

TOWN OF CANMORE

AGENDA

Committee of the Whole

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

Tuesday, September 17, 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 September 17, 2024 Committee of the Whole Meeting**
- 1:05 – 1:20 **B. DELEGATIONS**
1. **Bow Valley Victim Services (verbal update)**
Purpose:
 - 1) To thank the Committee of the Whole and the Town of Canmore for 30+ years of support.
 - 2) To remind the Committee of the Whole and the Town of Canmore that as of October 1, 2024, the Bow Valley Victim Services Association (BVVSA) will no longer be operational and that services to victims will be provided by the new regional model.
- 1:20 – 1:25 **C. MINUTES**
1. **Minutes of the June 18, 2024 Committee of the Whole Meeting**
- 1:25 – 1:40 **D. STAFF REPORTS**
1. **Home Upgrades Program 2024 Pilot Update**
Purpose: To provide the Committee of the Whole with a summary of the 2024 Home Upgrade Pilot Program.
 2. **E-Bike Discount Program**
Purpose: To provide the Committee of the Whole with a summary of the 2024 Affordable Services Program E-Bike Discount
 3. **Wellhead Protection Planning Update**
Purpose: To provide an overview on updates to the Wellhead Protection Planning.
- 2:35 – 2:50 **Meeting Break**
- 2:50 – 3:10 **4. Key Performance Indicators for the Livability Tax Program**
Purpose: To provide information and get feedback from the Committee of the Whole about proposed key performance indicators for the Livability Tax Program.
- 3:10 – 3:30 **5. Criteria for the use of funds generated under the Livability Tax Program**
Purpose: To provide information and get feedback from the Committee of the Whole about the proposed criteria for the use of funds generated under the Livability Tax Program.

- 3:30 – 3:50 **6. Communications – Big Stories Launch**
 Purpose: To provide the Committee of the Whole with an overview of the
 new “Big Stories” communications campaign.
- 3:50 – 4:00 **E. COUNCILLOR UPDATES**
 1. July/August/September 2024 Councillor Updates
- 4:00 – 4:10 **F. ADMINISTRATIVE UPDATE**
 1. July/August/September 2024 Administrative Update
- 4:10 – 4:15 **G. COUNCIL RESOLUTION ACTION LIST**
 1. Council Resolution Action List as of September 11, 2024
- 4:15 – 4:20 **H. CORRESPONDENCE**
 1. Letter from Minister McIver to Mayor Krausert re Bills 18 and 20
 2. Letter to Minister Nicolaides re Provincial education requisition
 3. Response from Minister Nicolaides re Provincial education requisition
 4. Letter to Minister Schow re Destination Marketing Fees
 5. Response from Minister Schow re Destination Marketing Fees
 6. Letter to Premier Smith, Minister McIver, and Minister Nixon re Status of
 Housing Development in Canmore
 7. Letter to Minister Fraser re Status of Housing Development in Canmore
 8. Response from Minister McIver re Status of Housing Development
 9. Letter to Minister Schulz re Wastewater Treatment Plant Required
 Upgrades
 10. Response from Minister Schulz re Wastewater Treatment Plant Required
 Upgrades
- I. CLOSED SESSION – none**
- 4:20 **J. ADJOURNMENT**

TOWN OF CANMORE
MINUTES
Committee of the Whole
Council Chamber at the Civic Centre, 902 – 7 Avenue
Tuesday, June 18, 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 (via Zoom)

COUNCIL MEMBERS ABSENT

None

ADMINISTRATION PRESENT

Sally Caudill	Chief Administrative Officer
Therese Rogers	General Manager of Corporate Services
Whitney Smithers	General Manager of Municipal Infrastructure
Scott McKay	General Manager of Municipal Services
Ben Stiver	Municipal Clerk (recorder)
Caitlin Van Gaal	Environment and Sustainability Supervisor
Amy Fournier	Climate Change Specialist
Katherine van Keimpema	Finance Strategy Manager
Chelsey Gibbons	Manager of Finance

Mayor Krausert called the June 18, 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 June 18, 2024 Committee of the Whole Meeting**

22-2024COW Moved by Mayor Krausert that the Committee of the Whole approve the agenda for the June 18, 2024 meeting as presented.

