility throughout the study area. Suggestions also included enhancing lighting, installing more benches, creating safer pedestrian crossings, and providing additional accessible parking stalls.

### Community Spaces and Amenities (11 references)

Several respondents highlighted the importance of creating vibrant community spaces and amenities downtown. Suggestions included adding more public seating areas, picnic spots, outdoor gathering spaces, and fire pits to create spaces for people to enjoy without having to shop. Additionally,

respondents mentioned the need for public washrooms, performance areas, and facilities for hosting events and activities that could help bring residents downtown and provide a sense of animation.

### **In the future, what would make you come downtown more often?**

We asked respondents to rank a list of 10 potential options in order of preference (with 1 being the most important) that included features such as increased accessibility, pathway access, and increased public transit. We heard that people want more spaces to gather (average rank of 3.92), more retail diversity (average rank of 4.33), and better trail/pathway access (average rank of 4.37) as the three top options respectively. More patios for commercial areas ranked last with an average rank of 6.01, closely preceded by increased public transit.

### **In the future, what would be your preferred ways to travel to and within downtown if it was convenient and could meet your needs?**

Respondents were provided five options: walk, cycle, public transportation, vehicle, and micro-mobility (scooters, skateboard), and were asked to rank their preference. Respondents clearly identified walking as their preferred mode of transportation with an average ranking of 1.84, followed closely by cycling with an average ranking of 2.19. Cycling replaced vehicles as the number two preferred transportation mode compared to a previous question when we asked how people currently move around downtown, indicating that increased cycling infrastructure could increase mode shift downtown.

### **When it comes to planning downtown for the next 25 years, it's helpful to think of some "big ideas" that could transform Downtown in alignment with the six values. We identified some possible big ideas and would like to understand how these resonate with you. To what extent do the following ideas align with your future vision for downtown?**

Respondents also indicated strong levels of support all ten of the draft big ideas, with support ranging from 54% (creation of gateways) to 89% (embrace nature and views of the mountains).

### **What is YOUR big idea? Tell us about a bold idea you would like to see in your future Downtown that could advance our guiding values.**

Big ideas that were suggested by respondents fell under the themes of create a place for people and year-round community, meet local needs, provide easy access, connect to nature, and foster a distinct character.

#### **A Place for People**

Ideas included: fully pedestrianize Main Street; limit car traffic in the Town Centre and promote alternative transportation options; create designated pedestrian zones that may extend beyond Main Street with enhanced design and aesthetics (e.g., cobblestones, plantings, public art, seating); enhance safety measures for pedestrians, including better crosswalks and traffic calming measures.

#### **Meets Local Needs**

Ideas included: restrict short-term rentals to increase availability of long-term housing; incentivize developers to prioritize more affordable housing; allow for higher density, mixed-use developments that cater to diverse residents and incomes; partner with non-profit organizations to develop affordable

housing projects; encourage locally owned businesses and explore tools to discourage chain establishments; upgrade key public amenities such as public washrooms, and provide new recreational facilities close to downtown.

### Year-round Community

Ideas included: create a central plaza that can host festivals, markets, and other events year round; Establish an arts and culture district to draw residents downtown year round; design public spaces to be suitable for year-round use (e.g., covered patios and sidewalks, indoor amenities); explore creative, multi-purpose uses of public spaces (e.g., drink establishment in a greenspace, dog-friendly areas); create new, year-round public spaces (e.g., formalize the skating pond) with seating, fire pits, and other infrastructure; invite family and youth downtown through indoor family-friendly facilities; move beyond commercialism with free or low-cost opportunities to engage with downtown; balance housing needs with the potential for small-scale or boutique hotels to add vibrancy to the area.

### Easy Access

Ideas included: build offsite parking facilities with efficient pedestrian connections or transit services to alleviate parking and vehicle congestion downtown; construct a multi-level parkade to accommodate parking demand while freeing up the surface lots for other uses; explore rail connections or transit hubs to reduce car traffic and congestion; improve bike lanes, pedestrian pathways, and infrastructure that make other modes easier and safer to use; invest in infrastructure that will improve the flow of vehicles for those that need to drive, such as improved intersections, signage, and signalization; ensure that infrastructure improvements are inclusive and accessible to all residents, including those with disabilities.

### Connected to Nature

Ideas included: create green spaces and urban parks with native landscaping and sustainable design features; explore adaptable spaces that can be used for community-oriented uses and emergencies; promote eco-friendly initiatives such as waste reduction, recycling programs, and sustainable tourism practices; ensure new infrastructure and lighting minimize light pollution and support a “dark sky” approach to urban design.

### Distinct Character

Ideas included: create height restrictions and design guidelines to preserve views and help maintain an authentic or mountain-town character; immerse downtown with its natural surroundings by introducing trees, plantings, green spaces, and active and accessible connections to the river and Riverside park; balance the needs of residents and visitors to preserve and showcase Canmore’s charm; embrace a clear, consistent style that connects the entire commercial area; promote local history and Indigenous culture through public art installations and engaging gathering spaces.

**In the long term, how interested are you in a vision of Main Street that involves more space for people and permanent public spaces, such as expanded patios, landscaping, greenspaces, public plazas, and purpose-built areas for public events?**

87% of respondents expressed support for a more permanent, people-focused Main Street with enhancements such as patios and public plazas.

# Asset Map



## What this map shows

This map highlights key themes of input that had a specific location component. It includes pieces of input collected through various engagement tools, including a virtual and physical asset map, public and stakeholder workshops, a youth mapping exercise, and an online survey. The map does not show feedback that was not linked to a general location or area.



## Legend — Key Themes

### Things People Love

- |   |  |   |
|---|--|---|
| <ul style="list-style-type: none"> <li>1 Engine Bridge</li> <li>2 Wildlife</li> <li>3 Skating pond (seasonal)</li> <li>4 Pathway (creek)</li> <li>5 Pathway (Bow River)</li> <li>6 artsPlace</li> <li>7 Public restrooms</li> </ul> | <ul style="list-style-type: none"> <li>8 Friendship Park</li> <li>9 Civic Centre<br/>place for youth gathering</li> <li>10 Rotary Friendship Park<br/>seating areas</li> <li>11 Main Street<br/>seasonal pedestrianization,<br/>walkable, local businesses,<br/>views of mountains</li> <li>12 Riverside Park</li> </ul> | <ul style="list-style-type: none"> <li>13 Pedestrian connection</li> <li>14 Centennial Park<br/>playground, stage</li> <li>15 Boardwalk</li> <li>16 Greenery</li> <li>17 Pathway<br/>natural character</li> </ul> |
|---|--|---|

### Ideas for Change

- |  |  |   |
|--|--|---|
| <ul style="list-style-type: none"> <li>1 Seating and other improvements</li> <li>2 Reduced speed limit</li> <li>3 Densify residential areas</li> <li>4 Year-round park space</li> <li>5 Improved residential-commercial interface</li> <li>6 Better connect 10th and Main Streets</li> <li>7 Expand recreation facilities</li> <li>8 Expand artsPlace / create an arts &amp; culture area</li> <li>9 Develop parking lots with a higher and better use</li> <li>10 Restroom improvements</li> <li>11 Pathway improvements<br/>(mixed perspectives on accessibility improvements like paving and lighting)</li> </ul> | <ul style="list-style-type: none"> <li>12 Wayfinding and access improvements</li> <li>13 Transportation improvements</li> <li>14 Main Street improvements<br/>(e.g., fully pedestrianize, different mix of businesses, activation)</li> <li>15 Pathway improvements<br/>(e.g., wayfinding, winter maintenance)</li> <li>16 Programming and amenities<br/>(e.g., seating, firepits)</li> <li>17 Reduce congestion</li> <li>18 Dedicated cycling infrastructure</li> <li>19 Wayfinding<br/>(e.g., to river, downtown)</li> <li>20 Repurpose the surface parking lot</li> </ul> | <ul style="list-style-type: none"> <li>21 Intersection improvements<br/>(e.g., signage, signal timing)</li> <li>22 Improved connectivity<br/>(e.g., to the river)</li> <li>23 Park improvements<br/>(e.g., splash pad, paved track, dog park)</li> <li>24 Connection to Spring Creek</li> <li>25 Gateway features<br/>(e.g., interactive art, lighting)</li> <li>26 Accessibility improvements<br/>(e.g., ramp)</li> <li>27 Pedestrian safety improvements</li> <li>28 Densify area</li> <li>29 Consider other uses<br/>(e.g., intercept parking)</li> <li>30 Activate the space</li> </ul> |
|--|--|---|

## Summary of Stakeholder Feedback

Stakeholder input from a cross-section of key community groups received during a virtual workshop (Feb. 27) and a follow up survey (3 responses) were consistent with the overall feedback we heard from the public. Feedback was reflected in the overall themes.

Figure 6: Section of artist's mural showcasing participants' big ideas at The Warm Up and The Cool Down events







[mycanmore.ca/ConnectDowntown](https://mycanmore.ca/ConnectDowntown)



# Briefing

**DATE OF MEETING:** May 21, 2024 **Agenda #: D 2**

**To:** Committee of the Whole

**SUBJECT:** Phase Out Tourist Home Designation Implementation Plan Update

**SUBMITTED BY:** Katherine Van Keimpema, Financial Strategy Manager

**PURPOSE:** To provide an update on the key actions required to phase out the Tourist Home designation, as directed by Council on January 9, 2024.

## EXECUTIVE SUMMARY

Further to Council's direction to phase out the Tourist Home designation, the six key actions required have been determined; this report outlines these actions.

## BACKGROUND/HISTORY

At its June 6, 2023, Council passed resolution #120-23:

Moved by Mayor Krausert that Council direct administration to report back to Council with proposed amendments to the Land Use Bylaw and policy amendments to phase out "Tourist Home" as a use.

At its January 9, 2024, Council passed resolution #16-24:

Moved by Mayor Krausert that Council accept the Livability Task Force's recommendations for information as presented and direct administration to develop an implementation plan.

## DISCUSSION

One of the Livability Task Force's recommendations was to phase out the Tourist Home designation and further to Council's direction to develop an implementation plan. Six key actions, in no particular order or priority, will be required:

1. Prevent more Tourist Homes from being developed: Review all statutory planning documents to determine the changes required, the impacts of them, and the process for doing so. The key document that would require amendment is the Land Use Bylaw (LUB), and there may be others. Care must be taken to ensure any changes do not result in unintentional consequences. For example, the Tourist Home designation in the LUB is the key mechanism for setting out where short-term rentals are permitted; simply removing the designation could result in short-term rentals developing without a mechanism to prevent them.

There are currently 716 Tourist Homes, including 76 declaring Tourist Home – Personal Use in 2024 (87 in 2023), and 2 additional Development Permits have been issued, which will add 33 more units. An additional development permit is in progress with 4 units. The Town of Banff was able to implement a moratorium on new short-term rental properties, as they regulate them through their

licensing mechanism and not through their LUB. In Canmore, short-term rentals are controlled through the LUB and not through the Business Registry Licensing Bylaw. Therefore, it is not possible to put a moratorium on further Tourist Home development permits until the required LUB changes have been made.

Discussions about tourist homes in the Three Sisters Village area will be a separate endeavour.

2. Tax alignment for all tourist homes: Amend Bylaw 2013-01 Division of Class 1 Property to eliminate the Tourist Home – Personal Use subclass by fall 2024. This would result in all Tourist Homes classified in the same residential division, and the elimination of the current annual Personal Use declaration process. As the municipal tax rate for Tourist Homes is currently equivalent to the non-residential rate and the municipal tax rate for Tourist Homes – Personal Use is the residential rate, removing the Personal Use subclass would result in all Tourist Homes being taxed at the same non-residential rate for municipal taxes.
3. Conversion to residential class options: Develop a process for permanently converting Tourist Homes to the residential class for those owners who no longer want their property to be classified and taxed as a Tourist Home. It is not possible to convert existing Tourist Homes except at the request of the owner(s). Once converted these properties cannot revert back to a Tourist Home in the future, regardless of ownership. Consideration must be given to how, who, and the cost for doing so.
4. Regulation and enforcement: Amend Bylaw 2015-02 Business Registry Licensing to require all short-term rentals to acquire, display, and include in all advertising, a valid business license number. Properties not displaying a valid license number would be subject to enforcement, including fines. As part of the licensing process, contact information would be collected to aid in enforcement actions.
5. Housekeeping re Property Tax Policy: Update the Property Tax Policy to reflect the changes made to ensure consistency.
6. Housekeeping re Town's website: Update the Town's website to clarify the amended property tax classifications.

All actions will proceed at the same time, although some will be completed before others, with changes to the LUB and any other statutory and non-statutory planning documents taking the most time due to the volume of work. Changes to Bylaw 2013-01 Division of Class 1 Property to eliminate personal use declarations can proceed ahead of any changes to planning documents, as it is not dependent on nor impacted by the LUB or other planning documents. Bylaw 2015-02 Business Registry Licensing does rely on some definitions in the LUB, but changes using the current definitions can be made, with further adjustments, as required, when the LUB is amended.

With the exceptions of website updates and administrative process development, changes will require Council approval, so will come to future meetings for consideration and adoption.

**FINANCIAL IMPACTS**

Amendments to bylaws and policies, the development of processes, and the review of existing planning documents will require staff time. The Housing Action Plan capital project will fund any planning document review and program design support required.

Eliminating the Tourist Home – Personal Use sub-class will result in those properties being taxed at the Tourist Home rate rather than the residential rate for municipal taxes. In 2023 this rate was equivalent to the non-residential rate and would have shifted a total of \$302,000 in additional municipal taxes onto these properties, or an average of \$3,470 each.

Starting in 2025 increased enforcement against illegal Tourist Homes will be required and the needed resources will be determined during implementation of the key actions. Funding for the position(s) will be included in the proposed budgets this fall.

**STAKEHOLDER ENGAGEMENT**

To date, the Finance, Planning and Development, Economic Development, Municipal Enforcement, and Communications departments, and the Livability Task Force have been engaged. Adjustments to non-Planning bylaws and policies do not require public hearings, although a communications plan will be developed and implemented to ensure those affected by any changes are informed ahead of time. Any changes to the LUB will require a public hearing.

**ATTACHMENTS**

None.

**AUTHORIZATION**

Submitted by:	Katherine Van Keimpema Financial Strategy Manager	Date: <u>April 29, 2024</u>
Approved by:	Chelsey Gibbons Manager of Financial Services	Date: <u>May 3, 2024</u>
Approved by:	Therese Rogers General Manager of Corporate Services	Date: <u>April 29, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>May 13, 2024</u>



# Briefing

**DATE OF MEETING:** May 21, 2024 **Agenda #:** D 3

**To:** Committee of the Whole

**SUBJECT:** Keep Wildlife Alive Social Norms Campaign: 2023 Ambassador Pilot Program

**SUBMITTED BY:** Caitlin Van Gaal, Supervisor of Environment and Sustainability

**PURPOSE:** To provide the Committee of the Whole an overview of the 2023 Keep Wildlife Alive Ambassador summer pilot program.

## **EXECUTIVE SUMMARY**

During the summer of 2023, the Town of Canmore (Town) partnered with the Biosphere Institute of the Bow Valley (Biosphere), to complete a Keep Wildlife Alive Ambassador pilot program. The Keep Wildlife Alive Ambassador pilot program was a new tactic under the Keep Wildlife Alive Social Norms Campaign, previously approved by Council in 2021. The Biosphere was contracted to oversee two Keep Wildlife Alive Ambassadors (Ambassadors) who worked part time over the summer/fall months to deliver an ‘on the ground’ education and outreach campaign under the Keep Wildlife Alive Social Norms regional program. This pilot program used an education-based approach through door-to-door canvassing to connect with residents of Canmore, further disseminating the Keep Wildlife Alive Social Norms messaging, with the overall goal of informing residents about the importance of removing wildlife attractants from their properties. The Ambassadors had 174 unique conversations with residents of Canmore, which resulted in a greater understanding of the need to remove attractants and commitments to discuss the topic with neighbours.

## **BACKGROUND/HISTORY**

2018: Council accepted the Human-Wildlife Coexistence Report for planning purposes (169-2018). This report was prepared by the Human-Wildlife Coexistence Roundtable and Technical Working Group.

2021: Council through the adoption of the operational budget committed \$20,000 annually for the Keep Wildlife Alive Social Norms Campaign in partnership with the Town of Banff.

2021/2022: The Keep Wildlife Alive Social Norms Campaign funding was used to run joint communications campaigns with the Town of Banff that consisted of newspaper ads, radio ads, social media posts and physical signage around Canmore.

2023: The Town under the Keep Wildlife Alive Social Norms campaign partnered with the Biosphere to deliver an “on-the-ground” education and outreach campaign through the Keep Wildlife Alive Ambassadors

pilot program. The Town also continued to partner with the Town of Banff to deliver on the Keep Wildlife Alive advertising through newspaper, radio, and social media ads.

2024: Council accepted the Human Wildlife Coexistence Implementation and Action Plan for Planning Purposes (48-2024).

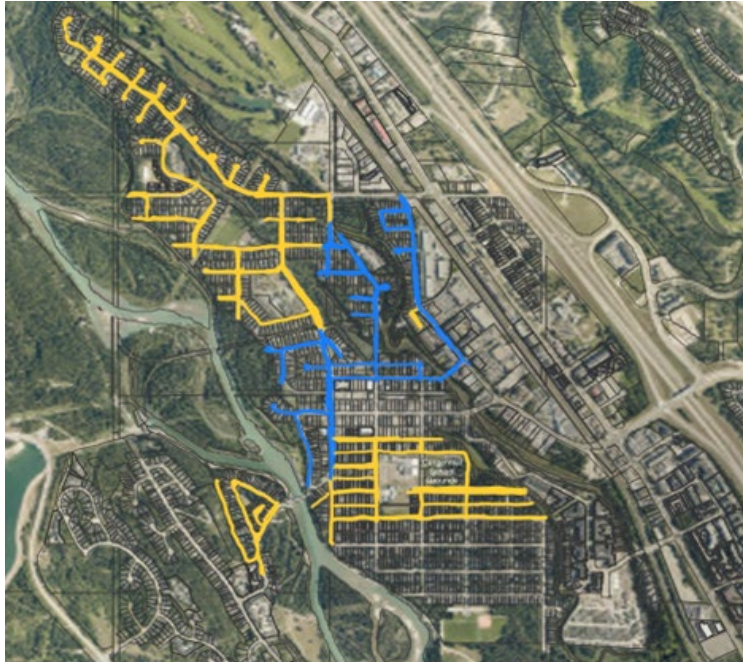
## DISCUSSION

For 2023, administration wanted to deepen and build on the tactics used in 2021 and 2022 to further educate and influence social norms around human-wildlife coexistence within the community. In 2021 and 2022, utilizing the \$20,000 approved operating budget for content design, physical signage and social media, radio and newspaper ads, administration was able to set up the Keep Wildlife Alive Social Norms program to be a widely recognized brand across the Bow Valley. Having spent the last two years building the brand and the materials, administration, in 2023, was able to expand on the previous tactics used under the program to pilot a more hands on community engagement approach, with a focus on the removal of wildlife attractants under the “Bear Bomb” brand within the Social Norms campaign.

In the summer of 2023, administration contracted with the Biosphere to deliver an on the ground door-to-door campaign to influence social norms under the Keep Wildlife Alive Social Norms program. The Biosphere was able to contract two recent university graduates to serve as the Ambassadors to complete this work on a part time basis during the summer/fall months. One Ambassador had to step down mid-contract and that position was filled with an experienced Wildlife Ambassador already working with the Biosphere. The intention of the program was to have the Ambassadors travel door-to-door having personal conversations with residents about the importance of removing wildlife attractants from their property, heightening understanding of human-wildlife coexistence, and sharing perspectives and potential actions residents could take to support coexistence in Canmore.

The Ambassadors began their work with the Biosphere in July until November. The Ambassadors developed a script and survey to use when talking to households door-to-door. They were identified with the Keep Wildlife Alive Social Norms message of “Bear Bombs” t-shirts and hats. The Ambassadors spoke with 174 households and reported an overall positive and encouraging experience. The majority of residents who were spoken to demonstrated a deep care for wildlife. By using an educational approach, Ambassadors were able to have open and honest conversations with residents, allowing them to share their personal experiences and provide valuable insights for the future direction of the program. The most universal outcome from the Ambassador conversations was an appreciation for the personal conversations and the importance of supporting the reduction of wildlife attractants in Canmore.

The Ambassadors focused their educational efforts in the central area of Canmore. This area was chosen because bears that enter the downtown core are at the highest risk of being relocated or killed, compared to bears that entered residential areas in other areas of town. The map below shows the area covered in the 2023 door-to-door pilot program with blue representing where Ambassadors only knocked on doors with visible fruit-bearing trees in their yards. Yellow represents the area where Ambassadors knocked on every door.



While going door-to-door talking with residents, the Ambassadors tracked information such as the location where conversations occurred, the type of interaction that was had, the topics discussed, willingness of the resident to remove their fruit tree(s), and reasons why they may not consider removing their fruit trees.

Being able to have these personal interactions allowed the Town to reach a sector of the community that was not aware of the program and the importance of removing wildlife attractants (24% of households). It also gave Administration a greater understanding of the key barriers to fruit tree removal, which is information that has been used to develop the Human-Wildlife Coexistence Implementation and Action Plan.

The top three reasons for residents not wanting to remove their fruit tree(s) were:

- sentimental reasons (22%);
- too expensive (14%); and
- aesthetic reasons (12%).

Approximately 10% of households were not aware that the fruit tree(s) on their property were a food source. Being able to interact directly with residents and raising awareness around the different tree species and risk they pose on their property is an aspect of education and social norms influencing that is hard to achieve through social media, radio, or newspaper ads.

2023 was also the first year since the initiation of the Fruit Tree Removal Incentive Program in 2019 where the funds were fully subscribed. This can mainly be contributed to the change in the program funding model to now cover 100% of the cost of removal up to \$500/property. However, it is also anticipated that the increased education push from both the Keep Wildlife Alive Ambassadors and Municipal Enforcement has also contributed to the increase in program participation. In 2023, 94 fruit bearing vegetation species were removed from 30 properties in Canmore.

Next Steps:

Given the Ambassadors’ ability to have 174 positive interactions with households and share in a personal and direct way the Keep Wildlife Alive Social Norm key messaging during the 2023 pilot program, administration has contracted the Biosphere to continue with the Keep Wildlife Alive Ambassador project in 2024, within the approved operating budget. The Biosphere will be contracting a third Ambassador to serve as a backup to the two Ambassadors, who will be returning from 2023.

The Biosphere will begin the door-to-door conversation in May into the fall. Starting the program earlier in the season will allow the Ambassadors to have more conversations and reach households before trees produce fruit and become a wildlife attractant. In the Fall of 2024, the Ambassadors will visit neighbourhoods that were previously visited to track where fruit trees have been removed because of this program. Collecting this data will help determine the effectiveness of the program over the long term.

In addition to the program continuing in Canmore, the Biosphere has been contacted by the Town of Banff and the Municipal District of Bighorn to explore the potential of running the Ambassador program in all three communities in the Bow Valley, thereby expanding the reach and tactics utilized across the region under the Keep Wildlife Alive Social Norms program.

**FINANCIAL IMPACTS**

There are no financial impacts associated with this project. The 2023 cost was \$9,500 paid to the Biosphere and funded from the Keep Wildlife Alive Social Norms campaign. In 2024, the addition of one Ambassador for back up and the earlier start can be accommodated within the approved \$20,000 budget.

**STAKEHOLDER ENGAGEMENT**

Town of Canmore internal stakeholders were engaged and helped provide input into the program development and delivery. These include staff from Municipal Enforcement, Communications and Public Works. External stakeholders included in the program development were staff from the Biosphere and Alberta Parks and Protected Areas.

**ATTACHMENTS**

- 1) Keep Wildlife Alive Ambassador Pilot Program – Summary Report

**AUTHORIZATION**

Submitted by:	Caitlin Van Gaal Supervisor of Environment and Sustainability	Date:	<u>April 24, 2024</u>
Approved by:	Andreas Comeau Manager of Public Works	Date	<u>April 29, 2024</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date:	<u>April 30, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>May 13, 2024</u>



# Keep Wildlife Alive Social Norms Campaign: 2023 Ambassador Pilot Program Summary

## 2023 Keep Wildlife Alive (KWA) Ambassador Pilot Program Details:

In the summer of 2023, Town Administration contracted the Biosphere Institute of the Bow Valley (Biosphere) to deliver an on the ground door-to-door campaign to influence social norms under the KWA campaign titled 2023 KWA Ambassador Pilot Program. The Biosphere was able to contract two recent graduates to serve as the Ambassadors to complete this work on a part time basis during the summer/fall months. The intention of the program was to have the Ambassadors travel door-to-door having personal conversation with residents, under the KWA Social Norms campaign, about the importance of removing wildlife attractants from their property, and their understanding of human-wildlife coexistence and sharing perspective and potential actions residents could take to support coexistence in Canmore.

The Ambassadors began their work with the Biosphere in July of 2023. At this time, the Ambassadors developed a script and survey to use when talking to households door-to-door. The Ambassadors began talking with residents in late July and completed their door-to-door interactions in early November 2023. The Ambassadors wore t-shirts and hats using the Keep Wildlife Alive Social Norms messaging of “Bear Bombs” which refers to the importance of removing fruit and fruit trees from the town.

The Ambassadors focused their education efforts in the central area of Canmore. This area was chosen because bears that enter the downtown core are at the higher risk of being relocated or killed, compared to bears that entered residential areas on the outskirts of town. The map in Figure 1 shows the area covered in the 2023 door-to-door pilot program. Blue indicates the area where Ambassadors only knocked on doors with visible fruit-bearing trees in their yards. Yellow represents the area where Ambassadors knocked on every door. Ambassadors changed the approach to knocking on every door part way through the pilot to increase the impact of the message and to foster more conversations among neighbours.

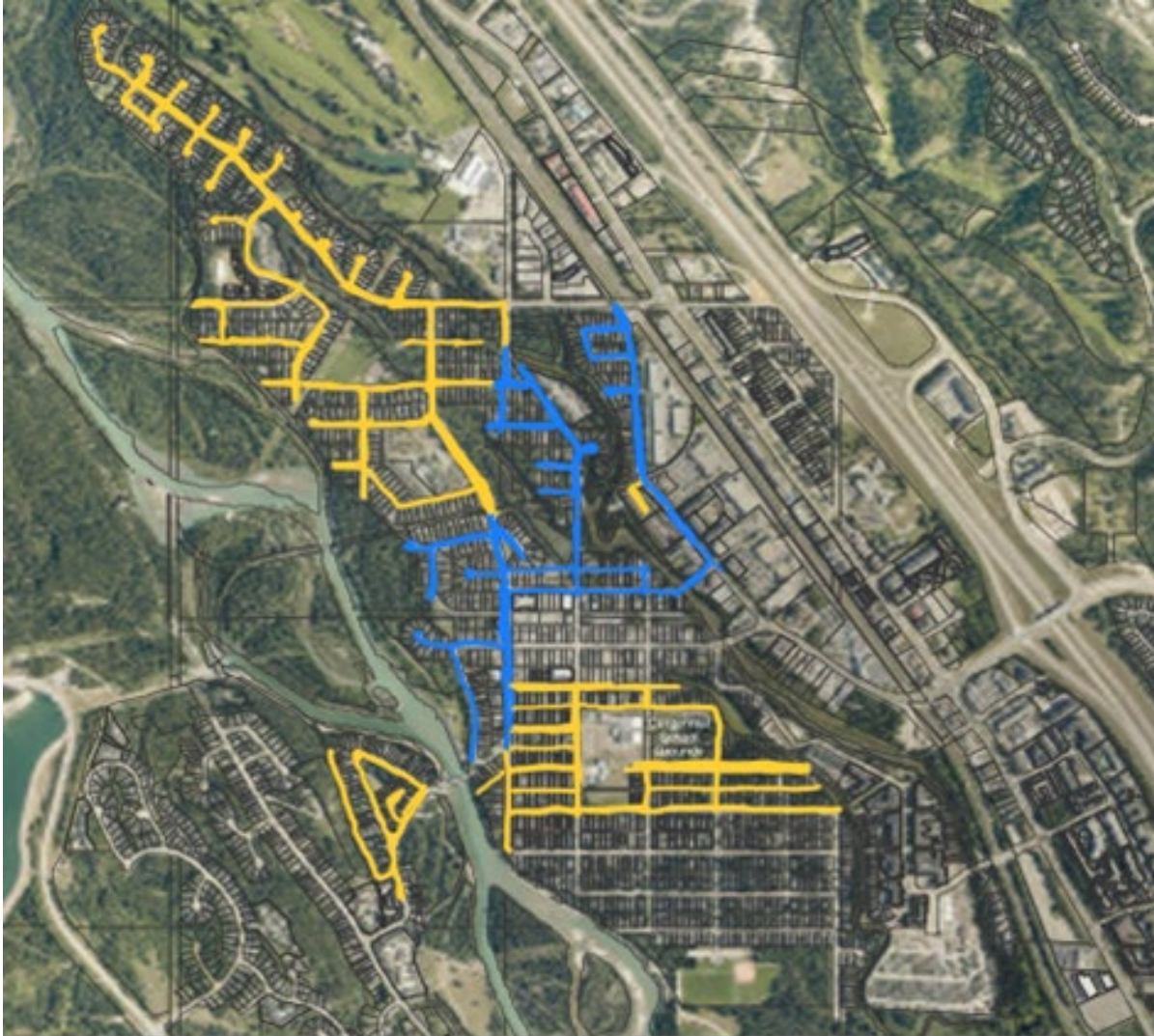


Figure 1. Map of the area Ambassadors covered in the 2023 door-to-door pilot project. Blue indicates the area where Ambassadors only knocked on doors with visible fruit-bearing trees in their yards. Yellow represents the area where Ambassadors knocked on every door.

### **2023 KWA Ambassador Pilot Program Results:**

From late July to early November 2023, with over 150 hours of canvassing between the two Ambassadors, they spoke with 174 households and reported an overall positive and encouraging experience. The Ambassadors utilized Survey Monkey to track the conversations had with each household over the course of the pilot program. Ambassadors filled the survey out themselves after each door-to-door interaction, tracking information such as the location where conversations occurred, the type of interaction that was had, the topics discussed, willingness of the resident to remove their fruit tree(s), and reasons why they may not consider removing their fruit tree(s). Below are the questions and responses from the door-to-door conversations:

<b>Question 1. Location of Interaction</b>	<b>Response</b>	<b>Percent</b>
Downtown Core	74	43%
Riverside Trails	3	2%
Larch	55	32%
South Canmore	42	24%
Peaks of Grassi	0	0%
Grotto	0	0%
Cougar Canyon	0	0%
Quarry Lake	0	0%
TOTAL	174	

<b>Question 2. Interaction Type</b>	<b>Response</b>	<b>Percent</b>
Private Residence (Door knock)	164	95%
Street or Trail	8	5%
Booth	0	0%
Unwilling to Discuss	1	1%
Other (please specify)	0	0%
TOTAL	173	

<b>Question 3. Interaction Topic</b>	<b>Response</b>	<b>Percent</b>
Fruit Tree	142	82%
Waste Disposal	6	3%
Bird Feeder	5	3%
Off-Leash Pet	3	2%
Wildlife Inquiry	16	9%
Elk Rutting	7	4%
Not Home, Left Flyer	0	0%
Other Attractant Mitigation	29	17%
Other (please specify)	7	4%
TOTAL	215	

<b>Question 4. If Talking About Fruit Trees, Plan To Remove?</b>	<b>Response</b>	<b>Percent</b>
Yes	13	8%
No (See Question 5 for Reason)	27	16%
No, but plan to remove fruit	27	16%
Newly educated, will consider	40	24%
Individual is aware of program and has used incentive to remove tree previously	14	8%
N/A	40	24%
Has already removed their own fruit trees	7	4%
TOTAL	168	

<b>Question 5. If No, Why Not?</b>	<b>Response</b>	<b>Percent</b>
Too Expensive	16	14%
Sentimental	25	22%
Town of Canmore (TOC) has trees or shrubs	10	9%
Plan to Remove Fruit	3	3%
Elderly	7	6%
There will be a large gap in my lawn	14	12%
Not enough time due to children	4	3%
Bird Food Source	12	10%
Not the owner of the property	10	9%
Didn't know tree was a food source	11	10%
Already aware of campaign, and removed tree(s)	5	4%
N/A	20	17%
TOTAL	137	

When travelling door-to-door the Ambassadors left the handout in Figure 2 behind for residents to review following their conversation or if no one was available to talk or home.



## Coexisting with wildlife in the Bow Valley means removing forbidden fruit.

Fruit trees and shrubs are attractive to bears, and when they learn where to get food, they will continue returning, getting bolder and more aggressive. Even without contact, a bear in town may be relocated away from its home and repeat visitors may need to be killed.

### KEEP WILDLIFE ALIVE

#### Fruit Trees Attract Wildlife

Bears lured into town by an easy meal can be deadly to you, your pets or the bear.

-  Wildlife Attractants such as fruit trees are included in the Town of Canmore's Community Standards Bylaw. More info at [canmore.ca/wildlifeattractants](http://canmore.ca/wildlifeattractants)
-  It is illegal to let fruit and berries accumulate on trees, bushes or on the ground. Fines start at \$250.
-  The Town of Canmore's Fruit Tree Removal Incentive Program covers 100% of removal costs up to \$500 per property (while funds are available).

For tips on wildproofing your property, visit [KeepWildlifeAlive.ca](http://KeepWildlifeAlive.ca)

#### Follow these tips to avoid attracting bears.

-  If you have a fruit tree, visit Town of Canmore at [canmore.ca/incentives](http://canmore.ca/incentives) to learn about the Fruit Tree Removal Program.
-  If you decide to keep your fruit trees, remove the fruit before it is ripe!
-  Bears like ripening fruit, so picking them off the ground isn't enough, and fences are no match for them.
-  Borrow WildSmart's fruit removal equipment. Email [resource@biosphereinstitute.org](mailto:resource@biosphereinstitute.org)
-  Remove all fruit trees and shrubs, but the biggest draws for bears include crabapples, mountain ash, dogwood, buffaloberry and chokecherry.

To learn more visit: [KeepWildlifeAlive.ca](http://KeepWildlifeAlive.ca)





Figure 2. Copy of the handout used by Ambassadors to facilitate door-to-door conversations or to leave behind when residents were not home.

In addition to speaking with household directly regarding the importance of removing fruit trees, the Ambassadors were also able to have meaningful conversations with households who did not have fruit trees. The Ambassadors had several conversations about key human-wildlife coexistence topics such as safely cleaning and storing barbeques, putting away bird feeders, properly storing waste, keeping dogs on leash and cats indoors, and education on habits and movements of bears in town. During the fall several households were visited that had pumpkins on display outside on their property. After quick conversations, many homeowners (over 15) quickly brought their pumpkins inside while the Ambassadors were still present.

The Ambassadors also noted numerous scenarios where, after educational conversations with the Ambassadors, the homeowner expressed their intent to remove their fruit trees themselves. In two particularly memorable scenarios, where properties were owned by senior citizens, neighbours volunteered to remove fruit from their fruit trees to support the seniors in their effort to remove wildlife attractants from their property.

**KWA Ambassadors and Municipal Enforcement:**

In addition to the KWA Ambassador pilot program supporting the KWA Social Norms Campaign, it also supported the work of Town Municipal Enforcement staff. The Ambassadors were able to visit households through a strictly educational approach to encourage behaviour change which ultimately helps to support the work of Municipal Enforcement under the Community Standards Bylaw.

Throughout 2023, Municipal Enforcement visited 105 households in a door-to-door campaign in downtown and Larch neighborhoods focused on the section of the Community Standards Bylaw related to wildlife attractants. Municipal Enforcement also attended 50 households in other areas of Canmore in response to complaints or field observations regarding wildlife attractants. Municipal Enforcement also responded to 13 calls related to bears in town.

The KWA Ambassadors worked closely with Municipal Enforcement to ensure that their messaging was consistent, and their work supported the efforts of Municipal Enforcement.

In total, between the KWA Ambassadors and the Municipal Enforcement staff, during the summer/fall 2023, 329 households received one-on-one personalized education about human-wildlife coexistence and the importance of removing wildlife attractants in Canmore.

**DATE OF MEETING:**

**May 21, 2024**

**Agenda #: E 1**

## **1. Mayor Krausert**

- a) Bow Valley Regional Transit Services Commission
  - I defer to Councillor Foubert's report.
- b) Tourism Canmore Kananaskis
  - The Board meeting on April 18, 2024, was business as usual, except it will be noted there will soon be a new Board member appointed by Kananaskis Improvement District ("KID") based on a change in KID Council.
  - Top visitor questions from March included (in order from highest frequency): hiking and cross-country ski trails, sightseeing, dining options, retail, downhill skiing, arts/culture/museums, the Biathlon World Cup, and dogsledding.
- c) Rocky Mountain Heritage Foundation
  - Nothing new to report.
- d) Emergency Management Committee
  - With May 5<sup>th</sup> – 11<sup>th</sup> being Emergency Preparedness Week, there will be a lot of focus in May with various community engagement and information activities.
  - On April 17, 2024, along with the CAO, Manager of Protective Services, and Councillors Hilstad and Mah, I attended the kick-off meeting of the Regional Emergency Management Advisory Committee Meeting with our Banff cohorts held at the Banff Town Hall.
- e) Human Wildlife Co-existence Roundtable
  - The next meeting is scheduled for May 16, 2024 (which is after submission of this report).
- f) Town of Canmore – MD of Bighorn Inter-Municipal Committee
  - Nothing new to report. The next meeting is scheduled for June 13, 2024.
- g) Regenerative Tourism Taskforce
  - Nothing new to report.
- h) Mid-Sized Cities Mayors' Caucus (MCMC)
  - I attended MCMC Executive Meeting and the MCMC Monthly Meeting.
  - MCMC has hired Canadian Strategy Group to handle our administrative and strategic logistics.

- There are plans developing to have meetings and awareness activities about mid-sized city issues during Stampede when many elected officials from other levels of government gather at the event.
- i) Advocacy on Behalf of the Town of Canmore (in addition to MCMC activities)
- On April 3, 2024, I attended a virtual meeting with Mayors Gondek (Calgary), Genung (Cochrane), and DiManno (Banff) to discuss a request for municipal advocacy regarding the passenger rail project between Calgary Airport and Banff that has been proposed to the province. For various reasons expressed on behalf of each municipality we declined the request.
  - On April 5, 2024, I met with MLA Elmeligi to discuss issues important to Canmore.
  - On April 8, 2024, I met with Minister McIver (Municipal Affairs) at the Alberta Legislature Building to discuss various topics, including Canmore's many housing initiatives, tourism-based communities, and municipal debt limits re housing.
  - On April 22, 2024, Deputy Mayor Mah and I met with Minister Nixon (Seniors, Community and Social Services) at the Queen Elizabeth II Building in Edmonton to discuss Canmore's many housing initiatives.
- j) Events
- On April 5, 2024, I brought welcome remarks to a retreat held by Field Law at The Malcolm.
  - On April 8, 2024, I attended Oral Question Period at the Alberta Legislative Assembly along with Mayor Ireland (Jasper) as well as private member motions as MLA Elmeligi brought forth a motion about support for tourism-based communities.
  - On April 16, 2024, I provided my Community Reflection presentation to the Downtown Business Improvement Association AGM.
  - On April 18, 2024, I attended a Stoney Nakoda pipe ceremony and brought remarks to the groundbreaking of the Water Treatment Plant #2.
  - On April 20, 2024, I brought remarks to the Bear Day festivities at the Nordic Centre, which were coordinated by Wildsmart and Alberta Parks, and which involved Town of Canmore as well.
  - On April 22, 2024, I attended Oral Question Period at the Alberta Legislative Assembly along with Deputy Mayor Mah.
  - On April 25, 2024, I provided remarks to the groundbreaking for Rundle Park, a new spa residence and hotel being constructed on Bow Valley Trail.
  - On April 26, 2024, I provided congratulatory remarks to the newest graduates of the SMARTstart Graduation Celebration held at artsPlace.
- k) Other points of interest
- I continued with my regular appearance on Mountain FM with Rob Murray.
  - I conducted various media interviews, including: CBC (Palliser initiatives); Rocky Mountain Outlook (offsite levies and potential appeal to the Land & Property Rights Tribunal); Rocky Mountain Outlook (MLA motion re tourism-based communities).



- On March 25, 2024, I attended along with some members of Administration a Stoney Nakoda pipe ceremony held in the Civic Centre classroom to appropriately acknowledge bones found in the downtown area during work conducted by EPCOR that are believed to be from a bison.
- On April 15, 2024, the CAO and I had lunch with Chief Dixon and some of his colleagues, all from the Stoney Nakoda – Bearspaw First Nation.
- On April 25, 2024, I attended the first “Spilling Tea with the Mayor” hosted by Canmore Young Adult Network at Communita to answer questions of anyone who dropped by (5 people).

## 2. Councillor Foubert

- a) Bow Valley Regional Transit Services Commission
  - The BVRTSC submitted a claim submission in the Proterra bankruptcy proceedings for \$3.6 million.
  - The sourcing of parts for bus repairs and fleet maintenance is still hampered by the bankruptcy process.
  - Three MCI highway coaches have been finalized with delivery expected this fall.
  - The commission will look for smaller buses to complement its fleet this summer and support the launch of the Grassi Lakes route in Canmore in partnership with the provincial government.
  - See ridership statistics from the April 2024 BVRTSC Agenda (Attachment 1)
- b) Community Grants Selection Committee
  - The community grant program is open for applications until April 30. The grant committee meets after to deliberate.
- c) Canmore Museum Society
  - The Museum board is supporting its new executive director in the role as she works to report on grants received by the museum and sources new grant opportunities.
  - The Museum is looking for new board members to join the board especially as it undertakes a new vision for the future of the organization.
- d) Downtown Canmore Business Improvement Area
  - The BIA AGM is next month and the board is looking for new board members.
  - It is hoped that the new board will undertake a strategic planning process and identify priorities for the organization over the next five to 10 years.
- e) Subdivision and Development Appeal Board
  - Appeal by the owner heard by the board on March 14 was upheld and the application allowed - single detached dwelling 1004 Third Ave. - variances to waterbody setback, rear yard setback, maximum building envelope, side yard setback, rear yard eave projection and site coverage. The waterbody and rear yard setback variances were beyond what could be approved by the development officer and the planning commission.

- f) Other points of interest
  - Completed EOEP Council's Role in Strategic Planning in Edmonton
  - Attended BOWDA lunch in March
  - CAO performance review
  - Alberta Municipal Climate Leaders Caucus Feb. 29
  - Biathlon World Cup VIP reception

**3. Councillor Graham**

- a) Bow Valley Wildsmart
  - No meetings to report on.
- b) Canmore Community Housing
  - I defer to Councillor Hilstad's report.
- c) Canmore Mountain Arts Foundation
  - The AGM was a well attended and fun event. A financial audit has never been presented in a more riveting format.
  - Two new board members were appointed.
- d) Other points of interest
  - I attended the Bow Valley Chamber of Commerce AGM at the Banff YWCA.
  - I attended the BIA AGM at the Legion.

**4. Councillor Hilstad**

- a) Canmore Community Housing
  - CCH Board is pleased to welcome Jeffrey Chaves, CCH's new Manager of Finance, Admin & Corporate Services.
  - The CCH Board approved an extension for two Wolf Willow Tenancies until December 31, 2024, to allow additional time for these units to be re-housed within our programming.
  - The CCH Board approved the Stewart Creek Project Charter and Financing Strategy, which includes seeking Council approval for a loan guarantee bylaw in the amount of \$3,375,000 for the duration of construction.
  - See the attached April 2024 CCH Monthly Operations Brief (Attachment 2).
- b) Canmore Planning Commission
  - I defer to Councillor McCallum's report.
- c) CAO Performance Review Committee
  - Nothing new to report.
- d) Municipal Emergency Advisory Committee
  - I defer to Mayor Krausert's report.

- e) Enforcement Appeal Review Committee
  - Nothing new to report.
- f) Heliport Monitoring Committee
  - Nothing new to report.

**5. Councillor Mah**

- a) Bow Valley Waste Management Commission
  - The Commission met on April 18<sup>th</sup>, 2024 to review our 2023 financial audit by Enns and Company. I'm pleased to confirm that the Commission continues to be on firm financial footing.
  - The roll-out of Extended Producer Responsibility (EPR) programs continue and we eagerly await to learn more about next steps.
- b) Biosphere Institute of the Bow Valley
  - The Biosphere Institute of the Bow Valley met on April 15<sup>th</sup>, 2024. We are currently in the process of sourcing a facilitator for an upcoming strategic planning session.
  - The recent "Bear Days" event at the Canmore Nordic Centre on April 20<sup>th</sup>, 2024 was a success.
- c) Canmore Community Housing
  - I defer to Councillor Hilstad's report for the operations summary.
  - The Canmore Community Housing Hiring Committee is working on a new job search for a replacement Executive Director (ED). Our goal is a relatively quicker search process, and we have relaxed the need to reside requirements.
- d) CAO Performance Review Committee
  - Nothing new to report.
- e) Cultural Advisory Committee (CAC)
  - The CAC continues to work on finding ways to connect the Cultural Master Plan into finite and tangible priorities which will aid in future funding requests and direction.
- f) Emergency Management Committee
  - I defer to Mayor Krausert's report.
- g) Other points of interest
  - In the role of Deputy Mayor, I travelled with Mayor Krausert to Edmonton from April 21<sup>st</sup> – April 22<sup>nd</sup>, 2024. We met with Minister Jason Nixon to dispel the notion that we are anti-development. Minister Nixon is now more aware of Canmore's significant efforts in creating the housing that our community needs and it was a very productive meeting.
  - We also had a chance to meet with MLA Elmeligi and attend question period in the Alberta Legislature as her guests. Thank you for your kind words of welcome!

- I have attached a photo showing the degree of construction in front of the Alberta Legislature Building in preparation for Canada Day.



**6. Councillor Marra**

- a) Assessment Review Board
  - Appeal date has now closed. Appeals will start in early September.
- b) Bow Valley Regional Housing
  - See the attached March 2024 Minutes (Attachment 3), April 2024 Occupancy and Waitlist (Attachment 4), and April 2024 Bulletin (Attachment 5).
- c) Bow Valley Waste Management Commission
  - I defer to Councillor Mah's report.
- d) Canmore/MD of Bighorn Intermunicipal Committee
  - Next meeting to be held in June.
- e) Canmore Public Library
  - See the attached Marigold Library System 2023 Annual Report (Attachment 6), and Canmore Public Library 2023 Value of Your Investment Report (Attachment 7).
- f) Southern Alberta Energy from Waste Association
  - Nothing new to report.
- g) Subdivision and Development Appeal Board
  - The next hearing is scheduled for May 9<sup>th</sup>, 2024.
- h) Other points of interest
  - I attended the Canmore Hospital Foundation reception at the Carter-Ryan Gallery. Jason Carter and Bridget Ryan have given a generous donation of art displays to be installed at the Canmore General Hospital Emergency Department. (If you noticed, like I did, the sinks represent actual sinks in the hospital where they will be displayed.)



**7. Councillor McCallum**

- a) Assessment Review Board
  - Nothing new to report.
- b) Bow Valley Regional Housing
  - I defer to Councillor Marra’s report.
- c) Canmore Planning Commission
  - Nothing new to report.
- d) Canmore Community Housing
  - I defer to Councillor Hilstad’s report.
- e) Other points of interest
  - Alberta Safe Bars Council – at the request of the Alberta Municipalities board, I have been appointed to the Alberta Safe Bars Council until the end of the current elected term (October 2025). The current Alberta Municipalities appointee is leaving their job and will no longer be eligible to sit on this board and have asked me to fill in. My first meeting will not be until October 2024 as they only meet twice a year.
  - I had the opportunity to attend Audrey Hogarth’s retirement party on April 25<sup>th</sup>. Thanks to Audrey for her long service to the people of Canmore. We will miss you!

**Attachments**

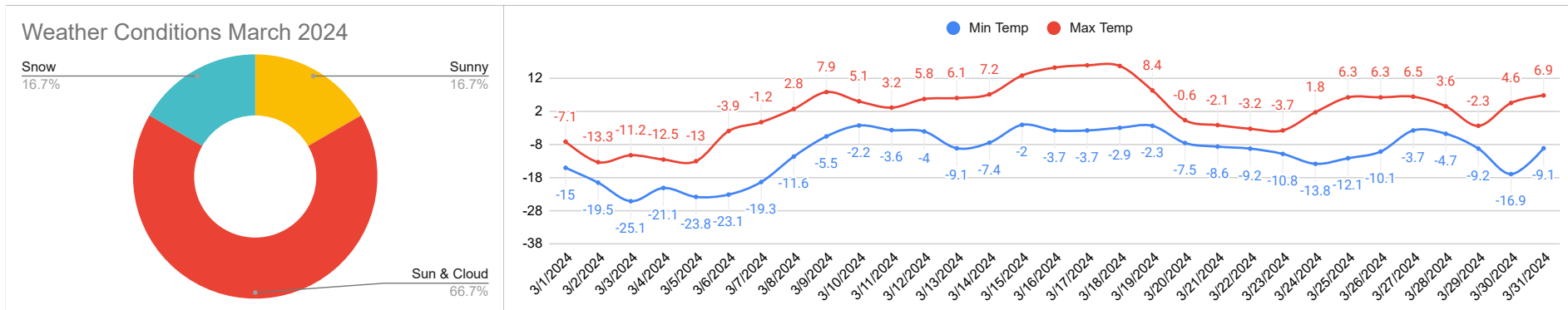
- 1) Ridership Statistics from the April 2024 BVRTSC Board Agenda Package
- 2) CCH Monthly Operations Brief April 2024
- 3) BVRH March 2024 Minutes
- 4) BVRH Occupancy & Waitlist Report April 2024
- 5) BCRH April 2024 Bulletin
- 6) Marigold Library System: 2023 Annual Report
- 7) Canmore Public Library: 2023 Value of Your Investment Report

### Bow Valley Regional Transit Services Commission Ridership Statistics



Month	Type	Banff Local	Canmore Local	Canmore-Banff Regional	Lake Louise - Banff Regional
March 2024	Ridership	112,864	30,530	27,059	10,694
	Bikes	45	218	118	8
	Winter Sports	2,619	613	1,712	78
	Strollers	129	155	27	7

Route	Monthly Ridership Change 2023 - 2024	Comment
Route 1	9.02%	Change from March 2023 to March 2024
Route 2	13.22%	Change from March 2023 to March 2024
Route 3	13.58%	Change from March 2023 to March 2024
Route 4		Change from March 2023 to March 2024
Route 5	21.56%	Change from March 2023 to March 2024
Route 6		Change from March 2023 to March 2024
Route 8X	4.79%	Change from March 2023 to March 2024
Route 9	26.31%	Change from March 2023 to March 2024



4/8/2024

		Route 1 (Inns of Banff/ Gondola)						Route 2 (Tunnel Mtn / Banff Springs Hotel)						Route 4 Cave & Basin						Banff Local (Route 1, 2 & 4)									
Month	R1 2021	R1 2022	R1 2023	R1 2023 YTD	R1 2024 YTD	% Change -23	% Change -22	R2 2021	R2 2022	R2 2023	R2 2023 YTD	R2 2024 YTD	% Change -23	% Change -22	R4 2021	R4 2022	R4 2023	R4 2023 YTD	R4 2024 YTD	% Change -23	% Change -22	2021	2022	2023	2023 YTD	2024 YTD	% Change -23	% Change -22	
January	4,761	16,080	40,636	40,636	41,644	2.48%	158.98%	4,703	16,870	49,989	49,989	52,117	4.26%	208.93%									9,464	32,950	90,625	90,625	93,761	3.46%	184.56%
February	6,370	19,661	40,833	40,833	46,080	12.85%	134.37%	5,903	21,518	47,270	47,270	51,430	8.80%	139.01%									12,273	41,179	88,103	88,103	97,510	10.68%	136.80%
March	8,668	21,722	47,979	47,979	52,306	9.02%	140.80%	7,734	24,785	53,488	53,488	60,558	13.22%	144.33%									16,402	46,507	101,467	101,467	112,864	11.23%	142.68%
April	6,709	20,918	41,098	8,582	9,910	15.47%		5,643	20,192	44,739	11,416	10,912	-4.41%										12,352	41,110	85,837	19,998	20,822	4.12%	
May	5,901	37,615	67,740	0	0	0.00%		5,008	27,452	55,890	0	0	0.00%		60	1,153	1,904	0	0	0.00%			10,969	66,220	125,534	0	0	0.00%	
June	13,551	65,375	103,499	0	0	0.00%		11,196	50,118	76,511	0	0	0.00%		535	4,698	6,689	0	0	0.00%			25,282	120,191	186,699	0	0	0.00%	
July	31,554	100,148	125,827	0	0	0.00%		31,179	67,979	93,346	0	0	0.00%		2,753	7,321	7,647	0	0	0.00%			65,486	175,448	226,820	0	0	0.00%	
August	43,151	93,303	122,140	0	0	0.00%		34,735	68,183	91,695	0	0	0.00%		3,438	6,392	7,191	0	0	0.00%			81,324	167,878	221,026	0	0	0.00%	
September	28,975	61,567	88,508	0	0	0.00%		22,068	53,950	75,616	0	0	0.00%		1,709	4,842	4,842	0	0	0.00%			52,752	120,359	168,966	0	0	0.00%	
October	16,333	37,893	52,404	0	0	0.00%		12,439	32,911	46,459	0	0	0.00%			396							28,772	71,200	98,863	0	0	0.00%	
November	15,151	30,751	33,628	0	0	0.00%		13,693	36,146	43,420	0	0	0.00%										28,844	66,897	77,048	0	0	0.00%	
December	18,948	45,460	49,418	0	0	0.00%		16,819	50,744	54,587	0	0	0.00%										35,767	96,204	104,005	0	0	0.00%	
YTD	200,072	550,493	813,710	138,030	149,940	8.63%	-72.76%	171,120	470,848	733,010	162,163	175,017	7.93%	-62.83%	8,495	24,802	28,273	0	0	0.00%	-100.00%	379,687	1,046,143	1,574,993	300,193	324,957	8.25%	-68.94%	