CARRIED UNANIMOUSLY

B. DELEGATIONS – none

23-2024COW

C. MINUTES

1. Minutes of the May 21, 2024 Committee of the Whole Meeting

Moved by Mayor Krausert that the Committee of the Whole approve the minutes of the May 21, 2024 meeting as presented.

CARRIED UNANIMOUSLY

D. STAFF REPORTS

1. Climate Emergency Action Plan

Administration, along with Camilla Melrose and Yuill Herbert, consultants from Sustainability Solutions Group (SSG), spoke to a written report providing an overview of the Climate Emergency Action Plan.

Meeting Break from 1:45 p.m. – 1:55 p.m.

2. Permanent Resident Tax Program Implementation Plan Update

Administration spoke to a written report providing an update on the key steps required to implement a permanent resident tax program.

3. Budget Update

Administration spoke to a written report providing an update on the planning and process for developing the Budgets and Business Plans for 2025-2030.

E. COUNCILLOR UPDATES

1. June 2024 Councillor Updates

Written report, received as information.

F. ADMINISTRATIVE UPDATE

1. June 2024 Administrative Update

Written report, received as information.

G. COUNCIL RESOLUTION ACTION LIST

1. Council Resolution Action List as of June 12, 2024

Written report, received as information.

H. CORRESPONDENCE

- 1. To Premier Smith and Minister McIver regarding Bills 18 and 20**
- 2. To Premier Smith re Clarify Funding for Municipalities**
- 3. From Minister McIver regarding Bill 20 House Amendments**
- 4. From Minister McIver regarding 2024 LGFF Funding**

I. CLOSED SESSION – none

Minutes approved by: _____

J. ADJOURNMENT

24-2024COW

Moved by Mayor Krausert that the Committee of the Whole adjourn the June 18, 2024 meeting at 3:05 p.m.

CARRIED UNANIMOUSLY

Sean Krausert
Mayor

Ben Stiver
Municipal Clerk

Minutes approved by: _____



Briefing

DATE OF MEETING: September 17, 2024 **Agenda #: D 1**

TO: Committee of the Whole

SUBJECT: Home Upgrades Program 2024 Pilot Update

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

PURPOSE: To provide the Committee of the Whole with a summary of the 2024 Home Upgrades Pilot Program.

EXECUTIVE SUMMARY

This briefing is a summary of the 2024 Home Upgrades Program (HUP) for members of the Town of Canmore's Affordable Services Program. The 2024 pilot was funded by the Sustainability Reserve and delivered by Kambo Energy Group (Kambo).

The HUP is designed to reduce energy costs and improve the comfort, safety, and efficiency of homes with the primary target of helping to alleviate energy poverty. The program was developed by Kambo in partnership with Alberta Ecotrust Foundation and delivered in the City of Calgary and the City of Edmonton, starting in 2023. In 2024, the Town of Canmore (Town) was able to partner with Kambo to pilot the program with residents of Canmore's Affordable Service Program.

With the available budget, a total of five households received significant energy retrofits to their homes. Retrofits consisted of attic insulation upgrades, air sealing, furnace upgrades, improved joist insulation, door and window upgrades. Three additional households received an educational home visit and simple energy efficiency upgrades, such as installation of LED light bulbs and low flow faucets. A total of 22 Affordable Services Program households expressed interest in the program with seven households being fully eligible for the program. Of the seven homes, two did not move forward past the assessment stage because their homes already had upgraded items like high efficiency furnaces and upgraded attic insulation. The remaining applicants either did not complete the application process or their housing type was not applicable to the programs (e.g. multifamily or rental units).