		Route 3 (Canmore-Banff Regional)						Route 5 Canmore						Route 6 Minnewanka						Roam Total Ridership									
Month	2021	2022	2023	2023 YTD	2024 YTD	% Change -23	% Change -22	2021	2022	2023	2023 YTD	2024 YTD	% Change -23	% Change -22	2021	2022	2023	2023 YTD	2024 YTD	% Change -23	% Change -22	2021	2022	2023	2023 YTD	2024 YTD	% Change -23	% Change -22	
January	5,499	10,642	23,255	23,255	25,792	10.91%	142.36%	6,204	9,224	22,810	22,810	30,744	34.78%	233.36%									22,284	56,530	147,062	147,062	162,228	10.31%	186.98%
February	5,781	10,492	21,303	21,303	25,415	19.30%	142.23%	6,700	9,789	22,119	22,119	29,174	31.90%	198.03%									25,771	65,499	141,874	141,874	163,675	15.37%	149.89%
March	7,951	12,770	23,824	23,824	27,059	13.58%	111.90%	8,650	12,208	25,116	25,116	30,530	21.56%	150.08%									34,441	75,790	161,319	161,319	182,040	12.84%	140.19%
April	5,507	12,028	23,622	5,311	6,074	14.37%		7,360	10,924	23,308	5,138	6,699	30.38%										26,365	68,215	143,794	32,968	35,931	8.99%	
May	6,850	15,148	26,946	0	0	0.00%		6,760	13,066	27,143	0	0	0.00%		559	2,783	5,879	0	0	0.00%			27,604	106,822	206,716	0	0	0.00%	
June	9,321	19,058	30,304	0	0	0.00%		8,250	16,015	28,039	0	0	0.00%		2,857	12,662	18,255	0	0	0.00%			54,438	190,769	308,030	0	0	0.00%	
July	12,330	22,015	31,836	0	0	0.00%		7,581	16,715	28,691	0	0	0.00%		6,367	20,639	26,806	0	0	0.00%			107,890	271,789	371,077	0	0	0.00%	
August	12,610	19,854	32,667	0	0	0.00%		8,345	17,070	27,658	0	0	0.00%		8,396	19,238	26,074	0	0	0.00%			132,189	253,615	366,644	0	0	0.00%	
September	11,365	17,364	28,533	0	0	0.00%		8,621	17,127	25,056	0	0	0.00%		3,303	10,182	15,400	0	0	0.00%			88,472	187,534	284,961	0	0	0.00%	
October	11,258	17,605	28,139	0	0	0.00%		9,215	16,802	26,233	0	0	0.00%			530	921	0	0	0.00%			54,346	118,488	179,071	0	0	0.00%	
November	10,446	17,797	27,903	0	0	0.00%		9,685	19,956	26,722	0	0	0.00%										51,773	110,983	142,511	0	0	0.00%	
December	10,599	19,213	31,157	0	0	0.00%		8,870	21,194	28,482	0	0	0.00%										59,209	146,145	179,224	0	0	0.00%	
YTD	109,517	193,986	329,469	73,693	84,340	14.45%	-56.52%	96,241	180,090	311,377	75,183	97,147	29.21%	-46.06%	21,482	66,034	92,335	0	0	0.00%	-100.00%	684,782	1,652,179	2,632,283	483,223	543,874	12.55%	-67.08%	

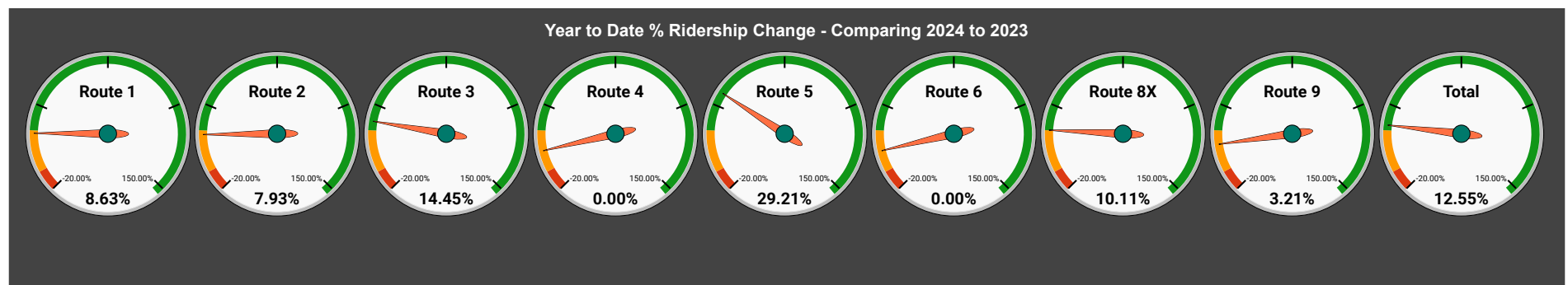
  

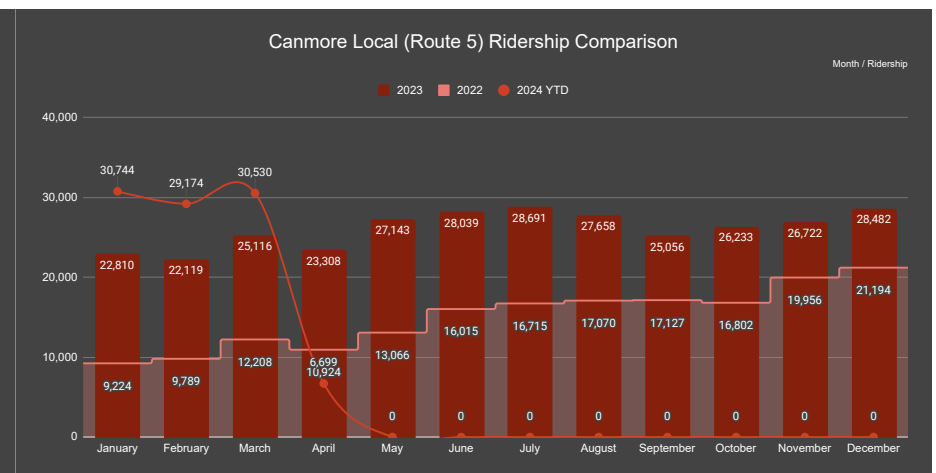
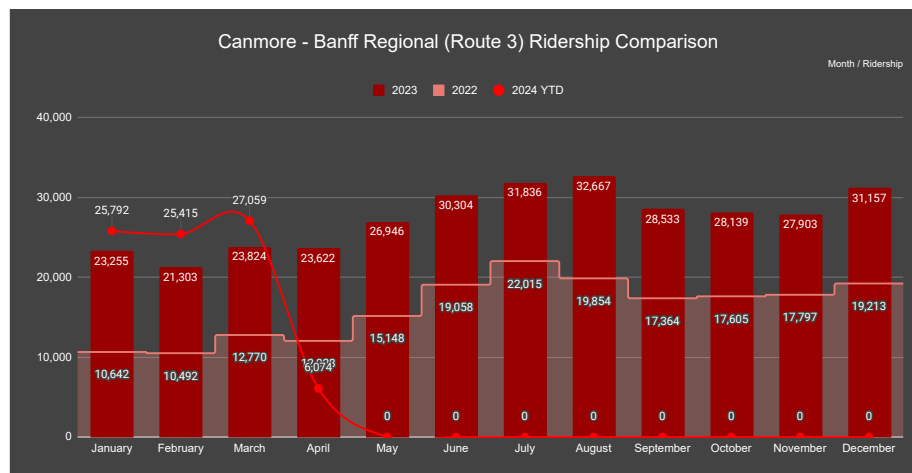
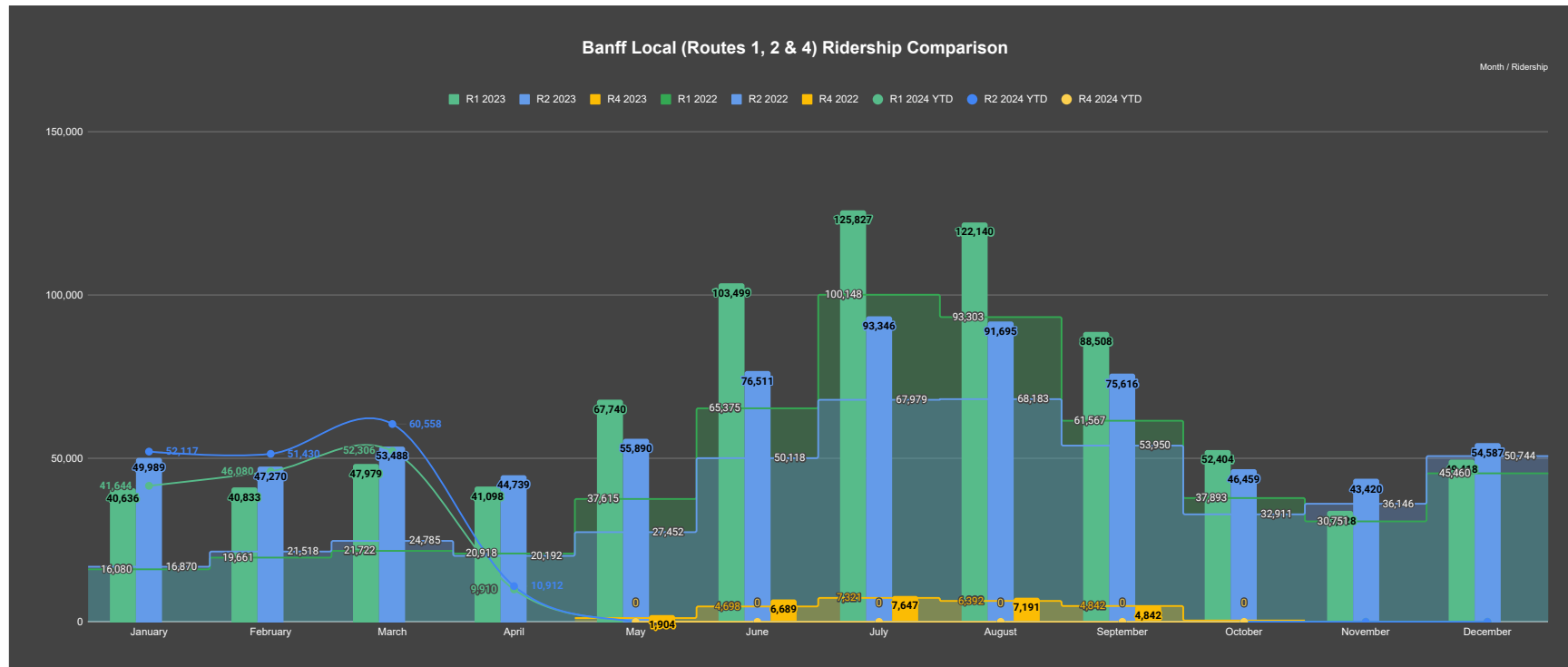
		Route 8X (Express Lake Louise - Banff Regional)						Route 8S (Scenic Lake Louise - Banff Regional)						Route 9 (Johnston Canyon)							
Month	2021	2022	2023	2023 YTD	2024 YTD	% Change -23	% Change -22	2021	2022	2023	2023 YTD	2024 YTD	% Change -23	% Change -22	2021	2022	2023	2023 YTD	2024 YTD	% Change -23	% Change -22
January	1,117	3,714	9,788	9,788	11,227	14.70%	202.29%										584	584	704	20.55%	
February	1,017	4,039	9,363	9,363	10,714	14.43%	165.26%										986	986	862	-12.58%	
March	1,438	4,305	10,205	10,205	10,694	4.79%	148.41%										707	707	893	26.31%	
April	1,146	4,153	10,013	2,257	2,173	-3.72%											1,014	263	163	-38.13%	
May	1,516	8,422	17,400	0	0	0.00%		97							853	1,183	2,602	0	0	0.00%	
June	3,454	16,115	34,555	0	0	0.00%		862							4,412	4,728	6,185	0	0	0.00%	
July	10,637	28,200	41,826	0	0	0.00%		1,313	2,183	2,755	0	0	0.00%		4,176	6,589	7,409	0	0	0.00%	
August	15,688	22,575	43,140	0	0	0.00%		2,000	1,640	2,974	0	0	0.00%		3,826	5,360	6,897	0	0	0.00%	
September	8,728	16,059	31,100	0	0	0.00%		757							1,448	2,908	5,776	0	0	0.00%	
October	3,709	8,061	17,351	0	0	0.00%									419	897	1,884	0	0	0.00%	
November	2,798	6,021	10,248	0	0	0.00%										312	590	0	0	0.00%	
December	3,973	9,248	14,463	0	0	0.00%										286	1,117	0	0	0.00%	
YTD	55,221	132,912	249,452	31,613	34,808	10.11%	-73.81%	5,029	3,823	5,729	0	0	0.00%	-100.00%	15,134	22,263	35,751	2,540	2,622	3.21%	-88.22%

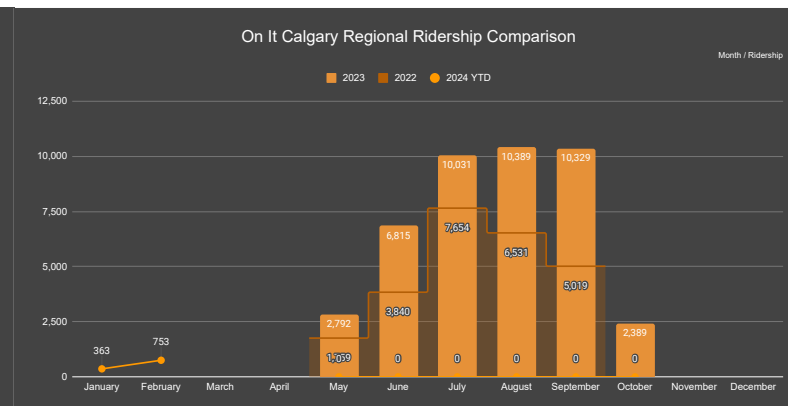
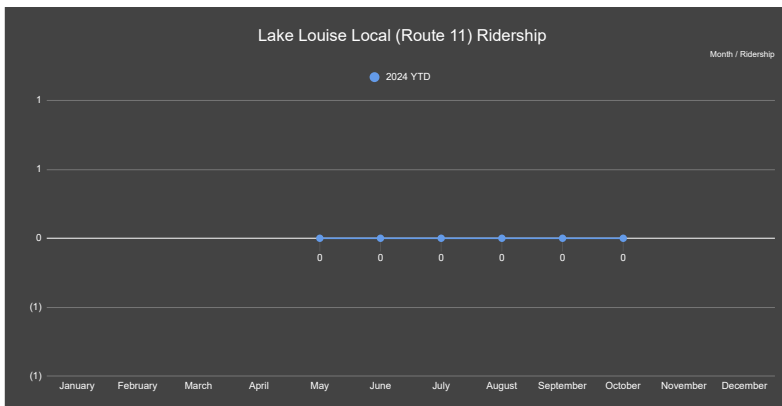
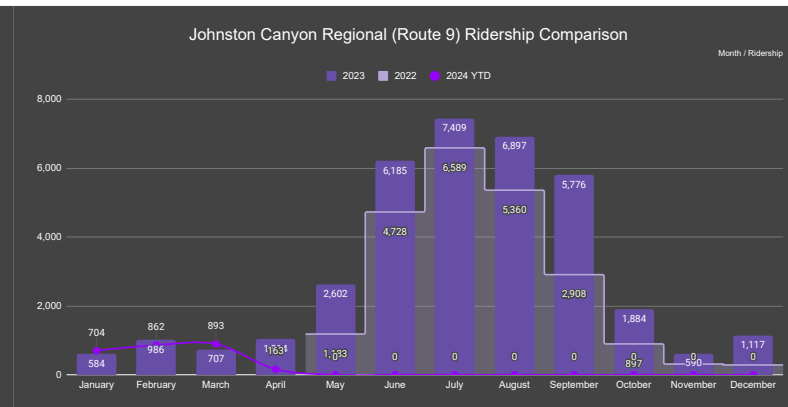
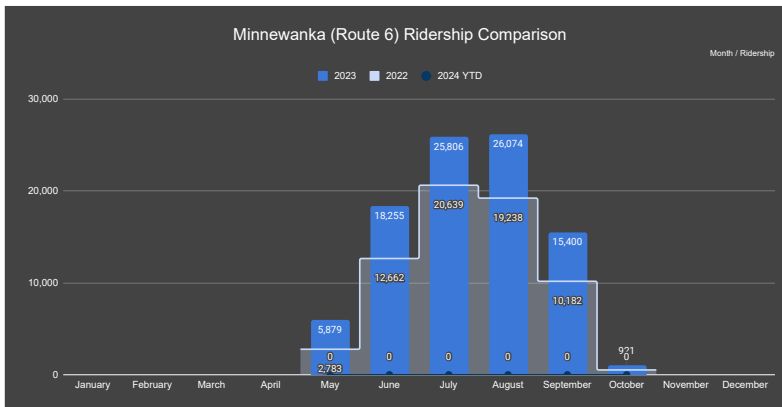
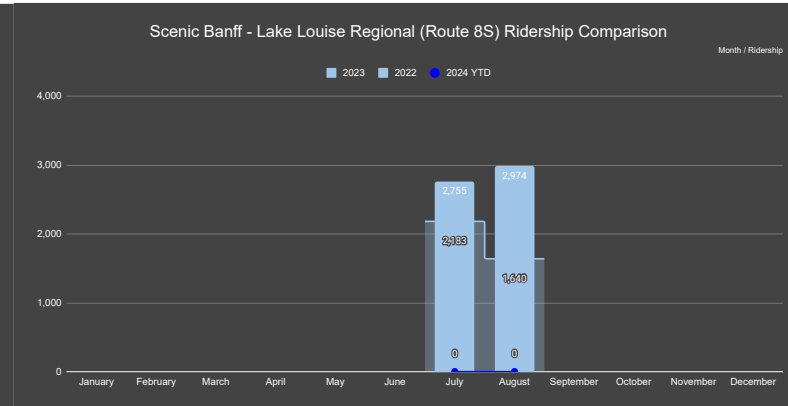
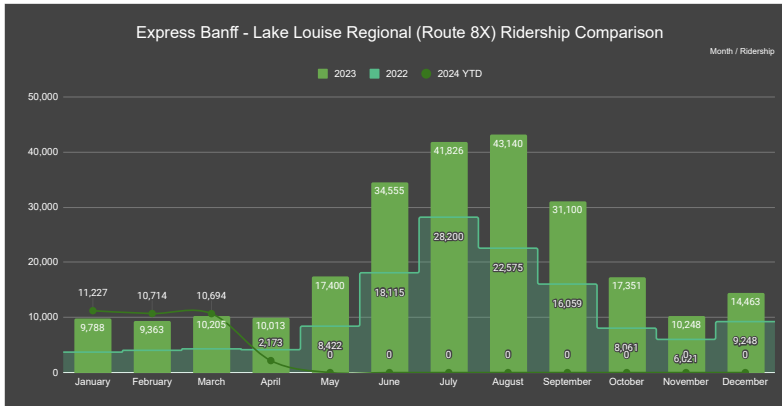


Month	Route 10 (Moraine Lake)						On-It (Calgary Regional)						Route 11 (Lake Louise Local)								
	2021	2022	2023	2023 YTD	2024 YTD	% Change -23	% Change -22	2021	2022	2023	2023 YTD	2024 YTD	% Change -23	% Change -22	2021	2022	2023	2023 YTD	2024 YTD	% Change -23	% Change -22
January												363									
February												753									
March																					
April																					
May								1,759	1,759	2,792	0	0	0.00%			1,212	0	0	0.00%		
June								930	3,840	6,815	0	0	0.00%			3,993	0	0	0.00%		
July								2,607	7,654	10,031	0	0	0.00%			5,934	0	0	0.00%		
August								3,623	6,531	10,389	0	0	0.00%			6,208	0	0	0.00%		
September	1,498	3,535	6,556	0	0	0.00%		2,272	5,019	10,329	0	0	0.00%			3,574	0	0	0.00%		
October	973	3,393	4,827	0	0	0.00%				2,389	0	0	0.00%			853	0	0	0.00%		
November																					
December																					
YTD	2,471	6,928	11,383	0	0	0.00%	-100.00%	11,191	24,803	42,745	0	1,116	0.00%	-95.50%	0	0	21,774	0	0	0.00%	0.00%

Month	Route 5C (Cougar Creek)						Route 5T (Three Sisters)							
	2021	2022	2023	2023 YTD	2024 YTD	% Change -23	% Change -22	2021	2022	2023	2023 YTD	2024 YTD	% Change -23	% Change -22
January					19,797							10,947		
February					17,830							11,344		
March					18,442							12,088		
April					4,306							2,393		
May					0			Please note that comparative date for 5C and 5T separately will not be available until August as route data was not split until then						
June					0							0		
July					0							0		
August			15,005	0	0	0.00%				12,653	0	0	0.00%	
September			14,113	0	0	0.00%				10,943	0	0	0.00%	
October			15,771	0	0	0.00%				10,462	0	0	0.00%	
November			16,468	0	0	0.00%				11,318	0	0	0.00%	
December			17,333	0	0	0.00%				11,149	0	0	0.00%	
YTD	0	0	78,690	0	60,375	0.00%	0.00%	0	0	56,525	0	36,772	0.00%	0.00%









## Housing Operations

March was a busy month for the Vital Homes Ownership program, with 3 property sales closing (2 CCH-owned units, and 1 owner resale) as well as two other properties becoming available at the Wolf Willow condominium. Interest also remains high in the upcoming Stewart Creek project, as many waitlist members have been inquiring on the sales process for these units and are keen to learn information on pricing and layouts, which CCH aims to deliver in Spring 2024. Both the Vital Homes Own and Rent program continue to see steady interest, with a sharp uptick in new applications in the Rental program in particular. The Rental waitlist has seen an overall drop relative to last month due to normal file maintenance items such as removing names that have not re-confirmed eligibility and duplicate entries, and CCH will continue to undertake this work for both the Rental and Own programs in anticipation of the transition to the online portal system in the months ahead.

CCH OPERATIONS REPORT											
March 2024											
	OWN Program			RENT Program							
<b>Wait List:</b>	265	+6 over last month		239			-1 over last month (due to file clean up/removals)				
<b>Applications YTD:</b>	34	+12 over last month, -7 over same time last year		60			+28 over last month -14 less than same time last year				
<b>Applications Received/Processed 2023:</b>	130			149							
<b>Inquiries YTD:</b>	83	+21 over last month +7 over same time last year		47			+ 15 over last month -69 over same time last year				
<b>Inquiries 2023:</b>	312 Total			442 Total							
<b>Current Occupancy:</b>				100%	Hector	100%	McArthur	100%	Wolf Willow	100%	NLCC
<b>Total Vital Home Units:</b>	169	3 closed sale, 1 firm sales, 2 active listings		60		48		2		1	
<b>Turnover YTD:</b>	1%	5		2%	1	2%	1	33%	1	0% 0	
<b>Turnover 2023:</b>	11%	19 sales (19/169)		18%	11 Units (11/60)	31%	15 units (15/48)	30%	3 Units (3/9)	0% 0	
↑ Above numbers updated as of April 1, 2024 ↑											

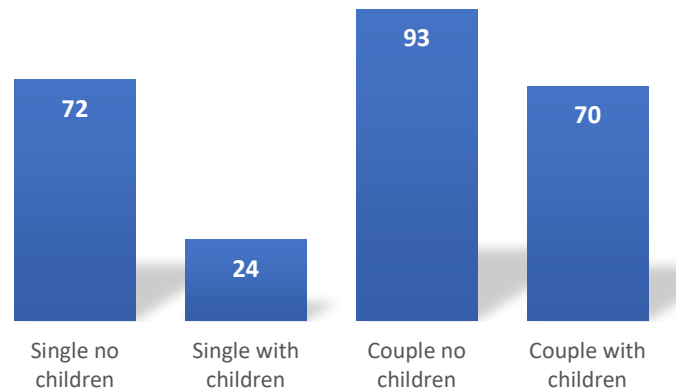


### Vital Homes Ownership Program

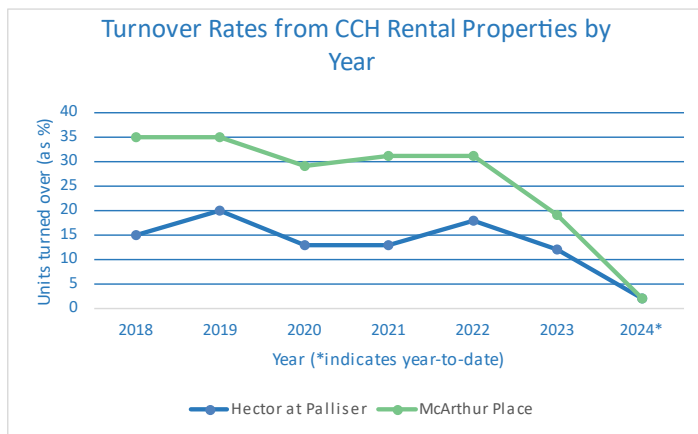
The overall ownership waitlist still currently stands at 265 households, with two- and three-bedroom units continuing to be the most desired style of unit from our applicants. As noted above, interest from existing waitlist members is high for the Stewart Creek development and we expect to see a great deal of demand for these units when the sales information is available.

The Wolf Willow condominium has been the sole source of Ownership transactions this year, with 5 sales now closed in 2024, with another 2 current active listings. Aside from the Stewart Creek development however, CCH is not aware of other resale opportunities that are coming from owners currently.

### Waitlist Applicants by Household



### Vital Homes Rental Program



In the CCH Rental Program, our waitlist now sits at 239 households, with most new applications still seeking a 1-bedroom unit. Turnover numbers are still incredibly low across our purpose-built rental properties, with only 2 units seeing tenants leave in the month of March or a 2% turnover rate. May, June, and July are months which have a greater number of lease renewals in our program, but we do not anticipate seeing any great change in occupancy given the gap between CCH and market lease rates. This lack of turnover is currently our biggest hurdle to significantly reduce waitlist numbers.

### Canmore Rental Statistics for 2024

With data collected on market rates for the first quarter of 2024, 2 bedroom units are those that have seen the greatest increase over the same period in 2023, with the average market listing being \$3,476.55/month vs. \$3,008.41/month. 3 and 4-bedroom rates continue to be lower than the same time frame as last year, with inventory levels being comparable to 2023 (84 units advertised vs. 88 units). As we move into Spring, we would anticipate seeing significantly more inventory become available based on historical data, which should provide better sampling of what average and median rates for 2024 will end up being.

Bedroom Type	Metric	Q1 2024	Q2 2024	Q3 2024	Q4 2023
1 Bedroom	Average	\$ 2,498.33	\$ 2,172.50	\$ 2,995.00	\$ 2,555.28
	Median	\$ 2,995.00	\$ 2,172.50	\$ 2,995.00	\$ 2,995.00
	Units Available	3	2	1	2
2 Bedroom	Average	\$3,415.83	\$3,514.72	\$3,499.09	\$3,476.55
	Median	\$3,050.00	\$3,500.00	\$3,247.50	\$3,247.50
	Units Available	12	11	12	12
3 Bedroom	Average	\$ 4,062.50	\$ 4,630.38	\$ 4,742.86	\$ 4,478.58
	Median	\$ 3,750.00	\$ 4,500.00	\$ 5,000.00	\$ 4,500.00
	Units Available	5	13	7	8
4+ Bedroom	Average	\$4,187.50	\$5,771.67	\$5,200.00	\$5,053.06
	Median	\$4,250.00	\$5,000.00	\$4,800.00	\$4,800.00
	Units Available	4	9	5	6
<b>Summary Total</b>		<b>24</b>	<b>35</b>	<b>25</b>	<b>84</b>



## Asset Management

Exterior staining at the Hector building is underway with exterior concrete repairs also scheduled for spring 2024, in addition to eaves trough replacement work and drainage and landscaping work planned for this season. For McArthur Place, CCH is also working with PEKA to co-ordinate the shower replacement project in the coming weeks in addition to exterior painting at this location as well. CCH is also anticipating receipt of additional quotes for the exterior pathway and lighting work in April and continues to monitor the mechanical maintenance needs for the building so that maintenance work for 2025 can be planned appropriately to maintain the value of the asset.

## Housing Development

Since last fall, CCH has been actively pursuing the development of new housing inventory for the CCH ownership and rental programs. This is an involved, multi-stage process and includes preparing applications with technical studies and design development, to gain approvals with the Town for land use bylaw amendments, approval for Development and Building permits and securing funding and a variety of grants.

### 205 Stewart Creek Rise

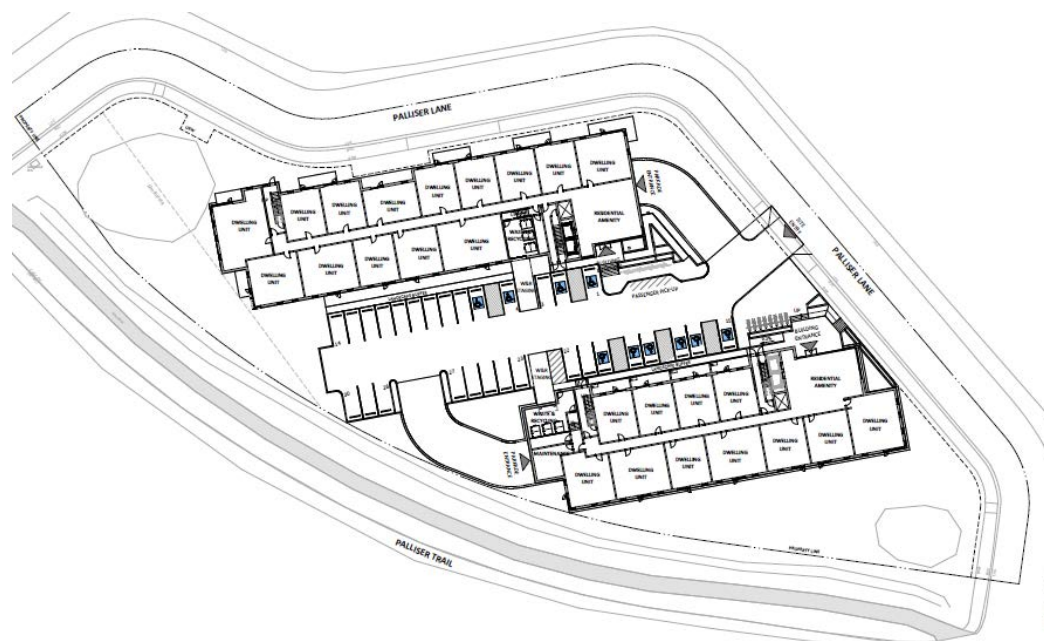


CCH is currently in the Development Permit (DP) stage of the Stewart Creek Project which will see construction starting in the spring for 18 Vital Homes ownership units consisting of 10 three-bedroom row houses and 8 two-bedroom stacked townhouses. The homes will range from approximately 815 sq ft - 1,500 sq ft, with the three-bedroom units having attached garages and the two bedroom units with dedicated, covered storage. The CCH Development team is working with Ashton Construction Services and Montane Architecture in an integrated framework to expedite the project.

The DP application was advanced to a recent CPC meeting to request approval of several proposed variances to the Land Use Bylaw (LUB). The variances would allow for maximizing the residential use of the area and are supported by Town Administration. The application was approved, and the DP is expected to be issued in the coming weeks, pending any appeals during the 21-day period. PL2023-0389 has been assigned for this development.

## 100 Palliser Lane - Purpose Built Rental Development

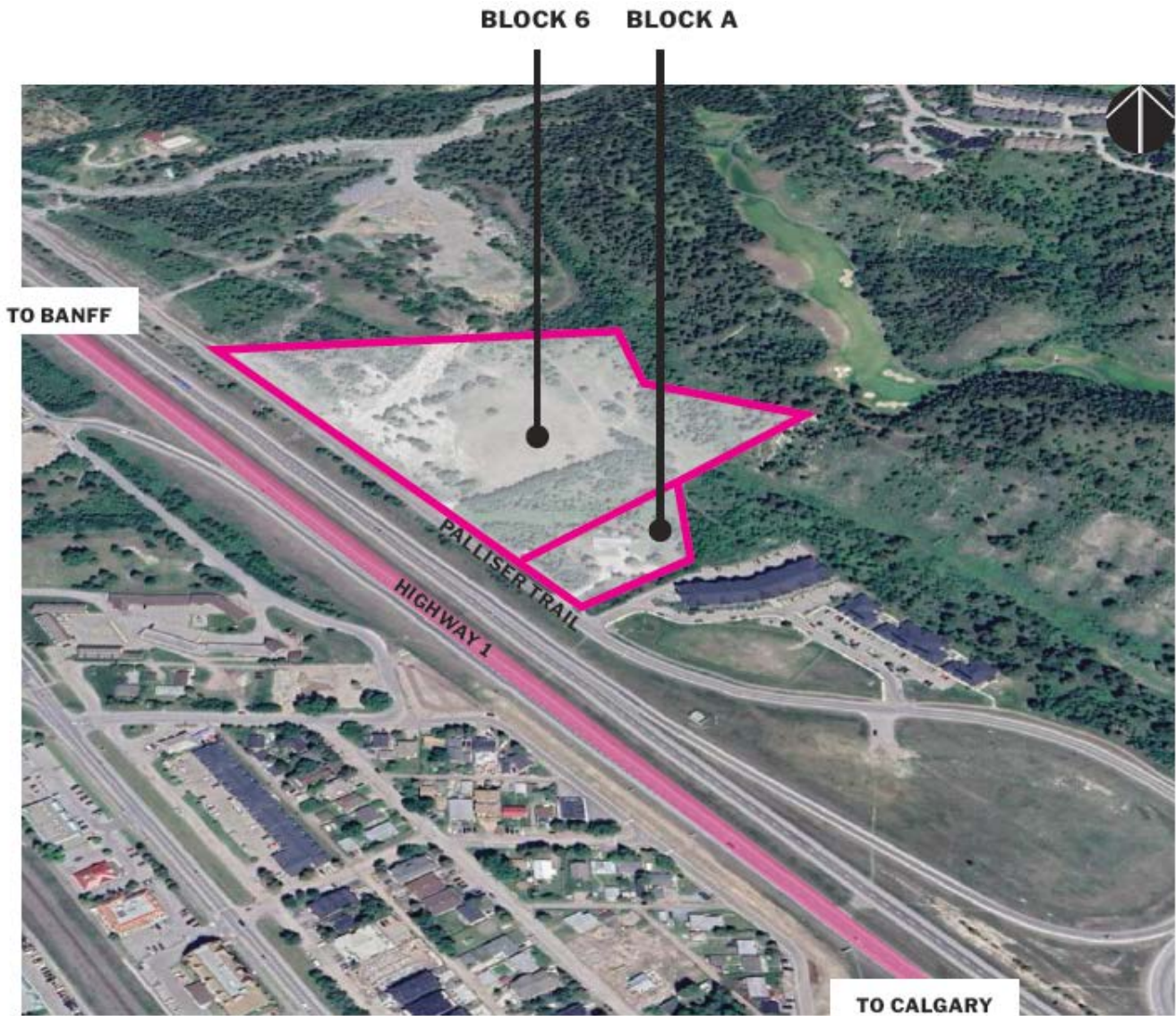
CCH is actively working through the development of a 144-unit purpose built rental complex located on Palliser Lane. This project will fill a significant demand in the rental housing program. This project will include two buildings, one 6 storeys and the other 4 storeys. Underground and surface parking will be provided along with on-site amenity areas, permanent and dedicated bicycle storage and landscaping.



Conceptual Planning was completed last fall in alignment with the recently approved Palliser Area Structure Plan. This project is currently in detailed design development and CCH is working with our Prime Architectural Consultant GGA Architecture, and our pre-construction partner, Ledcor Construction Inc..

The next steps in this project include achieving a land use bylaw amendment designating this site as a Direct Control District to accommodate the two residential buildings. First Reading was recently passed, and a public hearing has been set for May 7, 2024. CCH will engage with the adjacent landowners in the meantime to gather feedback and address any concerns related to the proposed development. The project team continues to work on the Development Permit and Building Permit packages as these approvals will be required prior to construction starting late this year. The RFP for Pre-Construction Management has been awarded to Ledcor Construction Inc., and they have been brought in alongside the project consultant team to aid in initial costing, scheduling and risk management on the project.

## Palliser Area - Master Plan



Above: Town of Canmore Aerial View (Source: Google Earth)

CCH in conjunction with LOLA Architecture have worked diligently to develop three detailed and strategic scenarios for development of the remainder of the 17-acre site, in which CCH owns, in Palliser Area. These scenarios are being presented to the CCH Board in April, 2024., with the intention of selecting one scenario to continue the evolving design, subdivision layouts and construction sequencing. CCH is working with our neighbouring partners, Stone Creek Resorts, and the Town of Canmore on an over-reaching Master Plan for the Palliser area that encapsulates each respective landowner's vision for the area and the necessary collaboration between all groups. More to come on this exciting and distinct development in the Palliser Area.





Regular Board Meeting Minutes  
Thursday, March 28, 2024, 10:00 a.m.  
Bow River Seniors Lodge, Canmore AB

**PRESENT:** Lisa Rosvold (Chair), Karen Marra, Joanna McCallum, Kateri Cowley and Ted Christensen

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

**TELECONFERENCE:** Chip Olver

**REGRETS:** Don Beaulieu

**1. CALL TO ORDER**

Chairperson L. Rosvold called the meeting to order at 10:06 a.m.

**2. ADOPTION OF AGENDA**

*Motion 24-018: K. Marra* to approve the agenda. Carried unanimously.

**3. PRESENTATION AND GUESTS**

- a. Kenway Mack Slusarchuk Stewart (KMSS) representatives Scott Reinarz and Jolene Cashin** presented the 2023 Audit Results Report and Combined Financial Statements.
- Motion 24-019: K. Marra* to take the meeting in camera. Carried unanimously.
- Motion 24-020: J. McCallum* to take the meeting out of the camera. Carried unanimously.
- Motion 24-021: C. Olver* to approve the 2023 Audit Results Report to the Board of Directors as presented. Carried unanimously.
- Motion 24-022: K. Marra* to approve the audited 2023 Combined Financial Statements as presented. Carried unanimously.
- Motion 24-023: J. McCallum* to approve the transfer of \$24,175.96 from the DSL Operating Contingency Fund to the Lodges Operating Fund to compensate for the 2023 DSL operating deficit. Carried unanimously.
- Motion 24-024: K. Marra* to transfer \$278,089.11 from the Lodges Operating Fund to the Capital Asset Development & Acquisition Reserve (CADAR) to allocate the 2023 Lodges Operating surplus. Carried unanimously.

KMSS representatives and Vicki Lockwood left the meeting at 10:57 a.m.

**4. APPROVAL OF MINUTES**

**a. Regular Meeting of the Board:**

*Motion 24-025: T Christensen* to approve the minutes of February 22, 2024, the regular meeting of the board as presented. Carried unanimously.

**5. CAO REPORT**

- a. 'This is Home' Redevelopment:** verbal updates provided and discussed.
- b. Budget 2024: Alberta:** verbal updates provided and discussed.
- c. BVRH Housing Needs Assessment:** verbal updates provided and discussed.
- d. Earth Day Collaboration:** verbal updates provided and discussed.

**6. CORRESPONDENCE AND INFORMATION**

- a. Q1 2024 Strategic Plan Report:** report provided and discussed.
- Motion 24-026: K. Marra* to accept the report as information. Carried unanimously.
- b. 2024 ASCHA Conference and Tradeshow:** verbal report provided and discussed.
- c. 2023 Audit Planning Report:** report provided and discussed.

Chip Olver left the meeting at 12:06 p.m.

- d. **March 2024 BVRH Bulletin:** provided and reviewed.  
*Motion 24-027: K. Marra to accept the report as information. Carried unanimously.*
- e. **March 2024 Occupancy and Waitlist Report:** provided and reviewed.  
*Motion 24:028: K. Cowley to accept the report as information. Carried unanimously.*

**7. DATE AND LOCATION OF NEXT MEETING(S)**

**a. Next Regular Meeting of the Board:**

April 17, 2024, starting at 10:00 a.m. in Bow River Lodge, Canmore.

**8. ADJOURNMENT**

*Motion 24-029: K. Cowley that the meeting adjourn at 12:15 a.m. Carried unanimously.*

  
\_\_\_\_\_  
Lisa Rosvold, Chairperson

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

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

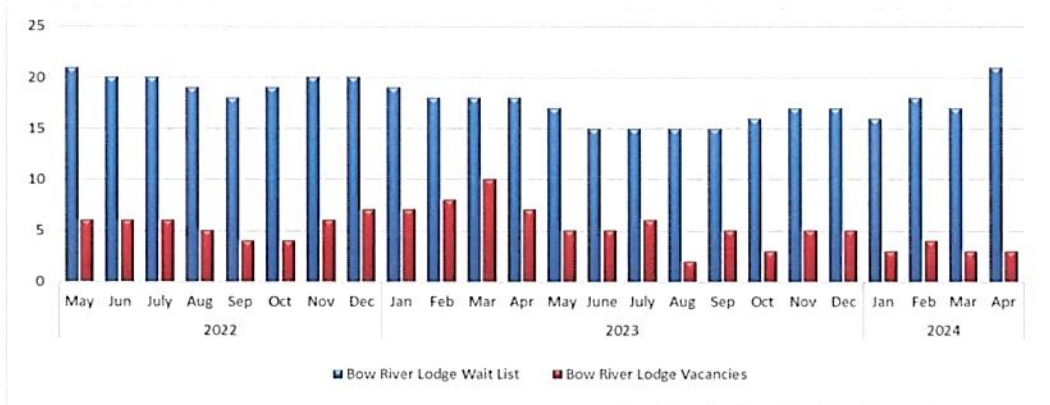
# April 2024 Occupancy & Waitlist Report



## Bow River Seniors Lodge in Canmore

Occupancy and waitlist as of April 10, 2024:

- The lodge has sixty-three residential suites.
- Of those suites, fifty-six are occupied or available for occupancy.
- The other suites are not available for occupancy. They are not captured in the chart below but include the following:
  - Five are utilized as storage or amenity space.
  - Two are being rehabilitated (one was a former office)
- 95% of the habitable suites are occupied or awarded pending move-in.
- Twenty-one candidate households are wait-listed, and most are not ready to move in.



## Bow River Seniors Lodge – DSL Wing in Canmore

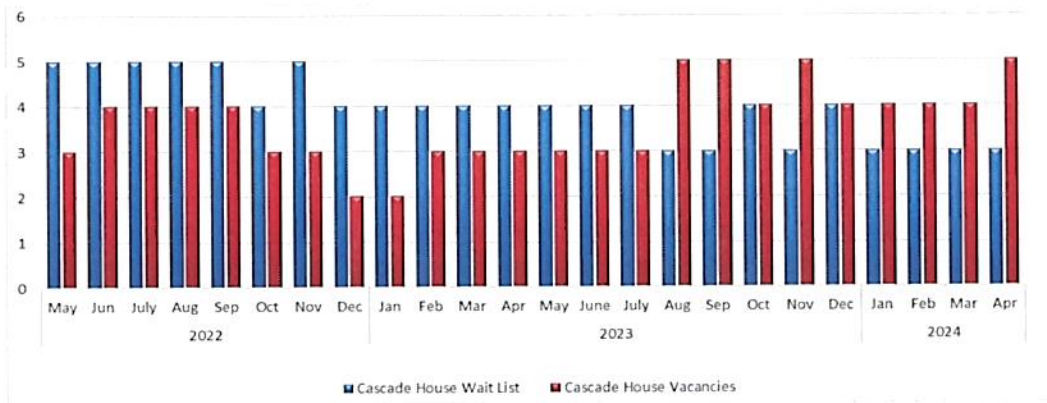
Occupancy as of April 10, 2024:

- There are thirty units in Designated Supportive Living 4 (DSL4).
- First floor – dementia unit - not yet operational, pending staffing.
- Second floor – care unit at 90% occupancy
- AHS controls the admissions process; we are not privy to waitlist information.

## Cascade House (Seniors Lodge) in Banff

Occupancy and waitlist as of April 10, 2024:

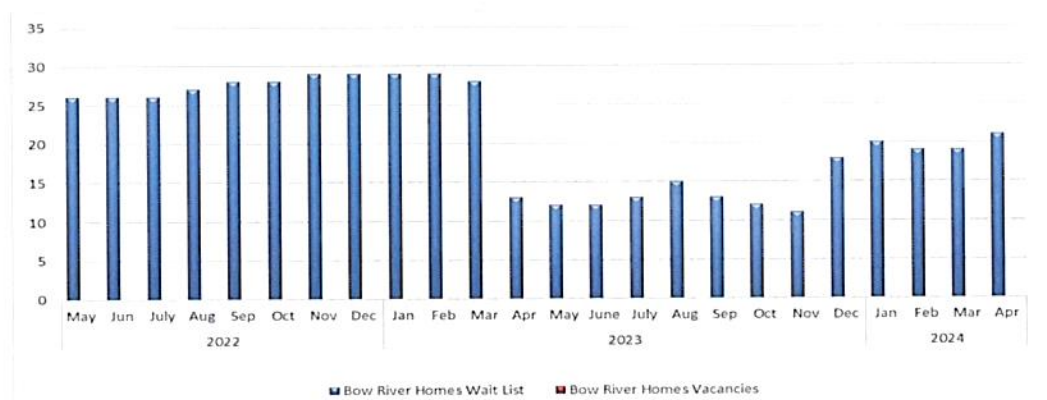
- The lodge has twenty-two residential suites.
- Of those suites, nineteen are occupied or available for occupancy.
- The other suite is not available for occupancy. They are not captured in the chart below but include the following:
  - Three are being rehabilitated.
- 74% of the habitable suites are occupied or awarded pending move-in.
- Three candidate households are wait-listed, and all of them are not yet ready to move in.



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

Occupancy and waitlist as of April 10, 2024:

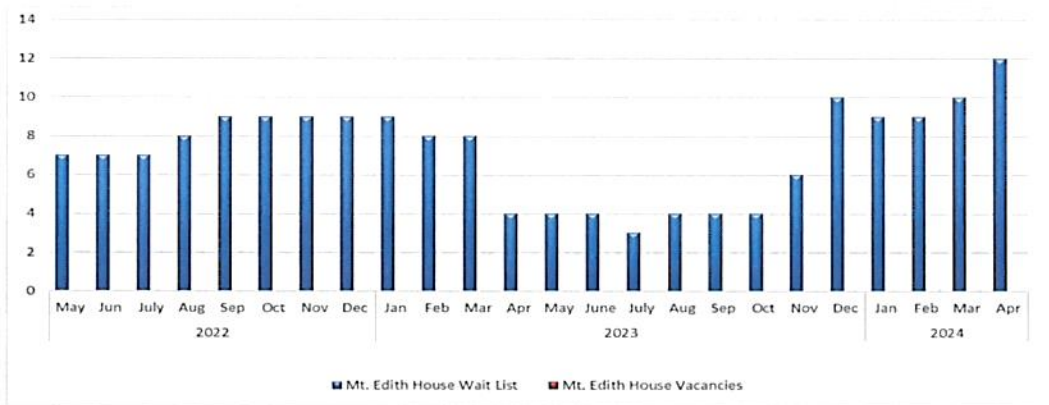
- The project has twenty-eight self-contained residential suites.
- Of those suites, twenty-six are occupied or available for occupancy.
- The other suites are not available for occupancy. They are not captured in the chart below but include the following:
  - Two that are being rehabilitated.
- 100%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



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

Occupancy and waitlist as of April 10, 2024:

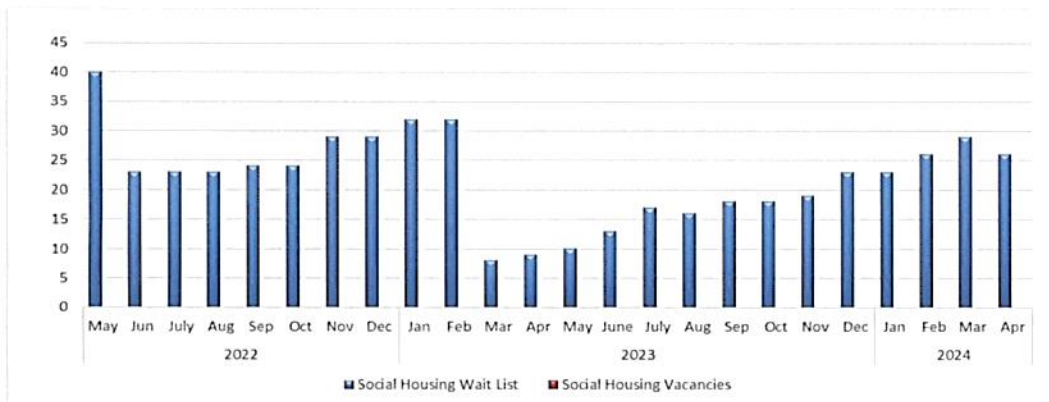
- The building has thirty-four self-contained residential suites.
- Of those suites, thirty-two are occupied or available for occupancy.
- The other suite is not available for occupancy. They are not captured in the chart below but include the following:
  - Two that are being rehabilitated.
- 100% of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



### Community Housing Projects in Canmore

Occupancy and waitlist as of April 10, 2024:

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



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

Occupancy and waitlist as of April 10, 2024:

- A monthly budget of \$32,583.00.
- Providing financial subsidies to fifty-eight active client households.
- Sixteen candidate households are wait-listed.
- The monthly subsidy totalled \$29,978.00, averaging \$517.00 per client household.
- Of our active RS client households:
  - 47 live in Canmore
  - 9 live in Banff
  - 1 lives in Deadman’s Flats
  - 1 lives in Exshaw

# Monthly Bulletin

## April 2024



### NEWS, INITIATIVES, AND EVENTS

#### Lodge Open Houses

We held an Open House at Bow River Lodge in Canmore on Saturday, April 8. We enjoyed a fantastic turnout, with lots of community members meeting our friendly residents and staff! We will hold Open Houses periodically throughout the year, so please join us if you can!

#### Save the Date! Bow River Lodge Annual Spring Garden Party

Seniors' Week will be here before we know it and we couldn't be more excited to ask you to plan to attend our Annual Spring Garden Party this year! 🌸 After another winter, we're thrilled to reconnect with our wonderful community for a day filled with joy, laughter, and cherished memories.

*SAVE THE DATE*  
**SPRING GARDEN**  
*Party*  
 AT BOW RIVER SENIOR'S LODGE

**BOW RIVER SENIOR'S LODGE**  
**OUTSIDE COURTYARD, 920 FAIRHOLME DRIVE**  
**SATURDAY JUNE 8, 1:30 - 3:30PM**

LIVE MUSIC | PETTING ZOO | CRAFTS | GAMES | TOURS OF THE LODGE  
 SNACKS AND MORE...  
**FREE, EVERYONE WELCOME!**

info@bvrh.ca | 403 678 5922

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## **PROGRAM OCCUPANCY RATES**

<b>Bow River Lodge - NSL</b>	95%
<b>Bow River Lodge – DSL</b>	45%
<b>Cascade House</b>	74%
<b>Bow River Homes</b>	100%
<b>Mount Edith House</b>	100%
<b>Community Housing</b>	100%
<b>Rent Supplement</b>	100%

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## **SPECIAL PROJECTS**

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

Considering ongoing, stubborn uncertainty in the interest rate markets, rising construction costs and challenges aligning GOA and CMHC funding, we will submit our project proposal to Alberta Seniors, Community, and Social Supports in 2024. This will allow us to develop greater certainty toward future capital and operational sustainability. The province received approximately \$500 million in funding requests in 2023 for which they had \$80 million to spend. They have approximately \$405 million in total for the program over the next few years.

These projects, if approved, will refresh much of our Community and Seniors' Independent Housing stock while adding different types and affordability levels of housing to the region in Canmore and perhaps elsewhere. We hope that the GOA will appreciate and be able to approve the opportunity here and that we will be able to collaborate with them, the Town of Canmore, and ideally other Housing Agencies to address some of the housing crisis in the Bow Valley.

## **BOW VALLEY REGIONAL HOUSING**

Alberta's HMBs were created by the Government of Alberta (GOA) to operate and administer provincially owned social housing facilities and programming. The province holds an extensive portfolio of these facilities through the Alberta Social Housing Corporation (ASHC), serving many needy and vulnerable Albertans. Each HMB is a not-for-profit self-governing corporation under the Alberta Housing Act that manages ASHC assets in their respective region. HMBs may operate various housing programs and own facilities. HMBs function as property managers for the province, often working to address relevant housing needs in their region.