BACKGROUND/HISTORY

2021: The Reserves Policy was amended (FIN-007), establishing a Sustainability Reserve to fund programs and projects to finance and promote energy efficiency, greenhouse gas reduction measures, and climate adaptation, which uses a portion of the franchise fees collected from Fortis and ATCO (3-2021FIN).

2022: Council's Strategic Plan (2023-2026) includes goals and objectives that "Canmore is a recognized leader in managing human impact on our environment" and "municipal initiatives and services are designed to increase affordability".

2022: Council approved a \$200,000 annual operational budget for a Greenhouse Gas (GHG) Incentive Program as part of the overall Town operating budget (314-2022).

2023: At the May 16 Committee of the Whole, administration presented the Renewable Energy Feasibility Study and Electric Vehicle Infrastructure Review and Best Practices Report, which provided guidance on potential incentive approaches relating to community and commercial solar, low-income energy retrofits and EV charging incentives.

2024: At the February 13, 2024, Council adopted the approximate allocation of funds with the previously approved \$200,000 Sustainability Reserve Allocation (motion 314-2022):

- Residential Solar Incentive - \$25,000
- Commercial Solar Incentive - \$60,000
- Affordable Services Program Retrofit Pilot - \$74,000
- Multi-Family Electric Vehicle Readiness Pilot - \$40,000
- Overall Program Communication and Promotion - \$1,000 (motion 29-2024)

DISCUSSION

As shared during the February 13, 2024, Council meeting, Canmore's HUP (referred to as the *Affordable Services Program Retrofit Pilot* during that meeting), is designed to:

- Be a pilot program for Canmore's Affordable Services Program, leveraging the HUP currently operating in Edmonton and Calgary through the Alberta Ecotrust and Kambo Energy Group.
- Fully fund energy retrofits for 4-7 homes (~\$15,000 per home) via Kambo Energy Group (program development and administration are covered by the existing program partners so all Town funding goes directly to retrofit costs).
- Alleviate the cost burden of high energy bills due to inefficient housing, with a secondary goal of GHG reduction.
- Provide local data and insight on the potential costs and benefits of programs that directly address energy poverty.
- Have a total operating budget of \$74,000.

The HUP was designed to address a gap in programming in Alberta that is targeted at lower income household to help alleviate energy poverty. Energy poverty is defined as spending more than 6% of a household's after-tax income on home energy costs. Research completed as part of the Renewable Energy Feasibility Studies, presented to Committee of the Whole in May 2023, showed that 11% of households in Canmore are experiencing energy poverty. This study also highlighted that the most impactful programming for lower income and vulnerable populations are deep energy retrofits (e.g., upgraded windows, new insulation, weather stripping, etc.) at no cost to income-qualified participants. These programs are tailored to maximize the reduction of energy consumption within a dwelling, which can reduce GHG emissions, and improve affordability and livability.

In the winter of 2023/2024, the Town partnered with Kambo to bring the Calgary and Edmonton HUP program to Canmore. As the program was already designed, fully funded, and operationalized in Calgary and

Edmonton, administration was able to put all funding from the Sustainability Reserve directly into home upgrades for members of the Affordable Services Program.

Program results:

- Five homes were upgraded with deep energy retrofits with the \$74,000 budget.
- In total, the following energy efficiency improvements were completed across the five homes:

Energy Efficiency Measures	Number of Homes	Number of Measures Across all Homes
Attic Hatch Insulation	4	4
Attic Insulation	4	4
Furnace Upgrade	4	4
Air Sealing	4	4
Box End Insulation (# of box ends)	1	25
Window Upgrades	2	4
Furnace Filters	4	4
Programmable thermostats	4	4
Home Safety Upgrades (smoke alarms)	4	6
Hot Water Tank	1	1
Door Upgrade	1	2
Energy Saving Kits	8	8

- Anticipated annual average per household energy savings is estimated at 52.27GJ which equates to roughly a 16% reduction on energy bills.
- Three homes received an educational visit from the home assessor to help address their energy burden and installation of simple upgrades (e.g. LED light bulbs, low flow faucets, etc.) These homes were interested in the program but were not eligible for various reasons, including being in a multifamily building or having already completed a number of energy efficient upgrades.