Every municipality in Alberta is a contributing member of their regional HMB and, as such, must have at least one appointee serving on the governing board. HMB board members are responsible for acting in the best interests of the body and the entire region.

HMB operational funding sources can vary. Tenants pay accommodation fees, which are usually subject to affordability limits. These limits typically lead to operating deficits by constraining the ability to collect fees sufficient to cover operations costs fully. Provincial grants and municipal requisitions subsidize seniors' lodge deficits, whereas the province alone funds deficits in independent seniors and community housing programs.

As the HMB for the Bow Valley region, BVRH is responsible for social housing and affordable supportive living accommodation for seniors throughout Kananaskis Country, the Bow Corridor, the MD of Bighorn, and all of Banff National Park. The region covers an area of 13,500 square kilometers that has two towns and seven hamlets that contain approximately 28,000 people. Our five contributing municipalities are Kananaskis ID, MD of Bighorn, Banff, Canmore, and Improvement District No9. Residents of the region can access our programs, subject to eligibility requirements.

We are an independent body that collaborates with two provincial ministries, five municipal governments, numerous agencies in our region, and provincial organizations to provide and promote safe and appropriate housing. Please see [www.bvrh.ca](http://www.bvrh.ca) for contact information.

## OUR MISSION STATEMENT

Bow Valley Regional Housing provides accommodation services, including seniors' supportive living for Bow Valley region residents who struggle to secure and maintain income-appropriate housing.

We provide housing-related programs to approximately 400 residents in the Bow Valley region, delivered through our four programs. These programs are housed across seven properties in Banff and Canmore that contain thirty-four separate buildings, twenty of which are stand-alone houses.

Our projects include the following:

- Seniors' lodges in Canmore and Banff provide room and board to the 150 residents.
  - The DSL wing at Bow River Lodge in Canmore delivers designated supportive living to the region through sixty 24-hour care suites that provide appropriate care and accommodation to our vulnerable seniors.
- Seniors' self-contained independent housing buildings in Canmore and Banff that include a total of 62 one-bedroom apartments.
- Family housing residences in Canmore include 38 townhouses and 20 houses.
- Rent Supplement Programs currently provide financial assistance to approximately 60 households in the Bow Valley.
- Planning is underway to convert a 15-suite lodge wing into housing.
- Planning is underway for re-profiling a part of the Bow River Lodge site to increase the number of seniors' self-contained suites while adding other affordable housing options.

## OUR VISION STATEMENT

Bow Valley Regional Housing collaborates with relevant agencies, ensuring that suitable programming mitigates the housing needs of our client base.

- We make decisions and recommendations using relevant and valid community trends and housing needs data.
- We obtain funding to develop infrastructure that meets identified needs in social and supportive income-appropriate housing programs.
- We embrace principles that incorporate innovation, service excellence, best practices, and energy efficiency.
- We attract, retain, and support highly qualified and caring staff.

The BVRH team includes approximately fifty employees based at Bow River Seniors Lodge in Canmore and Cascade House in Banff. Our Central Administration and Maintenance Teams are based in Canmore and serve all our projects. We have dedicated Housekeeping and Food Services Teams at both lodges.



# OUR VALUES



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



**MARIGOLD**  
LIBRARY SYSTEM

# 2023 Annual Report

We are pleased to present the 2023 Annual Report for Marigold Library System. It was an exciting year as two new service points officially opened in Langdon and Mîniî Thnî. Community members increased their use of library service across Marigold in 2023, as evidenced by system-wide library cardholders and circulation statistics. We are excited to see more and more people discovering, exploring, and connecting through public library service.

As the operational hub for the system, our services, expertise, and support do not overlap with what public libraries provide to

their communities. Marigold provides an IT helpdesk, completes licensing and contracts for software, services, and digital content, training for library staff, and more. We get the latest books into people's hands and on their screens. Marigold maximizes the financial investment of our members by pooling resources and capitalizing on partnerships to obtain the most valuable products and services at the lowest cost. We deliver more than any one library or municipality could achieve, and at a fraction of the cost of doing it alone. Marigold strives to enrich public library service to all member communities, no matter what size.

**114,675 people/families  
have a library card!**



**4,182 hours of IT support  
and service**



**337 kits & games loaned for  
member library programs**



**393,254 eBooks borrowed  
by Marigold member library  
patrons**



**245,000 KMS driven by  
Marigold staff for deliveries,  
library service & support!**



**Find out more at [marigold.ab.ca](http://marigold.ab.ca)**

# Message from Leadership

2023 was a year of new directions and member engagement following the completion of our 2023-2025 Plan of Service. Marigold demonstrated resiliency, stability, and fiscal stewardship, and continues to evolve as a collaborative and highly efficient organization. We extend a heartfelt thank you to the Marigold Library Board and Marigold staff for your vital roles in the delivery of sustained, topical, and relevant public library service for member communities.

In 2024, we are focusing on building community awareness of the value of public library service, supporting a connected library community that maximizes sharing and dialogue, and provide training and resources for staff and trustees that are needed the most. We will generate opportunities to connect library staff to each other, and to the larger library community. We will position Marigold for a sustainable and impactful future, and invite new audiences to learn about everything public libraries have to offer. We will continue to share stories with the province and municipalities that demonstrate the value and importance of public library service to thriving communities. We look forward to another year of growth and change shaped by the resourcefulness and creativity of staff, the governance of a committed Board, and, most importantly, the needs of Marigold's members.



John Getz, Chair



Lynne Price, CEO



Laura Taylor, COO



**MARIGOLD**  
LIBRARY SYSTEM

## Participating Municipalities & Board Members (as of March 2024)

Acadia M.D. #34	Maxine Booker* (Vice Chair)	Kananaskis I.D.	Vacant
Village of Acme	Daniel Leronowich	Kneehill County	Carrie Fobes
City of Airdrie	Natasha Roberts*	Village of Linden	Cynthia Klassen
Town of Banff	Manuela Olibera-Dorn	Village of Longview	Vacant
Village of Beiseker	Sharon King	Village of Morrin	Alenda Gridley
Bighorn M.D. #8	Libby McMenamon	Village of Munson	Leslie Landon
Town of Canmore	Norah Bonsteel	Town of Okotoks	Nicole Kiefuik*
Village of Carbon	Michelle Lomond	Town of Oyen	Ed Hogan
City of Chestermere	Daina Barbary	Village of Rockyford	Tyler Henke
Town of Cochrane	Christopher Gillespie*	Rocky View County	Nicholas Wiebe*
Village of Consort	Michael Beier	Special Areas Board:	
Town of Crossfield	Luke Brennan	Area #2	Helen Veno
Village of Delia	Melody Christofferson	Area #3	Elaine Michaels
Town of Diamond Valley	Ian Huffman	Area #4	Jodi Kurek
Town of Drumheller	Margaret Nielsen*	Village of Standard	John Getz* (Chair)
Village of Empress	Kelly Burgess	Starland County	Lil Morrison*
Foothills County	Eleanor Chinnick	Town of Strathmore	Melissa Langmaid*
Ghost Lake Summer Village	Corinne Smith	Town of Three Hills	Miriam Kirk
Town of Hanna	Sandra Murphy	Town of Trochu	Jenny Lyver
Town of High River	Laurette La Plante	Waiparous Summer Village	Janine Jevne
Village of Hussar	Kristen Anderson*	Wheatland County	Donna Biggar
ID 9	Alexandra Parkinson	Village of Youngstown	Renee Laughlin
Town of Irricana	Teresa Cameron		

\*Member of Executive Committee

**Marigold thanks the following members for serving on the Board in 2023:** Jennifer MacAulay, Lynne Thornton, Carol Best, Amber Link, Faye McGhee, and Jan Dyck.

May 21, 2024 Committee of the Whole Meeting 1:00 p.m.

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# Marigold Library Board

**4 Board**

**Meetings**

January, April (AGM), August  
& November

**17 Executive &**

**Committee**

**Meetings**



**16 Trustees at**  
**Orientation &**  
**Training Sessions**

## Board Committees

Committees develop policies and make recommendations to the Board. Staff support policy development through research on service, technology, governance, programs, and advocacy. Committees are catalysts for growing new ideas and ensuring regular policy review that embraces sustainability and accountability.

### Executive Committee

Ensures that the organization has the necessary resources to be able to respond to new opportunities, financial, and environmental trends. Policies are presented to the Executive before being presented to the Board.

### Standards & Services Committee

Reviews resource distribution through policy and schedules, and provides governance in the areas of programs and services to members.

### Governance Committee

Ensures that governance of Marigold is practical, efficient, and functional. Governance Committee work includes policies for community libraries and member agreements.

### HR (Human Resources) Committee

Reviews HR policies to support sound business practices and safe workplace that complies with employment standards and health and safety legislation.

### Ad Hoc Nominating Committee

Brings forward the names of Marigold Board members willing to stand for Chair and committee positions.



# Financial Overview

The Annual Report provides information regarding Marigold's finances for the purpose of providing quality services and ongoing operations.

## **Expenses 2023: \$5,928,535**

### **Salaries & Benefits 35%**

Marigold employs 29 staff (26.5 FTE). Staff organize and deliver services to member libraries and residents. Includes salaries, benefits, payroll expenses, and training.

### **Materials & Delivery 24%**

Library collections including ebooks and eresources (e.g. Ancestry.com), print books, audiobooks, DVDs/blu-ray, video games, large print materials, and more. Physical items are delivered shelf-ready to member libraries for patron browsing and checkout.

### **Transfer Payments/Operating Grants 13%**

Cash payments assist member libraries with resource sharing.

### **TRAC Contract, Computers & Software 4%**

TRAC includes library software license and support that enables patron service, account management, inventory and reporting, and ebook purchases.

### **Computers & Software 3%**

Maintenance agreements, network and applications, server, and operational hardware.

### **Facility (includes old HQ and new HQ) 2%**

Caretaking, insurance, maintenance, and utilities.

### **Other Expenses 19%**

Professional fees, travel, meetings, supplies, programs, memberships, marketing, postage, freight, furniture, and equipment.

## **Revenue 2023: \$6,446,330**

### **Municipal & Library Board levies paid to Marigold (based on 2022 population) 59%**

\$6.35 per capita: Municipalities with library boards

\$10.85 per capita: Municipalities without library boards

\$4.50 per capita: Library Board

### **Provincial Grants (based on 2019 population) 33%**

\$4.75 per capita: Library System Board Operating Grant to run System and provide services

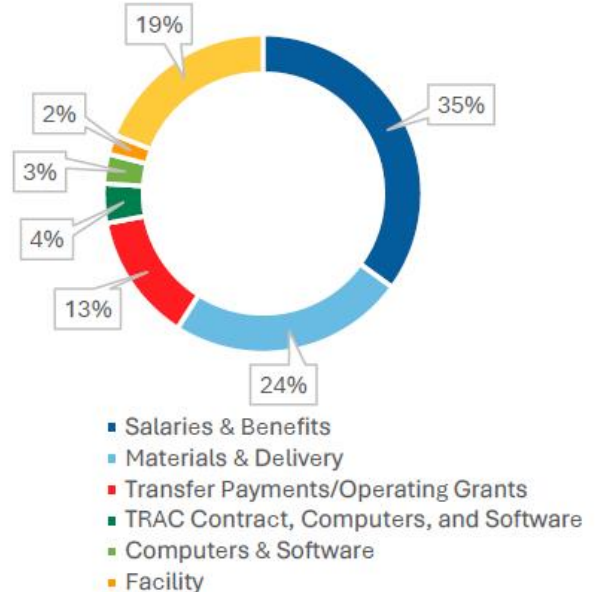
\$5.60 per capita: Rural Library Services Grant for populations where Marigold is the governing board. Pooled and redistributed as operating grants and services.

\$10.35 per resident for Indigenous Project Grant (Stoney Nakoda and Siksika Nations)

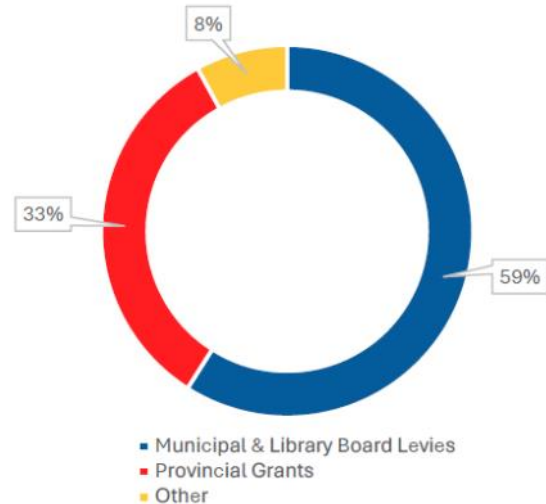
### **Other Revenue 8%**

Interest, donations, contracts, and grants.

## Expenses



## Revenue



Find out more at:  
[marigold.ab.ca](http://marigold.ab.ca)



# eResources & Digital Content

**475,927**

eBooks, eMagazines &  
eAudiobooks circulated

**\$349,718**

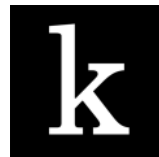
Spent on eResources & digital  
content

**72,459**

eBooks, eAudiobooks &  
eMagazines titles available in  
Libby & Cloud for member  
library patrons!

Marigold provides a wide range of digital collections for reading, watching, listening, and learning! Your residents have access to **eBooks, eAudiobooks, eMagazines, streaming movies, music, newspapers, early literacy resources, training videos, school study prep, and more.**

Marigold negotiates licensing and platform contracts with vendors and obtains better value by pooling revenue. We provide libraries with training on use and access, statistics and troubleshooting, and we create and provide marketing materials and videos for patrons to learn how to use digital collections.



*..and more at*

*[marigold.ab.ca/eresources](http://marigold.ab.ca/eresources)*

Marigold's membership in TRAC stretches dollars by sharing **Overdrive/Libby and Cloud Library eBooks and eAudiobooks, eMagazines, and eResources like Novelist.**

Marigold's membership in **The Alberta Library** allows us to obtain the best pricing on eresources and digital content, such as **Ancestry.com, Consumer Reports, and Solaro online study help for grades 3-12.**



# Collection Services

Marigold orders, receives, and processes new materials for member libraries to maximize vendor discounts. Professional cataloguing makes it possible for patrons to locate and request **popular books, video games, movies, equipment, and more** in the online catalogue or app. New materials are delivered to member libraries ready for patrons to check out with barcoding, mylar protection, durable cases for AV, and labeling.

**Collection use is increasing!!**

**2,143,271**

Items checked out by patrons at Marigold member libraries



**4.42% increase from last year!**



The number of unique patrons borrowing items from libraries increased by **12%!**



**17 library staff members met with Marigold Collections Services staff to learn about acquisitions and collections services.**

**75,684**

New items added to library collections

**\$968,942**

Marigold spent on new physical library materials

**2,952,108**

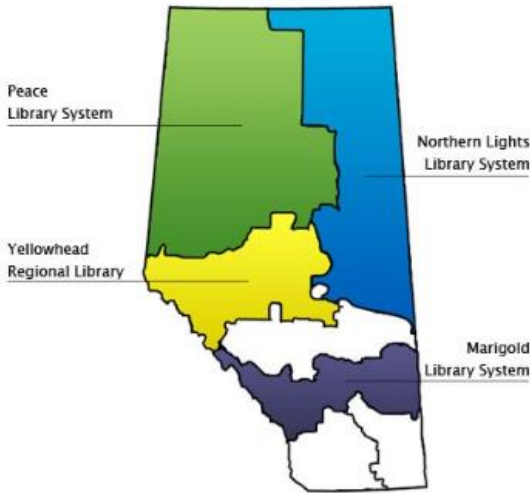
Items available for your patrons to borrow at [tracpac.ab.ca](http://tracpac.ab.ca)!

**It's the Library of Things!  
Check out a guitar, cordless drill,  
or blood pressure monitor.**

Marigold staff assist libraries with making non-traditional collections ready for residents to borrow by adding them to the library catalogue! 2023 additions included a carbon dioxide monitor, a code-reader for vehicles, an air fryer, massage gun, and more!



# The Regional Automation Consortium (TRAC)



TRAC is a society formed by Marigold Library System, Peace Library System, Yellowhead Regional Library, and Northern Lights Library System that finances and supports a shared library catalogue, eBooks, and some eResource collections.

**Patrons from Marigold member libraries can access over 3 million physical items in over 185 public libraries across Alberta!**

The TRACpac online catalogue and app allow your patrons to place holds on an item anywhere in Alberta and have it delivered to their local library through Marigold van delivery.

**12 million** visits to [tracpac.ab.ca](http://tracpac.ab.ca) in 2023!

<p>Patrons browsed and placed holds in over <b>1,661,256</b> sessions on <a href="http://tracpac.ab.ca">tracpac.ab.ca</a></p>	<p><b>763,298</b> items loaned to Marigold patrons by TRAC libraries</p>		<p><b>Over 3 Million</b> items Available on <a href="http://tracpac.ab.ca">tracpac.ab.ca</a> for patrons to borrow!</p>
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## TRAC working groups represent the four member systems:

### TRAC Directors

Meet with Clarivate (Polaris software provider), negotiate with vendors, collaborate with other regions to maximize cost-effectiveness.

### System Administrators Group

Reviews technology for TRAC, enhances authentication services for patron access, implements best practices for end users.

### Public Services Group

Reviews procedures for patron accounts and circulation of library materials, shared eContent selection.

### Bibliographic Services Group

Reviews workflows in shared cataloguing and acquisitions, database quality and initiatives (e.g. decolonizing subject headings).

### Training Group

Reviews TRAC communication, procedures and best practices.





# Delivery Services & ILL



Interlibrary holds requested by patrons pass through Marigold headquarters for sorting, and are transported to their destination through Marigold van delivery. Likewise, items being sent out for loan at other libraries and library systems are transported to Marigold for sorting before going on to the next location, either by Marigold van, provincial courier (other systems) or by mail (e.g. academic libraries).

Hold requests placed by patrons are delivered to member libraries and lending lockers for patron pickup via weekly van delivery from Marigold. Drivers also deliver new collection materials, kits, games, supplies and promotional materials to member libraries.

**1,222,652**

Patron interlibrary loans via HQ!

**3,024**

Delivery stops at member libraries

**245,000**

KMs driven for ILL delivery!

**7 vehicles driven 1,921**

**times** for deliveries, IT site work, programs, & consultation support!

**ME** Alberta  
Wide  
Borrowing  
**LIBRARIES**

**Increased  
by 43.1%!**

In addition to TRAC items, cardholders from Marigold member municipalities can register online to access nearly 20 million items from public libraries across the province.



# Consultation & Professional Support

“We've made substantive improvements to our collection based on the reports and assistance [our Marigold Consultant] provided”



## Marigold *Library Services Consultants* provide advice and solutions for member libraries, including:

- Library Manager Training
- Professional Development
- Program Planning & Support
- Outreach Program Development
- Collection Development
- Weeding & Inventory
- Board Development
- Policy Development
- Standards and Best Practices
- Performance Measures
- Space Planning... and MORE!

**124 Consultation visits** with member library managers and staff

5 Virtual *Coffee Chat* Meetings



**482 Hours of In-Person *Consultation***

**Library Manager Orientation** at Acadia, Carseland, Chestermere, Crossfield, Langdon, Linden & Three Hills

**Trustee Orientation & Training**  
at Carbon & Airdrie

**Inventory, Weeding & Collections Projects** at Chestermere, Crossfield, Hanna, Langdon, Sheep River, & Three Hills

# Marigold Conference & Making a Difference Award Winners!



The Marigold Conference was held on May 10th, 2023. The theme of the 2023 Conference was ***It Starts With Us***. It was Marigold's most attended conference to date, with **212 people attending**, including library staff, trustees, and guests.

The 2023 keynote speaker, Professor Timothy Caulfield presented on "The Role of Social Media in the Spread of Misinformation," with many attendees saying his session was the highlight of the conference. The conference also hosted two lightning talks for the first time with three presenters speaking to the themes of "Inclusion Starts With Us," and "Responding to Public Pushback."

## Marigold Making a Difference Awards

These awards acknowledge the excellent work taking place at member libraries in programming, outreach, advocacy, public relations, and partnerships. Thank you to the Marigold Board Advocacy Committee for reviewing the submissions and selecting the winners.

### 2023 Winners

**Chestermere Public Library**

*Test Drive a Hobby Kit*

**Three Hills Municipal Library**

*E-Scooter Program*

**Bighorn Library**

*Exshaw Parent Play Drop-In*

### Honourable Mentions

**Okotoks Public Library**

*Blackfoot Language Nature Scavenger Hunt*

**Irricana & Rural Municipal Library**

*Know Your Community—Newcomer's Package*

**Rockyford Library**

*Magical World of Muggles Event*



# Training & Professional Development

Marigold supports member library staff in growing their knowledge, skills, and abilities. Training is provided in the best way for library staff to access it, whether in-person at member libraries, at Marigold headquarters, virtually, or by webinar!

## In 2023:

**82** library staff attended webinars and virtual training sessions on eResources, Biblioboard, and websites.

**58** library staff attended in person training sessions on eResources, Leap, Websites, LibraryAware, and Services for Patrons with Print Disabilities.

**150** participants completed 11 eResources challenges to learn about our online digital content.

**22** library staff and trustees attended an accessibility workshop at Marigold's annual Library Leaders event in September.



## Marigold staff provide training for:

- Polaris & Leap (patron & circulation software)
- Collection Development & Management
- Simply Reports (reporting & inventory software)
- Relais (Interlibrary Loan software)
- Website Editing
- Library Apps
- LibraryAware (promotional & marketing materials)
- Using eBooks and eResources

# First Nations' Services



**2,617**

**People/families  
have library cards**



**149**

**Books purchased for the  
Mîni Thnî Book Deposit**



**2**

**Story Walks installed at  
Nakoda Elementary School**

With money from Alberta Government grant for public library service to Indigenous communities, Marigold continues to provide public library services to two First Nations reserves—Stoney Nakoda and Siksika Nation.

A highlight in 2023 was the opening of the Mîni Thnî Book Deposit in May. While Marigold had a presence in Mîni Thnî with the Three Bands Library, the items in this space were only made up of donations. The name was generated through feedback from a community Knowledge Keeper to be more reflective of the community. New books were purchased for the book deposit, curated by Marigold's Indigenous Outreach Specialist Rose Reid. On May 24, a Grand Opening Coffee Event was held to announce the official opening of the book deposit. The Rotary Club of Canmore donated books for the occasion and the Rocky Mountain Outlook sent a reporter; they covered the event in an article which can be found [here](#).



Booklets created from archival documents from the Whyte Museum of the Canadian Rockies have continued to be popular. Copies of the booklets have been donated to Elders/Knowledge Keepers, given out as prizes at local events, and copies placed in the book deposits. Stoney Nakoda Nation members not only enjoy seeing their history, maps with traditional place names, and stories referencing their ancestors, but these documents are a useful tool when they need to provide proof of family members being Residential School survivors.

Marigold has formed partnerships with schools on the reserves which have allowed us to provide students with library cards and teach them about the various eResources that are available to them. On one trip, staff member Rose was informed that the students had just learned about a popular music listening app being blocked at the school and were upset about this. Rose was able to change their day around by promoting Freegal to them. When the Green Screen is brought along to these presentations, the students love getting their photos taken with fun backgrounds, and their parents love receiving print photos of their children. We installed a permanent StoryWalk at the Nakoda Elementary School and have been switching out the story on a bi-annual basis. The current book was written by a member of the Goodstoney First Nation.



During the summer, a member of the Stoney Nakoda Nation was hired to help run three programs: Summer Fun, Wednesday in the Woods, and a Ribbon Skirt program. Summer Fun was a Marigold run weekly program at the building the Mîni Thnî Book Deposit is located in. Wednesday in the Woods was a partnership with a local organization in Mîni Thnî. Both programs provided crafts and activities for local children. The Ribbon Skirt program was created by the summer student with the hope to run this program at the libraries located near the Stoney Nakoda reserve.

# IT Support & Services

Libraries need the right equipment, the right software, the right network, and the expertise to put it all together.

**336**

Hours of onsite work  
at Marigold member  
libraries



**1001**

Remote support  
sessions



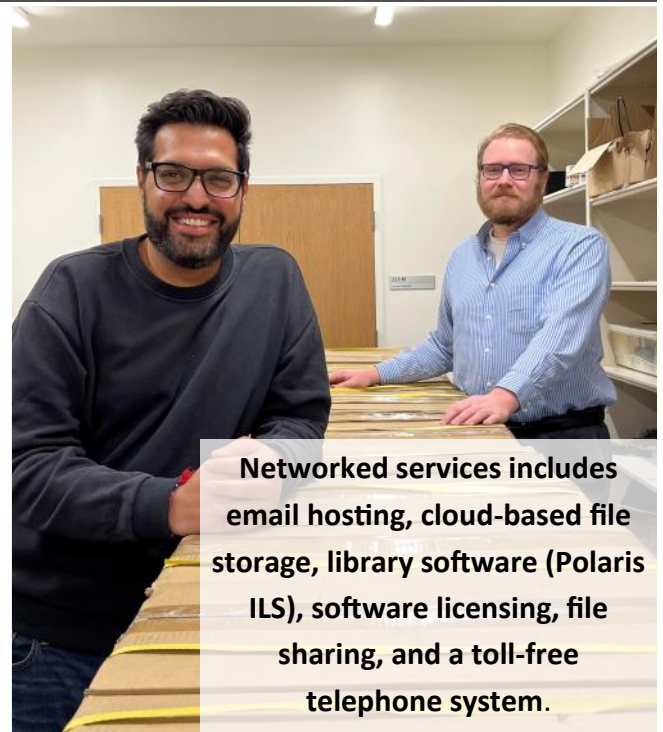
**1268**

Hours providing remote  
support for library staff



Marigold IT strives to deliver a positive patron experience. Internet and wifi available to patrons and staff at member libraries is provided by Marigold on a robust, secure fibre-optic network. Patrons can access online library services like downloading ebooks and placing holds because IT ensures patron accounts are sustained in a safe and secure environment.

Member libraries rely on the IT team to offer remote support, monitor bandwidth, implement firewall and security protocols, troubleshoot connection issues, perform software and onsite equipment upgrades, and help library staff plan for the lifecycle of their computer equipment.



**Networked services includes email hosting, cloud-based file storage, library software (Polaris ILS), software licensing, file sharing, and a toll-free telephone system.**

# Programming & Support



**40 Summer programs were delivered at 28 member libraries!**  
Marigold staff coordinated the national TD Summer Reading Program on behalf of participating libraries.

**StoryWalks were borrowed 40 times by 13 member libraries.**

**Kits, Games & Traveling Displays were loaned to member libraries 388 times!!!**  
Libraries save money by borrowing kits, games, and displays from Marigold, such as craft and makerspace kits, travelling book displays, a karaoke machine, life-size games like Kerplunk and Sorry, and objects like a prize wheel.



**77 teens from 15 libraries participated in the online Teen Summer Reading Club.**  
2 editions of the Teen Zine were published featuring art and writing by member library patrons.

**The Grand Prize winner of the Teen Summer Reading Challenge received a Nintendo Switch!**

# Patron & Direct Services

## 2,854 Items mailed to Marigold patrons via Library to You (L2U)!

L2U is a free mail service for those who face physical or geographic difficulties in visiting their public library in person. For patrons across Marigold, Marigold staff fill holds for homebound or remote patrons and mail items to the patron with a free return label.

## 487 New Large Print books, audiobooks, high demand movies & more!

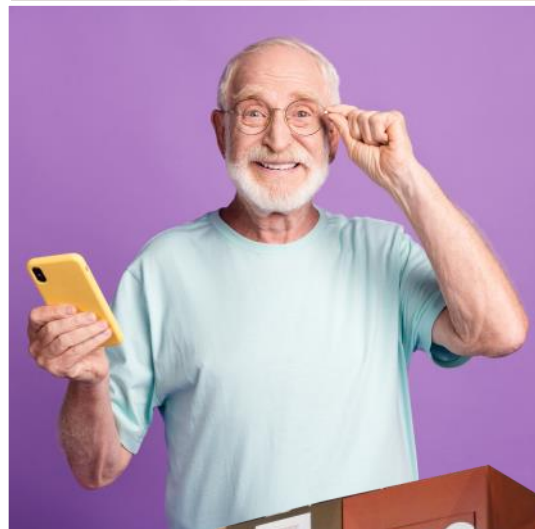
These expensive collections are shared with libraries and rotated to ensure fresh browsing material for patrons. Libraries also collaborate with senior's lodges to provide Marigold collection large print materials for residents.

## 2,070 New books for Book Deposits!

Book Deposits are located in small communities across the Marigold region. Marigold staff support local volunteers in maintaining these honour-system collections. Each month, the deposit receives new popular material from Marigold and the collection is replenished annually.

## 3,741 holds picked up by patrons at Bragg Creek & Hussar Lending Lockers!

Patrons place holds using [tracpac.ab.ca](http://tracpac.ab.ca) or the TRACpac app to pick up library materials in Hussar (Credit Union), Bragg Creek (Community Centre), or Airdrie Genesis Place. Marigold staff service the Hussar and Bragg Creek lockers, and the patrons receive automated messages that their items are ready for pick up.





# Collaborations

## SAIT

Marigold has a long-standing partnership with the SAIT Library & Information Technology (LIT) program!

- Marigold hosted practicum students from the SAIT LIT program in April and October. Each practicum lasted three weeks.
- In September, the SAIT LIT class toured the Marigold facility to learn more about Marigold's operations and opportunities for LIT's in regional library systems.



## Canadian Urban Libraries Council (CULC)

Marigold is a member of CULC, an organization open to libraries that serve an urban region of 100,000 people or more. CEO Lynne Price participates on a national listserv of CEOs to share ideas and discuss emerging issues. COO Laura Taylor participates on CULC's Futures Lab, and attended the CULC Director's Meeting in Toronto.

## The Alberta Library (TAL)

As a member of The Alberta Library, Marigold's CEO Lynne Price serves on the TAL Board. COO Laura Taylor works closely with TAL for licensing many of our eResources at TAL's discounted rates.



## *Staff Represented Marigold at the Following Conferences:*

- Ontario Library Association (OLA) - February 1—4
- Southern Alberta Library Conference (SALC) - March 3
- Alberta Health & Safety Conference - April 26—27
- Social West - June 5—7
- The American Library Association (ALA) - June 22—27
- Research Institute for Public Libraries (RIPL) - July 23—26
- Stronger Together - November 9—10

# Advocacy & Marketing Support

## Website Templates

Marigold provides website templates for member libraries to promote everything the public library has to offer! Libraries can engage with community members and provide information on resources, programming and more.



## Library Cards

Marigold pays for TRAC library cards for member libraries to issue to patrons!

# 84,804

brochures were printed at Marigold and distributed to member libraries for staff training and patron use! Brochures promote and inform library staff and patrons on various eResources, using eBook devices, accessing interlibrary loans and more!



Marigold's CEO presented on Marigold services and support to the Town of High River and the MD of Acadia. COO Laura Taylor visited local library boards to provide orientation and training.

Libraries  
**VALUE  
BEYOND**  
words



## Regional Systems Advocacy Committee

Board Chair John Getz, and Marigold CEO Lynne Price participate on the Alberta Systems Advocacy Committee, formed by the seven regional library systems in Alberta. The systems collaborated successfully to increase provincial funding for library grants in the 2023 budget. Joint letters were sent to Premier Danielle Smith and Municipal Affairs Minister Rebecca Schulz. Letters were also sent to Minister McIver after his appointment to Municipal Affairs. An advocacy how-to guide and election toolkit were circulated to member libraries. In the coming year, the Committee will focus on assisting libraries with telling their stories to Council about the impact and value of public library service.

# Demand for public library service continues to grow!



**MARIGOLD**  
LIBRARY SYSTEM

Across Marigold...

114,675 people/families have a library card

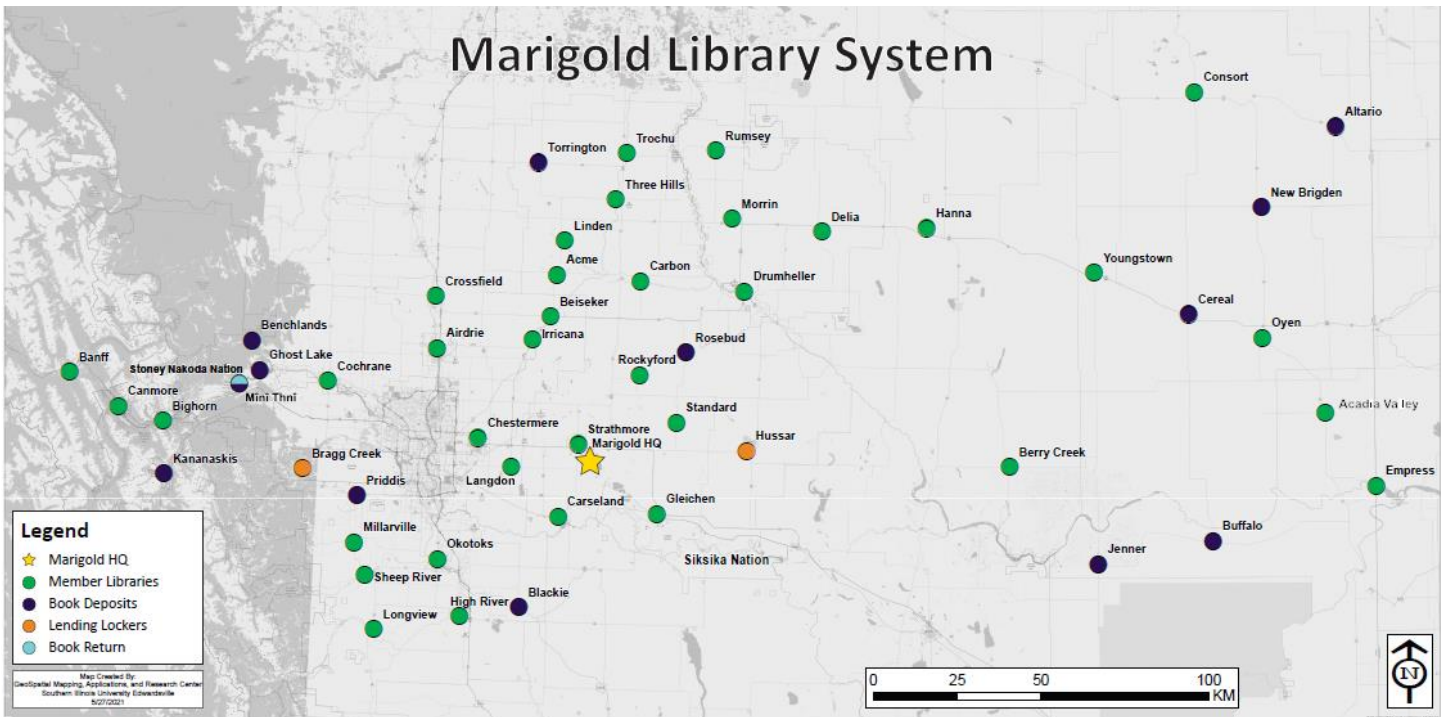
393,254 eBooks borrowed

2,143,271 items loaned to Marigold cardholders, a 4.42% increase over 2022!

8,229 programs with 117,109 participants

75,684 new items added to Marigold library collections

11 million visits to the online library catalogue



Find out more at [marigold.ab.ca](http://marigold.ab.ca)!



# Canmore Public Library

## 2023 Value of Your Investment

This report shows the value of services provided by Marigold Library System. **Working together, Marigold members accomplish more than any one library or municipality could achieve alone.** Members benefit from economies of scale including bulk purchasing and streamlined operations from centralized workflows, IT infrastructure and delivery logistics. Marigold provides essential and community-focused services that enhance local library operations and the experience of library patrons.

### 2023 Levy Payments from Canmore to Marigold (2022 Alberta Population)

	Per Capita Levy	Population	Contribution
Municipality	\$6.35	14,530	\$92,265.50
Library Board	\$4.50	14,530	\$65,385.00
<b>Levy Payments from Canmore to Marigold TOTAL</b>			<b>\$157,650.50</b>

### Direct Financial Return from Marigold to Canmore Municipal Library

Operating grants and allotments from Marigold to the member library.

Services Grant (Operating Grant from Marigold)	\$36,325.00
IT Capacity Fund (Spending Account from Marigold)	\$1,000.00
Physical Library Collection Allocations & Bestsellers	\$48,825.00
<b>SUBTOTAL</b>	<b>\$86,150.00</b>

### Financial Value of Marigold Services

These amounts indicate what it would cost your library to offer the same standard of service to meet community needs and interests. Details on following pages.

**SUBTOTAL** **\$1,317,645.04**

**Direct Financial Return & Value of Marigold Services TOTAL** **\$1,403,795.04**

**2023 Total Levy Payments from Canmore to Marigold**  
**\$157,650.50**

**2023 Total Direct Financial Return & Value of Marigold Services**  
**\$1,403,795.04**



# Canmore Public Library

## 2023 Value of Your Investment

### Financial Value of Marigold Services

These amounts indicate what it would cost your library to offer the same standard of services to meet community needs and interests.

#### Collections

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#### Collections Discounts for Your Library

\$24,017.00

Marigold's bulk purchasing power provides deep discounts for new collections allotted to your library. Without membership in Marigold, your library would spend more to purchase the same collection materials. Marigold staff save library staff time by assisting with collection selection.

Marigold's membership in TRAC (The Regional Automation Consortium) gives **your library patrons access to over 3.3 million items in over 185 public library collections across Alberta**. The TRACpac online catalogue and app allow your patrons to place holds on an item anywhere in Alberta and have it delivered to their local library through Marigold van delivery.

#### Cataloguing & Processing of New Materials by Marigold

\$15,050.00

Professional cataloguing makes it possible for patrons to locate and request popular books, video games, movies, equipment and more in the online catalogue or app. New materials are delivered shelf-ready to your library with barcoding, mylar protection, durable cases for AV and labelling.

#### Unique eBook & eAudiobook Titles Borrowed by Your Cardholders

\$580,241.48

Marigold provides a wide range of digital collections for reading, watching, listening and learning! The average cost for an eBook is \$36 and \$53 for an eAudiobook. Marigold's membership in TRAC provides your patrons with access to shared Overdrive/Libby and Cloud Library collections.

#### Kits, Games & Travelling Displays Borrowed from Marigold

\$960.00

Libraries save money by borrowing kits, games and displays from Marigold, such as craft and makerspace kits, travelling book displays, a karaoke machine, life-size games like Snakes and Ladders, and more.

#### Collection Insurance

\$3,238.56

Marigold insures the physical collections at member libraries.



# Canmore Public Library

## 2023 Value of Your Investment

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### Delivery & Resource Sharing

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#### Unique Physical Titles Borrowed from Other Libraries by Your Patrons

\$471,175.00

As a member of TRAC and an Alberta Public Library Network Partner, patrons registered at Marigold libraries can request an item through [tracpac.ab.ca](http://tracpac.ab.ca) or the TRAC app from any of the 185+ libraries in TRAC, plus other libraries across the province.

Library to You (L2U) is a free mail service for those who face physical or geographic difficulties in visiting their public library in person. For patrons across Marigold, Marigold staff fill holds for homebound or remote patrons and mail items to the patron with a free return label.

#### Weekly Van Delivery Service

\$106,235.71

All interlibrary holds requested by patrons pass through Marigold headquarters for sorting, and transportation to their destination through Marigold van delivery. Likewise, items being sent out for loan at other libraries and library systems are transported to Marigold for sorting before going on to the next location, either by Marigold van, provincial courier (other systems) or by mail (e.g. academic libraries). Drivers also deliver new collection materials, kits, games, supplies and promotional materials to member libraries.

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### IT

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#### IT Site Visits, Helpdesk, Remote Support & Consultation

\$17,778.28

IT staff provide remote support, troubleshooting, cyber security training, and onsite installations and upgrades for your library, with the goal of reliable IT support for library staff and a positive patron experience. Marigold helps library staff plan for the lifecycle of their computer equipment.

Marigold IT manages the network of computers, devices, and systems that connect member libraries and library service to the world. Member libraries can rely on our team to offer technical support, monitor bandwidth, implement firewall protocols, troubleshoot connection issues, and perform software updates.

#### Equipment, Software, Licensing, and Library Software

\$62,450.45

Libraries need the right equipment, the right software, the right network, and Marigold provides the expertise to help put it all together. Networked services include email hosting, cloud-based file storage, software licensing, file sharing, a toll-free telephone system, and patron access to library collections and digital content in a safe and secure environment. Marigold staff negotiate complex IT vendor contracts on behalf of the system.



# Canmore Public Library

## 2023 Value of Your Investment

### Supernet & Internet

\$8,429.20

Internet and wifi available to patrons and staff at member libraries are provided via Marigold on a robust, secure fibre-optic network. The Alberta Public Library Services Branch (PLSB) pays for monthly SuperNet costs for libraries that are members of Marigold. Marigold pays for monthly internet costs (bandwidth).

### Website

\$9,197.37

Marigold provides a website for your library to share information on everything your library has to offer! The websites allow libraries to engage with community members and provide information, resources and services to the public. Marigold staff are available to assist libraries with website updates.

## Training, Professional Development & Consultation

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### Training Sessions (in-person & webinars)

\$120.00

Marigold provides training to library staff on topics such as using eBooks for mobile devices, or using eMagazines, eResources and library apps.

### Marigold Conference & Professional Development

\$3,154.80

Marigold pays for up to two library staff to travel and attend the Marigold Conference, which featured keynote speaker Timothy Caulfield in 2023, in addition to a day of sessions and networking with peers. Marigold also organizes and pays for library staff to travel and attend Library Leaders training in September, which featured sessions on accessibility and how to create a salary grid in 2023.

### Consultation, Support & Expertise

\$2,149.55

Each member library is assigned a consultant from our team of professional librarians. Our consultants have a wide range of skills and backgrounds and are experts in problem-solving and teamwork!

Your Library Services Consultant provides advice, solutions and support for library manager and staff training, personnel management, needs assessments, professional development, program planning and support, outreach program development, collection development, weeding and inventory, board and policy development, standards and best practices, reference questions, performance measures and space planning.



# Canmore Public Library

## 2023 Value of Your Investment

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### Marketing Materials & Supplies

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<b>Paper and Supplies for Local Collection Processing</b>	\$616.13
Marigold provides a paper allocation to support resource sharing and the cost of interlibrary loans. For eligible items added by library staff into the library catalogue, Marigold provides a supply of barcodes, spine labels and library location stickers.	
<b>Customized Plastic Library Cards</b>	\$0.00
Marigold pays for new batches of library cards, which require a special numbering sequence for each library.	
<b>Printing of Promotional &amp; Training Material</b>	\$12,638.00
Marigold prints custom promotional materials on behalf of your library. Marigold develops and provides professional quality publications, displays and marketing software to promote resources, events and services available at the library.	

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### Marigold Programming at Member Library

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<b>Marigold Staff Led Programs</b>	\$193.52
Marigold staff delivered <b>41</b> programs at <b>30</b> libraries to <b>337</b> participants in 2023, saving libraries staff time and money.	
<b>Financial Benefit TOTAL</b>	<b>\$1,317,645.04</b>



**DATE OF MEETING:**

**May 21, 2024**

**Agenda #: F 1**

## **A. Corporate Strategic Team**

### **1. CAO**

- a) **Party on the Path: The official opening of the West Bow River Pathway** - On Saturday, May 25 from 1-3 p.m. we are hosting a celebration of the West Bow River Pathway improvements project. We invite the public to join us on a short community "ribbon cutting ride" from the West Canmore Park to Prospect Heights using their preferred mode of travel – bike, scooter skateboard, foot, mobility device, etc. Community partners like CAMBA, and internal initiatives, like Cycling Without Age, will also be on site to celebrate the significance of the improvements for a range of users.

This project provides an important new community connection for year-round access between the Town Centre and Three Sisters. We reduced the path grade, widened the path and crossings, and replaced the gravel surface has been replaced with asphalt to allow the path to be enjoyed by everyone in our community. This celebration recognizes the importance role the path will have in connecting our community, increasing safety and accessibility for all users, and providing a key multi-use and all-season connection.

- b) The CAO joined Mayor Krausert for lunch with Bearspaw Chief Darcy Dixon and CAO Rob Shotclose.
- c) The GM of Municipal Infrastructure and CAO attended a meeting with City of Calgary staff on the Calgary Airport Rail Connection Study. The purpose of the meeting was to share information on the plan, address questions, and determine how the Town of Canmore will be involved going forward.
- d) The Fire Services agreement with the M.D. of Bighorn expires at the end of this year. An initial meeting for negotiations was held. Next steps are for the MD to submit a proposal to the Town outlining their desired changes.
- e) A pipe ceremony performed by Stoney Nakoda elders at the groundbreaking for Water Treatment Plant 2 which was held on site on April 18.
- f) Since October of 2023 administration has been asking BOWDA to send any specific concerns about the off-site levy bylaw. On Friday, April 19 a four-page letter was received. Administration has provided our response and at the time of writing are waiting to hear back from BOWDA.
- g) The Town purchase of 7 Larch Crescent has been completed. PEKA will be managing the property which will be used as employee housing for up to five Town staff.
- h) An Expanding Our Reach steering committee has been developed at artsPlace for their expansion concept. The CAO is attending as a Town liaison.

## 2. General Manager of Municipal Infrastructure

- a) We continue to build capacity in the Planning & Development team, with a new leadership team in place as of May 13. The focus on recruitment will continue until remaining vacancies are filled.
- b) The Corporate Services Team and Managers of Facilities, Finance, and Protective Services hosted an initial meeting with the RCMP to begin engagement on the feasibility of constructing a new detachment. It's anticipated that preliminary budgets for design, and possibly construction, will need to be included in the 2026-2030 capital plan that will be proposed to Council later this year.
- c) Work is underway on the schematic design and funding application for development of the Moustache Lands, currently under a reservation agreement with the Province. Our goal is to apply for seed funding to advance the design of the development later this spring.
- d) A working meeting was held with representatives from the Town, Canmore Community Housing, and Stone Creek Properties to explore coordination of development of their lands. Both developers own significantly sized parcels of land in the Palliser area, which presents an opportunity to jointly address items connectivity and public systems within the two sites and connection to public infrastructure.

## 3. Legal

- a) A legal challenge to the amendments to the Offsite Levy Bylaw made on March 5, 2024 is underway. The Town was served with an application for judicial review to the Court of Kings Bench on April 30, 2024 and expects to be served with an appeal to the Land and Property Rights Tribunal (LPRT) before June 4, 2024. The applicants in the judicial review are the Bow Valley Builders and Developers Association (BOWDA) and Three Sisters Mountain Village Properties Ltd. (TSMVPL). The parties anticipate that the LPRT appeals will run first and have adjourned the judicial review to no set date. This is similar to the ASP litigation where the applicants commenced multiple legal actions regarding the same matter. Responding to the judicial reviews and LPRT appeals may cost hundreds of thousands of dollars. Not amending the Offsite Levy Bylaw would have resulted in the under-collection of millions of dollars for public infrastructure construction as outlined in the Request for Decision of February 13, 2024. If the Town does not collect a sufficient amount of off-site levies from the development industry through these bylaw amendments, , then all utility rate payers will have to fund these costs for infrastructure to support growth. Administration will be bringing a request for a capital project budget to Council to enable a response to the litigation.
- b) Kelsey Becker Brooks from the law firm Reynolds Mirth Richards & Farmer LLP, who has served as legal counsel for the Town of Canmore was recently appointed as a Justice of the Court of King's Bench.

## B. MUNICIPAL SERVICES

### 1. Community Social Development

- a) The Family Connection Centre organized the Early Years Fair on May 4 at the Roundhouse/Canmore Community Childcare Centre. Various community organizations and service providers dedicated to supporting young families in the Bow Valley were present. Find the full schedule here [online](#).
- b) Through the FCSS Community Volunteer Income Tax Program (CVITP), low-income earners file taxes throughout the year, with most of the filing completed between March 1 and April 30.

With the support of eight community volunteers, 230, 2023 tax returns were filed in that 2-month period, totaling approximately 1.45 million dollars in benefits coming into the community.

- c) The Safe Park program began on May 1 and runs until September 30, 2024. The website is updated, and the application form has been live since mid-April. ([www.canmore.ca/safepark](http://www.canmore.ca/safepark)). Applicants working in Canmore were able to apply to reserve a space for the two weeks before May 1. The same two locations as last year will be used (the gravel pan-handle lot near Elevation Place and the Recreation Centre front lot), but we will wait until the first lot is full before using the Recreation Centre lot to reduce any potential impacts on the High School.

## 2. Recreation Services

- a) Administration is working with user groups to accommodate booking disruptions while Parks continues to investigate the necessary repairs at the outdoor rink in Larch.

## 3. Fire-Rescue

- a) Canmore Fire participated in a full weekend of Wildland Urban Interface (WUI) training at Kananaskis Protective Services. Members of the team also supported the Town of Banff in a WUI demonstration. We provided staff and equipment, and we continue to build a valley wide understanding of capacity and response plans.
- b) Fuel reduction programs (supported by FRIAA and loosely referred to as FireSmarting) have wrapped up for the season. We anticipate applying for another round of funding from Government of Alberta to continue with community-wide fuel reduction, emergency management mitigation and educational opportunities. This funding cycle will apply to the 2025 season.
- c) Canmore Fire Rescue (CFR) has provided an update to the 10-minute response map (see attachment 1). CFR provides a description, in this case a map, of where CFR can get to in 10 minutes, at the 90th percentile. Working with our GIS team, we ran several scenarios based on different algorithms, scenarios, consultant feedback and live events. We have decided on the most balanced approach, and it is presented here as an attachment. We are confident that this map represents a reasonable and defensible description of the CFR response abilities. Related to the map and the National Building Code-Alberta Edition (NBC-AB) there are two things to point out:
  - As per the NBC-AB building code standard: “The HIRF 10-minute total response time begins at the time of receipt of notification of a fire by the fire department and ends when the first fire department vehicle, capable of beginning fire suppression activities, arrives at the fire scene (or building).”
  - The NBC-AB 10-minute building standard is based on “the point in time that a rated fire department engine (e.g. pumper apparatus) capable of beginning exterior exposure protection and suppression activities arrives at the scene of a fire staffed with a crew of firefighters in accordance with local municipal policy”, which in the case of CFR and the Town of Canmore, is four firefighters. Effective May 1st, 2024, our first response unit is staffed with four firefighters 24/7.

#### 4. Protective Services

- a) In May, the Municipal Enforcement department focused proactive patrols on street sweeping and crosswalk safety.
- b) The Canmore Emergency Management Agency met on April 17<sup>th</sup> to discuss updates to the emergency management program. These updates included the new disaster recovery framework, the new Bow Valley Regional Emergency Management Plan, hazard monitoring, and reviewed upcoming training and hazard events or disruptions.
- c) The Director of Emergency Management presented to the Canmore Hospitality and Lodging Association on April 18<sup>th</sup>. The presentation included information on human wildlife coexistence, emergency planning, Voyent Alert!, and emergency social services.
- d) Town Centre Paid Parking rates started May 15. Rates are \$4/hr on Friday, Saturday, Sunday and holidays, and \$3/hr Monday through Thursday. These rates are in effect in the two new zones in Riverside Park and at the Boat Launch, which came into effect on May 15.
- e) Peak season parking rates at Quarry Lake came into effect on May 15. Rates are now \$20/hr for a minimum of 2 hours.
- f) Paid parking users can now choose a 15-minute increment when parking in the Town Centre. This option is not available at Quarry Lake.
- g) Some residents have had their resident parking permit renewals extended as administration has balanced the permits out throughout the year so that the majority of renewals are not in May/June. The next step will be a new process for renewing permits for residents. If no information has changed, residents will confirm that nothing has changed and their permit will automatically be approved. If information has changed, residents will be required to update their information and submit for renewal. This will significantly decrease the time for permit renewals and will improve the user experience.
- h) A new way to submit appeals is now available for people who receive parking tickets. The online appeal portal allows people who receive parking tickets an online system to efficiently submit their appeal. This replaces the system whereby people who receive parking tickets had to fill out a PDF and submit by email.
- i) The 2023-2024 Quarter 4 RCMP Community Letter, attachments 2 and 3, and crime statistics, attachments 4 and 5, are provided.

#### 5. Economic Development

- a) SMARTstart applications for the class of 2025 are now open. This program has been added to the Town of Canmore Affordable Services Program, removing a barrier to participation for lower-income individuals and supporting the Council's goals on livability.
- b) The Main Street Pedestrian Zone will open on May 15<sup>th</sup> and close on October 18<sup>th</sup>. This year, the Centre Art Piece will be a Bear created by Cedar Mueller of Canmore. The local artist duo, the WKNDRS, will create a series of 'grizzly paw' ground murals (7x8 feet) that will appear throughout the pedestrian zone and be painted in vibrant colour palettes.
- c) The Canmore Business Alliance (CBA) is working to formalize the working relationship between the different business advocacy and support groups and has drafted a Term of Reference to frame how and when groups will work together and use the CBA title to reference the joint collaboration on projects or advocacy such as the Labour Market Recruitment and Retention Strategy.
- d) Indigenous Perspectives Art show opens at Three Sisters Gallery at Elevation Place on May 30<sup>th</sup>.

- e) National Indigenous Peoples Month will be celebrated in Canmore on June 15<sup>th</sup> and in Mini Thni at the Pow Wow on June 21<sup>st</sup>. During the first week of June, TOC staff and volunteers will be offered a pre- National Indigenous Peoples Day event learning session.