FINANCIAL IMPACTS

This briefing is being provided for information only. The budget associated with the 2024 project has been allocated. The Town’s budget for upcoming years is currently under development, and it is too early to determine whether this program will be recommended as an option for future years.

INTEREST HOLDER ENGAGEMENT

The program development and delivery were supported by internal staff from Family and Community Support Services, Environment and Sustainability, and Communications.

ATTACHMENTS

- 1) Home Upgrades Program Summary Report 2024

AUTHORIZATION

Submitted by:	Caitlin Van Gaal Supervisor of Environment and Sustainability	Date:	<u>August 7, 2024</u>
Approved by:	Andreas Comeau Manager of Public Works	Date:	<u>August 9, 2024</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date:	<u>August 28, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>September 9, 2024</u>



Home Upgrades
Program

Home Upgrades Program **Final Report**

August 2024 | HUP Canmore

Canmore Final Report | August 2024

HOME UPGRADES PROGRAM DELIVERY OVERVIEW

Applications Received	22
Ineligible Applications*	9
Waitlisted (eligible applications that can be reviewed for next funding cycle)	5
Assessed Homes	7
Educational Visit for Ineligible Home	1

*Reasons for ineligibility: ineligible homes included apartments and mobile homes, as well as homes built after 1997.

5 homes received energy efficiency upgrades. Two homes assessed by the Home Upgrades Program were not selected for upgrades because their homes were already equipped with high-efficiency furnaces and attic insulation, our two most impactful upgrade measures.

Of the 5 homes that received upgrades, measures included:

Measure Installed	Number of Homes Receiving Measure	Total Numbers of Measures Installed Across All Upgraded Homes
Attic Hatch Insulation	4	4
Attic Insulation	4	4
Furnace Upgrade	4	4
General Air Sealing	4	4
Box End Insulation (# of box ends insulated)	1	25
Window Upgrade	2	4
Furnace Filters	2	4
Programmable Thermostats	4	4
Home Safety Devices (smoke alarms, carbon monoxide monitors, or combo units)	4	6
Hot Water Tank	1	1
Door Upgrade	1	2
ESKs delivered and installed	8	8

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Annual Energy Savings (GJ)	Annual GHG reduction (tCO2e)	Annual Bill Savings (\$)	Annual Bill Savings as % of Current Bills (%)	Lifetime Energy Savings (GJ)	Lifetime GHG Reduction (tCO2e)
51.83	2.5915	\$423.97	15%	960.1	48.005
64.9	3.245	\$530.88	15%	1068.87	53.4435
55.94	2.797	\$457.59	22%	1106.87	55.3435
57.7	2.885	\$471.99	9%	982.47	49.1235
56.47	2.8235	\$461.92	17%	1117.47	55.8735

EQUIVALENCIES

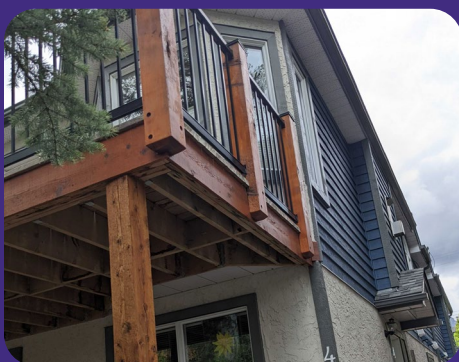
GHG savings for lifetime average of upgrades homes: 52.3578 tCO2e

Passenger vehicles taken off the road for a year	Litres of gasoline consumed	Tanker trucks' worth of gasoline	Homes' energy use for one year	Homes' electricity use for one year	Propane cylinders used for home BBQs	Barrels of oil consumed
16 cars	22,305 L	0.699 tankers	12.3 homes	35 homes	2,182 cylinders	118 barrels