## C. CORPORATE SERVICES

### 1. Human Resources

- a) The Council Remuneration Review Committee (CRRC) is scheduled to present its recommendations to Council on June 18 at a Special Meeting of Council.
- b) The HR department maintains facilitated training in support of the strategic priorities around Reconciliation, Equity, Diversity and Inclusion, and mental health/resiliency.

Key training in April included:

- Apr 10 & 24 – New Employee Orientation facilitated by the HR team
- Apr 17 – The Working Mind, Leader Session facilitated by the Mental Health Commission of Canada (MHCC)
- Apr 25 – Harvard Manage Mentor Café, Team Management facilitated by Jill Jamieson

Scheduled training for May includes:

- May 1 & 29 – Benefits Information Session facilitated by Brenda Roberts
  - May 1 – Indigenous Cultural Awareness 1.0 – facilitated by SevGen
  - May 2 – Foundations of DEI – facilitated by Harmony@Work
  - May 8 & 22 – New Employee orientation facilitated by HR
  - May 14 – Customer De-escalation Training – facilitated by Canadian Association for Mental Health (CAMH)
  - May 27 - The Working Mind, Employee Session facilitated by the Mental Health Commission of Canada (MHCC)
- c) For continuous process improvement and business transformation, the following additional process improvements have been implemented:
- A new candidate pre-screen template for corporate culture & values has been implemented, resulting in a reduced time requirements for candidate pre-screens.
  - A new link is provided within the Health & Safety online resource site, to direct employees and leaders to the Town resources and program related to Psychological Safety. The program and resources continue to improve over time as we take things one step at a time.
  - Worksite inspections continue to be organized with intentional participation by managers on worksites across the organization.

### 2. Communication

- a) The mayor hosted a virtual town hall on May 14, focusing on emergency preparedness and wildfire. A new Community Preparedness Guide was published in May, a new tool that aims to put all emergency preparedness information in one place.
- b) A new hazard monitoring webpage was published. The webpage replaces our seasonal high water monitoring page and has status updates on flood, drought and fire hazards.
- c) An opening celebration for the West Bow River pathway is being planned for May 25. Final details are still to be determined, but will include a photo opportunity, and we are working with some local community groups to see if they would like to participate.

### 3. Municipal Clerk

- a) In April 2022, Council directed administration to investigate the options for video and audio being treated as written submissions and imbedded in the record of public submissions. At the time, administration was planning to request proposals for agenda management software, which would have provided an opportunity to look into Council's request. The RFP has not gone forward yet, so the research didn't happen as planned, however Municipal Clerk's Office has since had the opportunity to reach out to other Alberta municipalities as well as three of the most commonly used records management software providers. An inquiry posted to the Alberta Municipal Clerks Association website resulted in one response, which was from Rockyview County. Rockyview has a similar process as Canmore, where Council permits video and audio files to be played at their public hearings and the record is captured in the video recording of the meeting. We reached out to the City of Calgary directly since because it was reported that they do include audios and videos in their electronic packages, however the City Clerk's Office confirmed that they do not. None of the software providers surveyed currently offer products that enable the permanent and secure storage of audio and video records.

The Municipal Clerk's Office will continue to monitor developments in the electronic agenda management world, however at this time we consider our investigation complete.

- b) The Clerk's Office is currently processing three requests for access to information under the FOIP Act. Two of the requests are expected to take under ten hours to process and will be delivered within the 30-day time limit set out in the Act. The third request involves a large number of responsive records and has required approval of a 30-day extension to complete.

## D. MUNICIPAL INFRASTRUCTURE

### 1. Engineering Services

- a) Cougar Creek Long-term Mitigation (1545): Embankment construction resumed in late March and is on track for late May completion. On schedule for completion in autumn 2024. Flood season preparations are underway to minimize impacts to the community and the construction site in the event of flooding this freshet.
- b) Bow Valley Trail and Teepee Town Rehab and Utilities (7297, 7323, 7324): Sanitary deep utility work is wrapping up, water deep utility work was started on April 29. Deep utilities will be completed in early June. Surface works are scheduled to begin in May. The landscaping portion of the work has been awarded to Wilco after a competitive RFP process. Coordination between BECL and Wilco will begin in May to facilitate progress of landscaping scope.
- c) Bus Stop Improvements (7301): Stop construction will resume in May. Minor adjustments due to changes in the seasonal route are being incorporated in the planned work. Shelters will be installed this year in two deliveries - late summer and in the fall.
- d) Street and Drainage Rehabilitation (7357): Palliser Trail rehabilitation planned for May start. Contract has been awarded to BECL based on 2023 tender.

### 2. Facilities

- a) Protective Services Building Re-Purpose (7290): This project is now substantially complete. Town staff and equipment that will be based out of this building have moved in. The Lease with

the Bow Valley Regional Transit Commission has been signed, and they plan to move into the building in May. Overall, this has been an excellent initiative to quickly renovate and re-purpose the building.

- b) Canmore Fire Station (7229): The project is halfway through the building warranty period. The contractor continues to work through deficiencies. There have been several significant deficiencies that still have not been fully addressed. As such, the public opening of the facility that was planned this spring is being delayed tentatively to this fall.
- c) The overall capital project program for the Facilities Department continues to be impacted by reduced staffing capacity. Project implementation continues to focus on a priority basis with delayed initiation for others.

### 3. Public Works

#### a) Parks

- The second group of seasonal workers began May 7th, comprising a total of 17 Parks Workers for the season, a reduction from the initially hired 24. This decline is attributed to candidates withdrawing from their employment due to the scarcity of housing opportunities, or opportunities that offer them a higher wage. Despite having fewer workers, our commitment to maintaining excellence in the upkeep of community outdoor spaces remains unchanged.
- The Larch multi-sport arena/rink is currently closed to all users as we address a foundation instability issue. This issue making the space unsafe for use. We are actively working with the contractors that built it to create a plan for repair and restoration.
- Due to a rise in the number of concerned residents requesting the removal of individual Town-owned trees perceived as fire risks, our Tree Protection Plan and Firesmart program teams (Parks and Protective Services) are engaged in discussions to synchronize our efforts towards a shared goal. We are focused on providing a clear message to residents about wildfire prevention. We want to assure concerned residents that our Firesmart program is actively working to enhance our community's resilience to wildfires. As part of this effort, trees within the Town's jurisdiction will be assessed through the Firesmart program on a priority basis. At this time, we are not accepting individual public tree removal requests until a formal process for addressing individual concerns is established.

#### b) Streets and Roads

- Street sweeping – crews have completed removing debris from the roadways and parking lots. Protective Services and Communications have been key partners in helping to deliver a successful program again this year.
- Surfaces maintenance and messaging – routine pavement, concrete, and in-street messaging programs began in May. Crack sealers, sidewalk repair contractors, and long line painters are working to improve surfaces throughout the Town. Streets & Roads crews began refreshing crosswalks and curb painting during this time as well.

## c) Solid Waste Services

- Extended Producer Responsibility - The Town will be receiving draft service agreements for collections and processing by May 2024. These will need to be reviewed and ready to sign by September 2024, when we will receive the financial compensation offer for our services.
- Spring Community Clean up - The Town is supporting community groups that are organizing litter picking campaigns by providing litter pickers and bags. The first event took place on April 21 and was organized by Strides and the Rotary Club. Their event managed to collect almost 500 kg of litter.

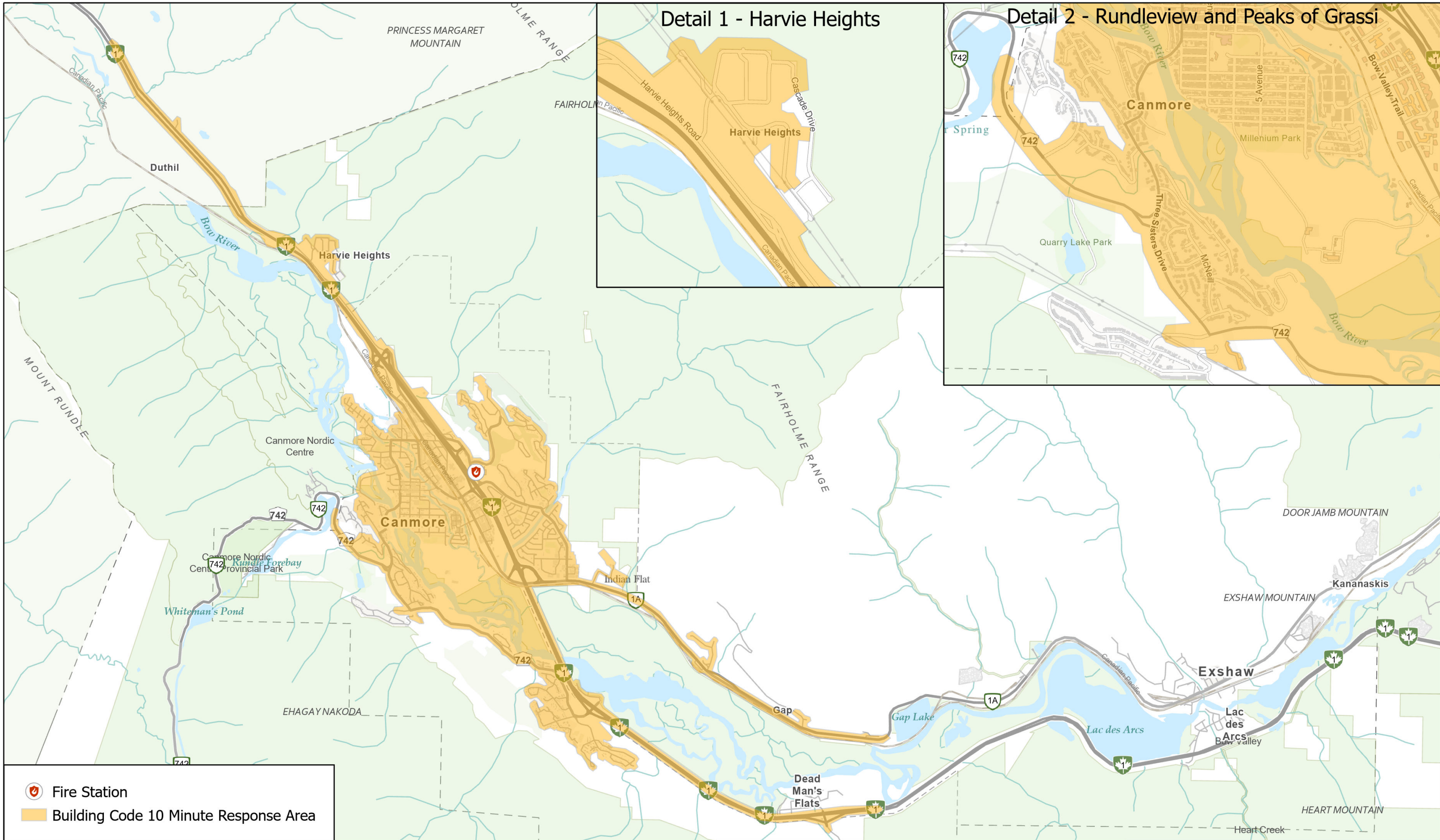
## d) Utilities


- Regulatory: No contraventions to report.
- Operational Updates:
  - April 8<sup>th</sup>: During a new meter install in a home on Silvertip Heights, it was noted that the curb stop was damaged (bent). EPCOR completed the repair and the homeowner paid for the work.
  - April 11<sup>th</sup>: A home along 3<sup>rd</sup> Avenue was found to have a faulty curb stop and EPCOR coordinated the repair.
  - April 15<sup>th</sup>: A home reported a sewer back up in their basement. EPCOR responded and it was determined the blockage was on the public side of the sewer main. The line was flushed, and the blockage removed.

## e) Sustainability

- Parks, Communications, and Sustainability have been working collaboratively to deliver on Council's priority of removing fruit bearing vegetation from Town land, starting with crabapple trees in South Canmore. Throughout the months of May and June, administration will be working with surveyors and tree removal companies to remove crabapples trees located within Town road rights-of-way and Town parks. Residents with a fruit tree flagged for removal in the road right-of-way in front of their homes will be notified by the Town.
- The Fruit Tree Removal Incentive program is open and accepting submissions. The program covers 100% of the cost of removal of fruit bearing vegetation up to \$500/property.
- Following the acceptance of the Management Recommendation and Implementation Plan for the Lower Silvertip Wildlife Corridor, the Management Committee and sub-committees have begun to meet to move towards plan implementation. This work is aligning closely with the Canmore Area Trails Strategy.
- Solid Waste and Sustainability held the fourth annual compost give away. Due to popular demand, the event was held over two days, May 7 and 16, at the Canmore Recreation Centre.
- The Biosphere hosted the Clean Commute Expo - The Bow Valleys' Sustainable Transportation Showcase on May 4<sup>th</sup> at Elevation Place.
- On June 1, The Biosphere will be hosting their 2024 Green Buildings Open House. This self-guided tour of Bow Valley's high performance and sustainable buildings has inspired a number of energy efficient upgrades in properties in previous years as property owners take the lead in showcasing their renewable energy projects, renovations and retrofits.



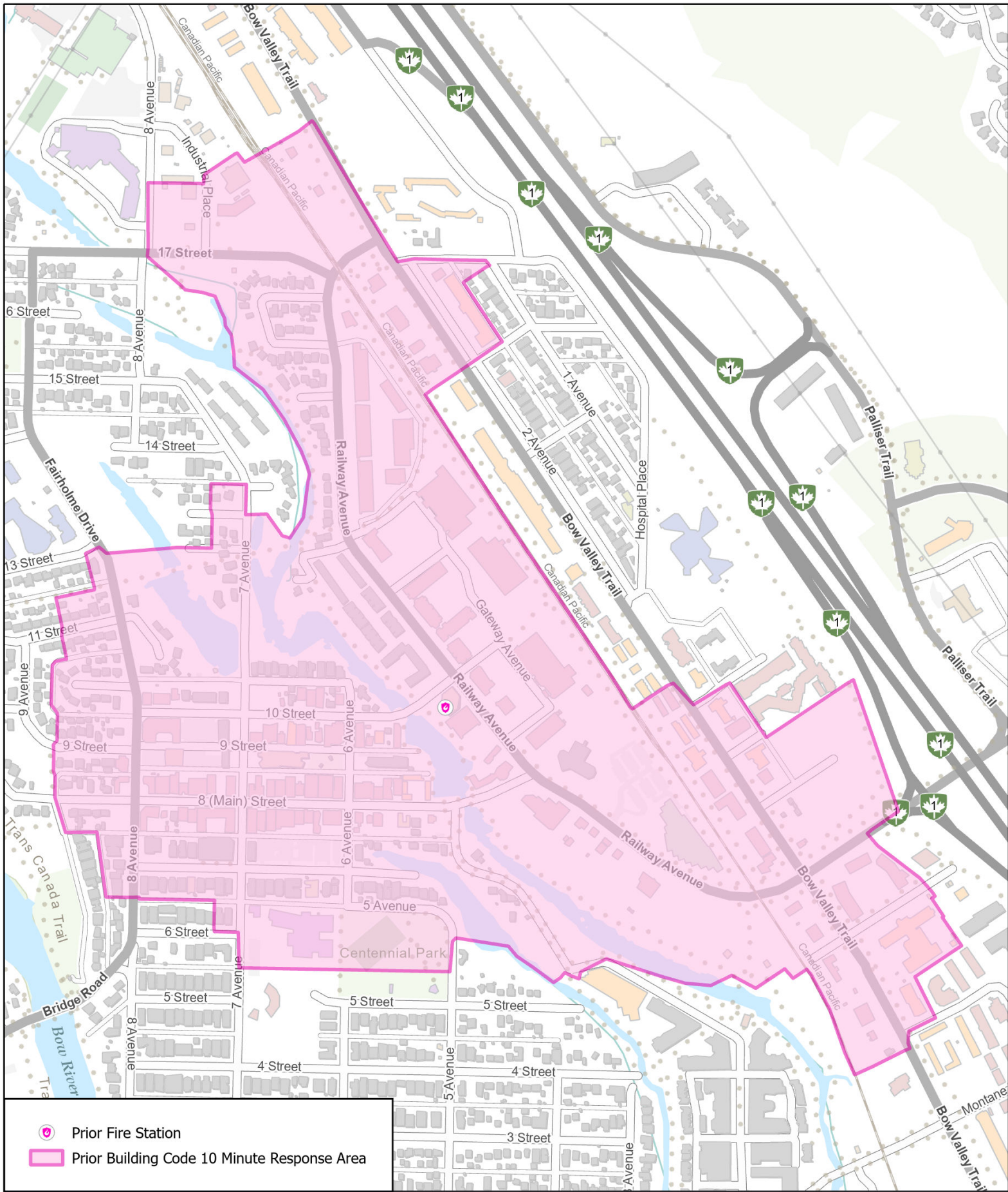


-  Fire Station
-  Building Code 10 Minute Response Area

# Building Code 10 Minute Response - 2024

May 21, 2024 Committee of the Whole Meeting 1:00 p.m.

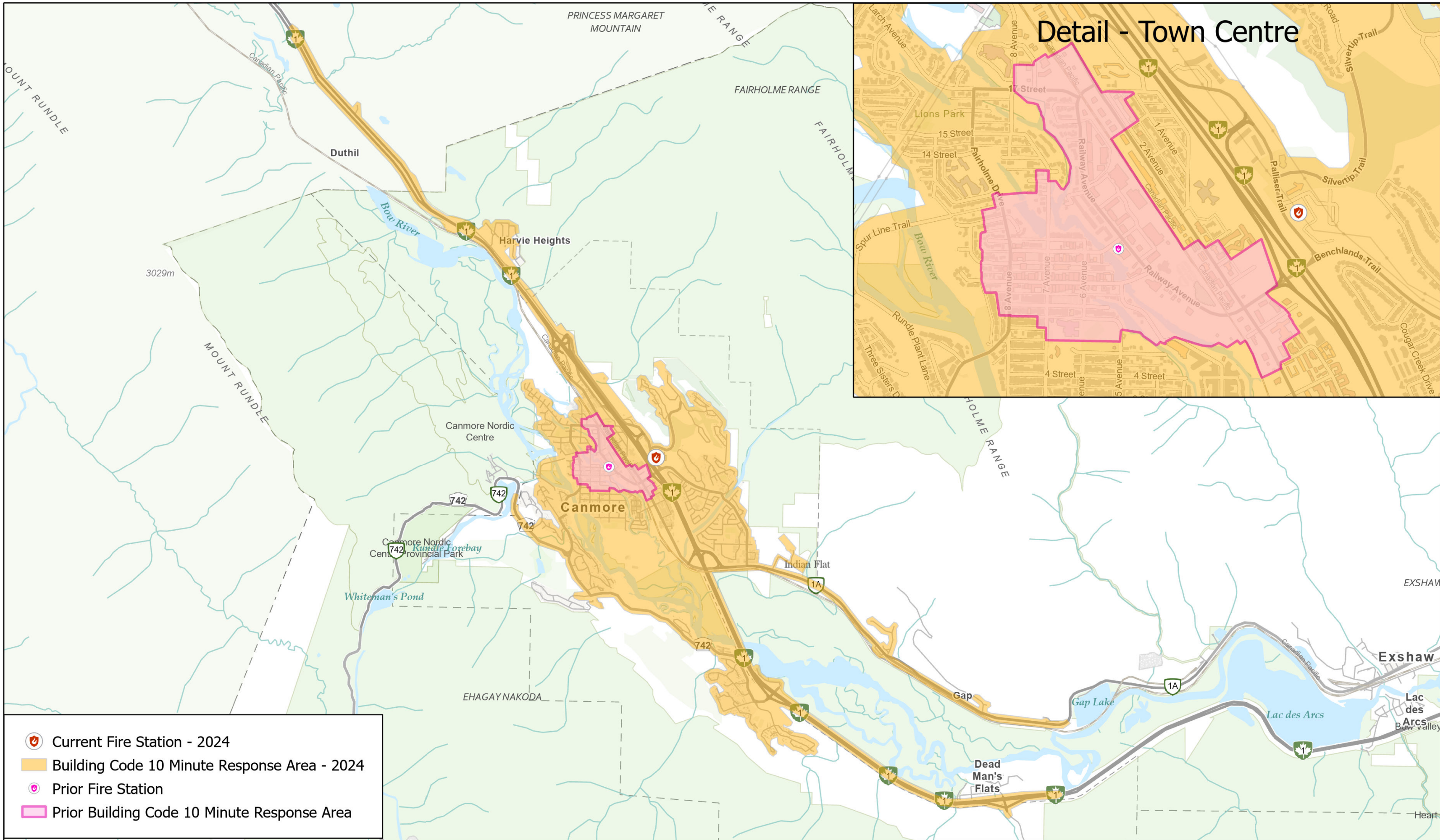




- Ⓧ Prior Fire Station
- Prior Building Code 10 Minute Response Area



## Building Code 10 Minute Response - Prior



# Building Code 10 Minute Response - 2024 and Prior

May 21, 2024 Committee of the Whole Meeting 1:00 p.m.





May 1, 2024

Sergeant Jack Wrobel  
Acting Detachment Commander  
Canmore, Alberta

Dear Caitlin Miller,

Please find the quarterly Community Policing Report attached that covers the January 1<sup>st</sup> to March 31<sup>st</sup>, 2024 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Canmore Detachment.

I would also like to introduce you to Deputy Commissioner Rob Hill, the new Commanding Officer of the Alberta RCMP. Deputy Commissioner Hill has had a diverse and wide-ranging RCMP career, spanning from the Prairies to the Arctic, with positions along the way that have included Drugs Section in Winnipeg and as the former Detachment Commander of Stony Plain (now amalgamated in to Parkland). With public safety as the beacon guiding our operations, Deputy Commissioner Hill is focussed on community engagement; Reconciliation; employee wellness; and recruiting new police officers and retention. Deputy Commissioner Hill is proud to lead your Alberta RCMP and looks forward to meeting you in the future.

Your ongoing engagement and the feedback you provide guides our Detachment team, and supports the reinforcement of your policing priorities. I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

Sergeant Jack Wrobel  
Acting Detachment Commander  
Canmore RCMP



## RCMP Municipal Policing Report

### Detachment Information

**Name of Detachment**

Canmore

**Name of Detachment Commander**

Sgt. Jack WROBEL \*

**Quarter**

Q4

**Date of Report (yyyy-mm-dd)**

2024-04-24

**FTE Utilization Plan**

2023/24

**Select Type of Policing Report**

Municipal Policing Report Under  
  Municipal Policing Report Over  
  PPSA  
  Coaldale

### Community Consultations

#### Consultation No. 1

**Date (yyyy-mm-dd)**      **Meeting Type**

**Topics Discussed (this field expands)**

**Notes /Comments (this field expands)**

No CCT information identified.



## Community Priorities

### Priority No. 1

Priority (this field expands)  
Traffic

#### Current Status and Results (this field expands)

Canmore Detachment completed 78 tickets, 22 warning and 2 impaired driving operations during this assessment period that were recorded within the APP. Canmore RCMP will be working with Municipal Traffic more closely as well as Alberta RCMP Traffic to share resources and increase road safety in the upcoming assessment period. Canmore RCMP participated in 3 check-stops with BV Traffic and Municipal Enforcement to increase road safety.

### Priority No. 2

Priority (this field expands)  
Community Engagement

#### Current Status and Results (this field expands)

Canmore Detachment continues to document their numerous initiatives well within the APP including their community engagement. Canmore RCMP attends council meetings, regularly communicated with both the Town of Canmore and MD of Bighorn elected officials, community members and business leaders. Canmore is continuing the Coffee with Cop Program sponsored by McDonalds and hosts additional crime reductions and/or educational opportunities such as the CALM Program TRIG, AGLC and the Harmony Project. Canmore Det continues the community based initiatives and presentations such as: regular meetings with the BIA, presentations to the Downtown Business Association on retail safety and security, presentation to the Town of Canmore employees and managers at Elevation Place on the application of the Trespass Act, and when to call the police and presentations to the real estate agents on safety. Canmore members organized and participated in the Polar Plunge, the fundraiser for Special Olympics.

### Priority No. 3

Priority (this field expands)  
Crime Reduction

#### Current Status and Results (this field expands)

Canmore RCMP continued to meet with Probation and the Harmony Project to reduce risk within the community and support and/or complete probationary checks. The Canmore RCMP continued to work with the Sheriffs SCAN Unit on a problematic property within Canmore. Canmore members conduct regular patrols by the problem residences and in collaboration with Municipal Enforcement proactively check on the occupants to ensure their safety and to check curfews whenever applicable.



## Crime Statistics<sup>1</sup>

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	January - March			January - December		
	2023	2024	% Change Year-over-Year	2022	2023	% Change Year-over-Year
Persons Crime	67	31	-54.00%	203	217	7.00%
Property Crime	162	121	-25.00%	764	674	-12.00%
Other Criminal Code	106	75	-29.00%	543	415	-24.00%
<b>Total Criminal Code</b>	<b>335</b>	<b>227</b>	<b>-32.00%</b>	<b>1,510</b>	<b>1,306</b>	<b>-14.00%</b>
<b>Drugs Offences</b>	<b>3</b>	<b>0</b>	<b>-100.00%</b>	<b>8</b>	<b>13</b>	<b>63.00%</b>
<b>Other Federal Acts</b>	<b>7</b>	<b>1</b>	<b>-86.00%</b>	<b>15</b>	<b>22</b>	<b>47.00%</b>
<b>Other Provincial Acts</b>	<b>101</b>	<b>105</b>	<b>4.00%</b>	<b>465</b>	<b>455</b>	<b>-2.00%</b>
<b>Municipal By-Laws</b>	<b>61</b>	<b>36</b>	<b>-41.00%</b>	<b>340</b>	<b>251</b>	<b>-26.00%</b>
<b>Motor Vehicle Collisions</b>	<b>73</b>	<b>53</b>	<b>-27.00%</b>	<b>272</b>	<b>316</b>	<b>16.00%</b>
Provincial Code Traffic	267	259	-3.00%	1,292	1,066	-17.00%
Other Traffic	1	2	100.00%	2	6	200.00%
Criminal Code Traffic	7	13	86.00%	38	30	-21.00%
<b>Total Traffic Offences</b>	<b>275</b>	<b>274</b>	<b>0.00%</b>	<b>1,332</b>	<b>1,102</b>	<b>-17.00%</b>

<sup>1</sup>Data extracted from a live database (PROS) and is subject to change over time.

Trend / Points of Interest (this field expands)



## Municipal Overview: Human Resources<sup>2</sup>

Staffing Category	Established Positions	Working	Special Leave <sup>3</sup>	Hard Vacancies <sup>4</sup>	Revised Plan at Q4	2023/24 FTE Utilization Plan
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Police Officers	19	14	4	1	14	18
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### Detachment Support

2. Data extracted on March 31, 2024 and is subject to change.

3. Once members are placed on "Special Leave" (eg. Maternity/paternity, medical >30 days, leave without pay, graduated return to work) they are not included in the FTE count and their pay is not charged directly to each location. However, any salary expenditures associated with these employees while on leave is included as an "indirect cost" and billed within the Divisional Administration rate, charged to all contracts.

4. Hard vacancies reflect positions that do not have an employee attached and need to be filled.

### Comments (this field expands)

Police Officers: Of the 19 established positions, 14 officers are currently working. There are four officers that are on special leave (one Medical, two Graduated Return to Work and one Leave without Pay). There is one hard vacancy at this time. The Plan for Canmore was based on 18 working officers. As of March 31st, the detachment was trending around 14.31 working officers, although this may adjust as HR transactions are finalized.





### Municipal Overview: Financial/O&M

Municipal Overview	Year to Date Expenditures <sup>5</sup>	Revised Plan at Q4	2023/24 Financial Plan
<b>Direct Costs</b>			
Pay	1,731,648	1,731,648	2,258,000
Extra Duty Pay	124,904	145,000	166,000
Equipment	75,891	119,000	243,369
Training	3,891	30,000	72,899
Unit Operations and Maintenance	137,819	161,000	161,000
Commissionnaire (guarding)	76,920	65,000	65,000
Other	105,286	120,000	150,000
<b>Total Direct Costs at 100%</b>	<b>2,256,359</b>	<b>2,371,648</b>	<b>3,116,268</b>
<b>Indirect Costs</b>			
Total Indirect Costs at 100%	1,137,272	1,137,272	1,398,047
Total Costs Prior to Final Adjustments at 100%	3,226,959	3,342,248	4,514,315
<b>Total Costs After Final Adjustments (at applicable cost share)</b>	<b>3,160,469</b>	<b>3,264,229</b>	<b>4,162,883</b>

5. Includes expenditures up to March 31, 2024.

**Comments (this field expands)**

Your financial Forecast for 2023/24 was adjusted to better align with realized expenditures and FTE utilization. The financial figures as identified above include the original and revised forecast totals. They reflect information available as of March 31st, but additional adjustments are expected as financial and personnel transactions are finalized. Any variance will be captured in the Q1 reconciliation package.

We recently consulted with your office on a possible adjustment to your Q4 invoice, which will be distributed no later than May 2, 2024. For communities that requested or confirmed adjustments to invoicing amounts, please note that those changes will be included.

RCMP will continue to provide your community with monthly enhanced reporting to support ongoing forecast adjustments and potential invoice revisions, to ensure projections are as accurate as possible. This increased reporting will support ongoing management of policing budgets, while also enhancing transparency and engagement with our partners.



## Definitions

### Municipal Overview: Human Resources

<b>FTE Utilization</b>	A full-time equivalent (FTE) employee is defined by the number of months in a fiscal year that a position is filled. The FTE utilization level refers to the total months filled for all positions within the detachment/unit.
<b>2023/24 FTE Utilization Plan</b>	This reflects the number of working FTEs planned to be in place for the fiscal year.
<b>Revised Plan at Q4</b>	This reflects any adjustments to the planned number of working FTEs, which may vary as hard and soft vacancies fluctuate throughout the year.

### Municipal Overview: Financial/O&M

<b>Year-To-Date (YTD) Expenditures</b>	YTD expenditures reflect the actual expenditures within each category, as of the date of the report.
<b>Revised Plan at Q4</b>	This reflects any adjustments to the forecasted spending plan for the relevant category, which may vary as expenditures are realized throughout the year.
<b>2023/24 Financial Plan</b>	This reflects the target spending levels set for each category of expenditure, and the initial financial plan for the current fiscal year.
<b>Pay</b>	Includes salary costs and associated allowances for police officers and civilian support.
<b>Extra Duty Pay</b>	Includes direct overtime costs for police officers and (if applicable) Public Service Employees.
<b>Operating and Maintenance</b>	Reflects all unit operating costs, including items such as travel, fuel and vehicle repairs.
<b>Commissionnaire Guarding</b>	Reflects the costs of guarding prisoners within detachments.
<b>Equipment</b>	Include expenditures for operational and technology equipment, police vehicles and the fit-up of those vehicles.
<b>Other</b>	This includes all remaining expenditures including applicable training costs, secret expenditures and air services costs if applicable.
<b>Indirect Costs</b>	This reflects the indirect costs associated to employees, including benefits, Canada Pension Plan and Employment Insurance rates. Also included within indirect costs are the division administration charges associated to core administration costs, special leaves and health services costs.
<b>Direct Costs</b>	This reflects billable costs for municipalities with populations over 15K that are specific to each detachment. They include unit-controlled costs related to overtime, travel, fuel, etc., as well as divisionally-controlled costs such as member pay, police vehicles, training, and so on.
<b>Total Costs Prior to Final Adjustments</b>	Reflects total costs of all categories of expenditures prior to any adjustments at 100%
<b>Total Costs After Final Adjustments</b>	Reflects total costs of all categories of expenditures and any cost adjustments at the contract partner share.



## Canmore Municipal Detachment Crime Statistics (Actual) January to December: 2019 - 2023

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

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		1	0	0	0	1	0%	N/A	0.0
Robbery		1	0	1	2	2	100%	0%	0.4
Sexual Assaults		12	13	11	14	21	75%	50%	1.9
Other Sexual Offences		8	7	3	7	6	-25%	-14%	-0.4
Assault		108	154	137	88	120	11%	36%	-4.2
Kidnapping/Hostage/Abduction		2	0	0	1	0	-100%	-100%	-0.3
Extortion		1	2	2	6	4	300%	-33%	1.0
Criminal Harassment		34	42	37	44	25	-26%	-43%	-1.6
Uttering Threats		32	37	30	41	38	19%	-7%	1.6
<b>TOTAL PERSONS</b>		<b>199</b>	<b>255</b>	<b>221</b>	<b>203</b>	<b>217</b>	<b>9%</b>	<b>7%</b>	<b>-1.6</b>
Break & Enter		31	36	38	37	30	-3%	-19%	-0.1
Theft of Motor Vehicle		29	24	28	24	23	-21%	-4%	-1.2
Theft Over \$5,000		16	17	6	25	14	-13%	-44%	0.4
Theft Under \$5,000		265	187	165	264	183	-31%	-31%	-8.7
Possn Stn Goods		35	29	13	21	17	-51%	-19%	-4.4
Fraud		111	127	97	118	117	5%	-1%	0.3
Arson		2	0	1	2	2	0%	0%	0.2
Mischief - Damage To Property		40	93	89	114	100	150%	-12%	14.1
Mischief - Other		146	113	132	159	188	29%	18%	13.0
<b>TOTAL PROPERTY</b>		<b>675</b>	<b>626</b>	<b>569</b>	<b>764</b>	<b>674</b>	<b>0%</b>	<b>-12%</b>	<b>13.6</b>
Offensive Weapons		8	3	4	8	11	38%	38%	1.1
Disturbing the peace		201	163	164	378	245	22%	-35%	30.3
Fail to Comply & Breaches		136	116	125	122	113	-17%	-7%	-4.0
<b>OTHER CRIMINAL CODE</b>		<b>31</b>	<b>39</b>	<b>26</b>	<b>35</b>	<b>46</b>	<b>48%</b>	<b>31%</b>	<b>2.6</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>376</b>	<b>321</b>	<b>319</b>	<b>543</b>	<b>415</b>	<b>10%</b>	<b>-24%</b>	<b>30.0</b>
<b>TOTAL CRIMINAL CODE</b>		<b>1,250</b>	<b>1,202</b>	<b>1,109</b>	<b>1,510</b>	<b>1,306</b>	<b>4%</b>	<b>-14%</b>	<b>42.0</b>



## Canmore Municipal Detachment Crime Statistics (Actual) January to December: 2019 - 2023

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

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	1	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		8	7	7	6	8	0%	33%	-0.1
Drug Enforcement - Trafficking		7	7	5	2	5	-29%	150%	-0.9
Drug Enforcement - Other		1	0	1	0	0	-100%	N/A	-0.2
<b>Total Drugs</b>		<b>16</b>	<b>14</b>	<b>14</b>	<b>8</b>	<b>13</b>	<b>-19%</b>	<b>63%</b>	<b>-1.2</b>
Cannabis Enforcement		1	1	0	0	1	0%	N/A	-0.1
Federal - General		8	24	6	7	8	0%	14%	-1.7
<b>TOTAL FEDERAL</b>		<b>25</b>	<b>39</b>	<b>20</b>	<b>15</b>	<b>22</b>	<b>-12%</b>	<b>47%</b>	<b>-3.0</b>
Liquor Act		182	108	78	58	61	-66%	5%	-29.2
Cannabis Act		19	9	10	2	6	-68%	200%	-3.3
Mental Health Act		125	174	133	175	174	39%	-1%	9.9
Other Provincial Stats		217	287	252	230	214	-1%	-7%	-6.3
<b>Total Provincial Stats</b>		<b>543</b>	<b>578</b>	<b>473</b>	<b>465</b>	<b>455</b>	<b>-16%</b>	<b>-2%</b>	<b>-28.9</b>
Municipal By-laws Traffic		20	18	17	32	30	50%	-6%	3.4
Municipal By-laws		291	312	287	308	221	-24%	-28%	-14.4
<b>Total Municipal</b>		<b>311</b>	<b>330</b>	<b>304</b>	<b>340</b>	<b>251</b>	<b>-19%</b>	<b>-26%</b>	<b>-11.0</b>
Fatals		0	0	2	1	1	N/A	0%	0.3
Injury MVC		28	16	16	27	31	11%	15%	1.7
Property Damage MVC (Reportable)		305	234	174	201	243	-20%	21%	-15.7
Property Damage MVC (Non Reportable)		64	42	26	43	41	-36%	-5%	-4.5
<b>TOTAL MVC</b>		<b>397</b>	<b>292</b>	<b>218</b>	<b>272</b>	<b>316</b>	<b>-20%</b>	<b>16%</b>	<b>-18.2</b>
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	21	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	2	N/A	N/A	N/A
<b>Total Provincial Traffic</b>		<b>3,038</b>	<b>2,437</b>	<b>2,079</b>	<b>1,292</b>	<b>1,066</b>	<b>-65%</b>	<b>-17%</b>	<b>-508.9</b>
<b>Other Traffic</b>		<b>42</b>	<b>14</b>	<b>11</b>	<b>2</b>	<b>6</b>	<b>-86%</b>	<b>200%</b>	<b>-8.4</b>
<b>Criminal Code Traffic</b>		<b>103</b>	<b>83</b>	<b>54</b>	<b>38</b>	<b>30</b>	<b>-71%</b>	<b>-21%</b>	<b>-19.1</b>
<b>Common Police Activities</b>									
False Alarms		108	96	115	128	138	28%	8%	9.2
False/Abandoned 911 Call and 911 Act		208	146	140	188	207	0%	10%	4.0
Suspicious Person/Vehicle/Property		223	217	179	217	190	-15%	-12%	-6.6
Persons Reported Missing		20	29	26	27	31	55%	15%	2.0
Search Warrants		0	2	0	0	1	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		114	136	100	142	128	12%	-10%	3.4
Form 10 (MHA) (Reported)		13	15	18	16	15	15%	-6%	0.5



## Canmore Municipal Detachment Crime Statistics (Actual) January to March: 2020 - 2024

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

April 8, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	0	0	1	0	N/A	-100%	0.1
Robbery		0	0	1	0	1	N/A	N/A	0.2
Sexual Assaults		2	2	7	3	2	0%	-33%	0.1
Other Sexual Offences		2	0	2	1	0	-100%	-100%	-0.3
Assault		29	40	21	41	17	-41%	-59%	-2.3
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		1	0	2	1	0	-100%	-100%	-0.1
Criminal Harassment		7	6	8	12	5	-29%	-58%	0.2
Uttering Threats		4	5	11	8	6	50%	-25%	0.7
<b>TOTAL PERSONS</b>		<b>45</b>	<b>53</b>	<b>52</b>	<b>67</b>	<b>31</b>	<b>-31%</b>	<b>-54%</b>	<b>-1.4</b>
Break & Enter		14	7	5	5	7	-50%	40%	-1.6
Theft of Motor Vehicle		7	3	3	6	3	-57%	-50%	-0.5
Theft Over \$5,000		0	0	4	3	3	N/A	0%	0.9
Theft Under \$5,000		48	25	45	42	36	-25%	-14%	-0.7
Possn Stn Goods		6	2	4	4	3	-50%	-25%	-0.4
Fraud		31	29	35	35	18	-42%	-49%	-2.0
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		26	17	21	23	20	-23%	-13%	-0.6
Mischief - Other		23	27	53	44	31	35%	-30%	3.3
<b>TOTAL PROPERTY</b>		<b>155</b>	<b>110</b>	<b>170</b>	<b>162</b>	<b>121</b>	<b>-22%</b>	<b>-25%</b>	<b>-1.6</b>
Offensive Weapons		2	1	3	6	2	0%	-67%	0.5
Disturbing the peace		43	20	75	54	43	0%	-20%	3.4
Fail to Comply & Breaches		31	40	26	35	24	-23%	-31%	-1.9
<b>OTHER CRIMINAL CODE</b>		<b>11</b>	<b>5</b>	<b>8</b>	<b>11</b>	<b>6</b>	<b>-45%</b>	<b>-45%</b>	<b>-0.4</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>87</b>	<b>66</b>	<b>112</b>	<b>106</b>	<b>75</b>	<b>-14%</b>	<b>-29%</b>	<b>1.6</b>
<b>TOTAL CRIMINAL CODE</b>		<b>287</b>	<b>229</b>	<b>334</b>	<b>335</b>	<b>227</b>	<b>-21%</b>	<b>-32%</b>	<b>-1.4</b>



## Canmore Municipal Detachment Crime Statistics (Actual) January to March: 2020 - 2024

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

April 8, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		1	2	4	2	0	-100%	-100%	-0.2
Drug Enforcement - Trafficking		1	1	0	1	0	-100%	-100%	-0.2
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>2</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>-100%</b>	<b>-100%</b>	<b>-0.4</b>
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		2	1	1	4	1	-50%	-75%	0.1
<b>TOTAL FEDERAL</b>		<b>4</b>	<b>4</b>	<b>5</b>	<b>7</b>	<b>1</b>	<b>-75%</b>	<b>-86%</b>	<b>-0.3</b>
Liquor Act		29	7	5	11	11	-62%	0%	-3.2
Cannabis Act		4	2	1	1	1	-75%	0%	-0.7
Mental Health Act		42	22	39	40	38	-10%	-5%	1.0
Other Provincial Stats		42	53	53	49	55	31%	12%	2.2
<b>Total Provincial Stats</b>		<b>117</b>	<b>84</b>	<b>98</b>	<b>101</b>	<b>105</b>	<b>-10%</b>	<b>4%</b>	<b>-0.7</b>
Municipal By-laws Traffic		5	1	10	6	11	120%	83%	1.7
Municipal By-laws		57	50	68	55	25	-56%	-55%	-5.9
<b>Total Municipal</b>		<b>62</b>	<b>51</b>	<b>78</b>	<b>61</b>	<b>36</b>	<b>-42%</b>	<b>-41%</b>	<b>-4.2</b>
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		10	6	5	7	9	-10%	29%	-0.1
Property Damage MVC (Reportable)		68	40	49	50	32	-53%	-36%	-6.2
Property Damage MVC (Non Reportable)		12	4	3	16	12	0%	-25%	1.2
<b>TOTAL MVC</b>		<b>90</b>	<b>50</b>	<b>57</b>	<b>73</b>	<b>53</b>	<b>-41%</b>	<b>-27%</b>	<b>-5.1</b>
Roadside Suspension - Alcohol (Prov)		0	5	7	5	6	N/A	20%	1.2
Roadside Suspension - Drugs (Prov)		0	0	0	0	1	N/A	N/A	0.2
<b>Total Provincial Traffic</b>		<b>445</b>	<b>483</b>	<b>302</b>	<b>267</b>	<b>259</b>	<b>-42%</b>	<b>-3%</b>	<b>-58.8</b>
<b>Other Traffic</b>		<b>8</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>-75%</b>	<b>100%</b>	<b>-1.3</b>
<b>Criminal Code Traffic</b>		<b>23</b>	<b>7</b>	<b>11</b>	<b>7</b>	<b>13</b>	<b>-43%</b>	<b>86%</b>	<b>-2.0</b>
<b>Common Police Activities</b>									
False Alarms		26	24	32	37	33	27%	-11%	2.7
False/Abandoned 911 Call and 911 Act		44	25	39	61	31	-30%	-49%	1.0
Suspicious Person/Vehicle/Property		50	44	31	42	40	-20%	-5%	-2.2
Persons Reported Missing		3	3	6	6	8	167%	33%	1.3
Search Warrants		0	0	0	1	0	N/A	-100%	0.1
Spousal Abuse - Survey Code (Reported)		28	25	29	35	33	18%	-6%	2.0
Form 10 (MHA) (Reported)		3	5	0	3	1	-67%	-67%	-0.6

**Council Resolution Action List**

**G1**

Motion #	Agenda Item	Resolution	Council Mtg Date	Service Area	Action Status	Last Update	Date Complete
99-2021	<b>MOU with Stoney Nakoda</b>	Direct administration to investigate and report back on the scope, process and resources needed to establish a Memorandum of Understanding (MOU) with the Stoney Nakoda Nation.	27-Apr-21	CST	The Stoney Nakoda Nation have indicated that they would like access to lands within the Town of Canmore boundaries for cultural ceremonies. This would help build relationships that will assist with establishing an MOU. Council approved a request to advance this work at the Sept 7, 2021 council meeting. Administration continues to reach out to the Stoney Nakoda Administration to advance this work.	1-May-24	
216-2021	<b>Advancing Truth and Reconciliation with the Stoney Nakoda Nation</b>	Direct administration to work with the Stoney Nakoda Nation to identify lands within the Town of Canmore boundaries that would be appropriate for cultural ceremonies and assist with any necessary agreements for the use of these lands.	7-Sep-21	CST	Work is ongoing. The next step for this item rests with the Stoney Nakoda Nation.	1-May-24	
79-2022	<b>Procedural Bylaw Amendment 2022-04 Omnibus</b>	Direct administration to investigate the options for video and audio being treated as written submissions and imbedded in the record of public submissions.	5-Apr-22	Clerks	An update has been provided at the May COW in the Administrative Update. This process is not currently possible as the software does not exist.	1-May-24	21-May-24
122-2023	<b>Housing Action Plan</b>	Direct administration to investigate and report back on changes to residential districts in the Land Use Bylaw that can facilitate provision of additional housing supply.	6-Jun-23	CST	Administration intends to commence this work in 2024.	24-Apr-24	
124-2023	<b>Housing Action Plan</b>	Direct administration to report back on options and funding required for adding a comprehensive planning process to establish parameters to consider infill, or "missing middle" housing opportunities in established neighbourhoods and explore options for eliminating single detached dwellings.	6-Jun-23	CST	Administration intends to commence this work in 2024.	2-Jan-24	
193-2023	<b>2023 Capital Budget Amendment Large Item Collection Vehicle</b>	Direct administration to return during the 2025 budget process with a review of the large-item pickup service level and provide recommendations on ways to increase potential circular economy opportunities to expand the reuse and sharing economy for residents.	15-Aug-23	Solid Waste	Work will occur in 2024 as part of the 2025 budget development.	2-Jan-24	
200-2023	<b>Retail Gap Analysis and Light Industrial and Commercial Land Review</b>	Direct administration to return with recommended amendments to the Land Use Bylaw and Municipal Development Plan to discourage the provision of employee housing in industrial districts.	5-Sep-23	Planning	Planning will bring forward recommended amendments in Q3 2024.	6-Mar-24	
208-2023	<b>Land Use Bylaw Amendment 2023-20 – Canmore Planning Commission Authority and Referrals and Subdivision Authority, Development Authority, and Municipal Planning Commission Establishment Bylaw Amendment 2023-28 – Development Authority and Canmore Planning Commission</b>	Direct administration to return by June 2024 with options to remove, where feasible, naming of Council and Canmore Planning Commission as the Development Authority from Direct Control Districts within the Land Use Bylaw and replace it with the Development Officer	5-Sep-23	Planning	The first set of amendments were approved in March 2024. Additional amendments will come forward later in the year.	6-Mar-24	
254-2023	<b>Committee Appointments</b>	Direct administration to bring a Code of Conduct for Council Appointees to Council for consideration.	24-Oct-23	CST	Administration has reviewed examples from other communities and intends to bring a report to Council in Q3 2024.	1-May-24	
48-2023FIN	<b>Follow-Up and Budget Deliberations</b>	Direct administration to advise Council when the \$10,000 fruit tree incentive program is fully subscribed for 2024.	14-Nov-23	Public Works Admin	This will be monitored throughout the year.	2-Jan-24	
17-2024	<b>Livability Task Force Update</b>	Accept the Livability Task Force's recommendations for information as presented and direct administration to develop an implementation plan.	9-Jan-24	CST	Administration is providing updates on this work at the May and June COW meetings.	24-Apr-24	

30-2024	<b>Further Exploration of Fireworks</b>	<p>That Council direct administration to report back to Council on the following matters by June 4, 2024:</p> <p>Potential alternatives to having fireworks on Canada Day and New Year's Eve that do not pose a wildfire risk and have less potential impact on wildlife, pets, and people, including the estimated costs;</p> <p>Advice on increasing the fines as set out in Fireworks Ban Bylaw 2023-23 from \$5,000 per occurrence to \$10,000 per occurrence; and</p> <p>Options for enhancing awareness and municipal enforcement with respect to illegal fireworks, including the estimated costs.</p>	13-Feb-24	Municipal Services	Administration is researching best practices and exploring bylaw amendments in preparation for the June 4, 2024 Council Meeting.	25-Mar-24	
45-2024	<b>Municipal Election Sign Options</b>	<p>That Council direct administration to prepare:</p> <p>an Election Sign Bylaw that restricts political campaign signs to private property, and</p> <p>an amendment to the Town's Land Use Bylaw to remove the political campaign signs section.</p>	5-Mar-24	Municipal Enforcement	Municipal Enforcement will bring forward a draft bylaw to Council by the end of Q2 2024 that will also include the necessary amendments to the Land Use Bylaw.	5-Mar-24	





ALBERTA

Forestry and Parks

*Office of the Minister  
MLA, Central Peace - Notley*

AR-19609

**MAY - 7 2024**

His Worship Sean Krausert  
Mayor  
Town of Canmore  
902 7 Ave  
Canmore AB T1W 3K1

Dear Mayor Krausert:

This letter is further to the discussions we have had and those that took place while you were in the gallery of the Alberta Legislature on April 22, 2024. Wildland-Urban Interface (WUI) fires have become increasingly common and destructive in recent years in Alberta. These wildfires have devastating consequences, including the loss of homes, infrastructure, and displacement of communities. Following the unprecedented 2023 wildfire season, Alberta's government is actively pursuing opportunities to enhance wildfire resilience through mitigation efforts.

Forestry and Parks supports comprehensive wildfire prevention and mitigation programs that include engineering (e.g., changing the composition of hazardous forest fuels), education, and enforcement. Some of the department's wildfire prevention and mitigation initiatives, including its FireSmart program, are directed at communities, industry, and the general public.

This is why I welcomed your November letter supporting the completion of the Bow Valley Wildfire and Vegetation Management Plan opening the discussion directly between us on fire protection for Canmore and the Bow Valley area. I responded to your letter reiterating the Alberta Government's commitment to protecting residents and communities from the risk of wildfire to which you replied thanking me for the thoughtful and thorough response.

Forestry and Parks continues to lead the Bow Valley Wildfire and Vegetation Management committee with representatives from Alberta Parks, Parks Canada, Town of Canmore, Municipal District of Bighorn, Kananaskis Improvement District, City of Calgary and the Stoney Nakoda First Nations. Completing the Bow Valley Wildfire and Vegetation Management Strategy remains a priority for Forestry and Parks.

The overarching goal of the strategy is to address complex wildfire and vegetation management issues in the Bow Valley while balancing ecological and social values. The draft strategy outlines potential treatment options that could be used to achieve the primary goal of reducing wildfire risk and potential impacts. These treatment options include hand treatment, mechanical treatment and prescribed burn. While the strategy is not an operational plan, this information will be the building blocks of developing individual prescriptions and operating plans, based on priorities. A draft of the Strategy will be ready for partner review at the end of May.

Some of the strategies we were working on in conjunction with members of your community, include the development of Calgary Forest Area Wildfire Prevention Plan which focuses on goals and strategies to address the reduction of human caused wildfires within the Forest Protection Area. Actions taken include backcountry vehicle patrolling, public education and outreach, fire

advisories/restrictions/bans/closes, enforcement written warning and violations, cost recovery, industry and public digital messaging/communications, mutual aid.

In addition to these communications, I wanted to bring to your attention that even though the Bow Valley Vegetation Management Strategy discussion is ongoing, municipalities in the Bow Valley have been proactively implementing vegetation management programs on lands under their jurisdictions. Since 2013 there have been 20 projects in Canmore, the Kananaskis Improvement District, and the MD of Bighorn representing \$4.7 Million of investment. The Forest Resource Improvement Association of Alberta (FRIAA) FireSmart program funded by the Government of Alberta has enabled these projects.

Forestry and Parks has provided grants to FRIAA to administer the Community Fireguard initiative. The goal of this initiative is to provide municipalities with assistance to construct fireguards in high-risk communities across the province and integrate livestock grazing for guard maintenance. That is why I specifically sent letters in December 2023 to at-risk-communities, including the Town of Canmore, to consider the opportunity to construct a fireguard to better protect their community. I understand Canmore's leadership has initiated planning of a community fire guard and submitted a funding proposal to the FRIAA program. My department provided a letter of support for this funding proposal.

The Calgary Area Forest Manager, Ms. Erica Samis, is scheduled to meet with your Town Council today, May 7<sup>th</sup>, to further discuss the upcoming fire season, the Bow Valley Vegetation Management Strategy, and the Community Fire Guard Program administered through FRIAA. I encourage the Town of Canmore to continue the conversation with Ms. Samis to discuss any future work that the Alberta Government may help you with in pursuing to support your community's wildfire prevention efforts. We would be happy to begin as soon as possible and get equipment working on the fireguards. Ms. Samis may be contacted at [Erica.Samis@gov.ab.ca](mailto:Erica.Samis@gov.ab.ca). I would also encourage you to communicate to your MLA about the progress of this work so that she is fully informed as well.

Sincerely,



Honourable Todd Loewen  
Minister  
Forestry and Parks

cc: Councillor Joanna McCallum, Town of Canmore  
Councillor Tanya Foubert, Town of Canmore  
Councillor Wade Graham, Town of Canmore  
Councillor Jeff Hilstad, Town of Canmore  
Councillor Jeff Mah, Town of Canmore  
Councillor Karen Marra, Town of Canmore