GHG savings for total GHG reductions for lifetime of homes: 261.789 tCO2e

Passenger vehicles taken off the road for a year	Litres of gasoline consumed	Tanker trucks' worth of gasoline	Homes' energy use for one year	Homes' electricity use for one year	Propane cylinders used for home BBQs	Barrels of oil consumed
66.4 cars	92,353 L	2.9 tankers	50.8 homes	145 homes	9,033 cylinders	490 barrels

Source: [Natural Resources Canada](https://www.nrcan.gc.ca/energy/efficiency/energy-conservation/13083)





Briefing

DATE OF MEETING: September 17, 2024 **Agenda #: D 2**

TO: Committee of the Whole

SUBJECT: E-Bike Discount Program

SUBMITTED BY: Tara Gilchrist, Family and Community Support Services Supervisor
Amy Fournier, Climate Action Coordinator

PURPOSE: To provide the Committee of the Whole with a summary of the 2024 Affordable Services Program E-Bike Discount.

EXECUTIVE SUMMARY

This briefing provides a summary of the results of Council’s direction to deliver an E-Bike Discount Program in 2024 as part of the Town’s Affordable Services Program, with a one-time budget of \$50,000 from the Sustainability Reserve.

The E-Bike Discount Program was developed and delivered via a collaboration between staff from Family and Community Support Services (FCSS), Public Works, and Engineering.

With the available budget, a total of 25 point-of-sale e-bike discounts were provided by local Canmore bike shops. A total of 97 Affordable Services Program members applied for the e-bike discount and recipients were selected by a lottery.

BACKGROUND/HISTORY

2021: The Reserves Policy was amended (FIN-007), establishing a Sustainability Reserve to fund programs and projects to finance and promote energy efficiency, greenhouse gas reduction measures, and climate adaptation, which uses a portion of the franchise fees collected from Fortis and ATCO (3-2021FIN).

2022: Council’s Strategic Plan (2023-2026) includes goals and objectives that “Canmore is a recognized leader in managing human impact on our environment” and “municipal initiatives and services are designed to increase affordability”.

2022: Council approved \$50,000 in one-time funding in 2024 for an e-bike incentive program as part of the Town’s Affordable Services Program, funded from the Sustainability Reserve (312-2022).

DISCUSSION

The objectives of Canmore’s 2024 E-Bike Discount Program were to reduce the costs of vehicle ownership for Affordable Service Program members, and to reduce vehicle trips, vehicle congestion and greenhouse gas emissions. The notion of achieving these objectives through an e-bike incentive program is well-supported by existing research. Excerpts from two research papers are summarized below.

With the increase in range, cargo capacity, and accessible terrain over conventional bikes, e-bikes offer an attractive alternative to vehicle travel for many road users, and thus may play a crucial role in achieving mode share, vehicle kilometres traveled, and greenhouse gas emissions reduction goals of North American municipalities. Because of the high cost of owning and operating a motor vehicle, which can be over \$10,000 CAD per year, encouraging the transition to e-bikes is a potential tool for pursuing transportation equity. However, the upfront cost of an e-bike remains prohibitively expensive for many people, particularly low-income individuals. Across the world, incentive programs have emerged as a popular technique in the effort to bridge this gap, with dozens of existing programs in the U.S. and Canada, many with incentives levels based on income qualification (*Portland State University Transportation Research and Education Center, White Paper on North American Trends and Recommended Practices for E-Bike Purchase Incentive Programs, 2022*).

A recent study by the University of BC looking at travel behaviour one year after e-bike purchase through the incentive offered by the City of Saanich BC (which topped up the BC-wide income qualified incentive program), showed a 40% reduction in vehicle travel for their income-qualified incentive program (*University of British Columbia Research on Active Transportation Lab, Cost-Effectiveness of Electric Bicycle Incentives for Greenhouse Gas Mitigation: Travel Behaviour and Greenhouse Gas Impacts of the Saanich E-Bike Incentive Program, 2024*).

The e-bike discount was delivered through the Town's Affordable Services Program. This long-standing program was a natural fit for the e-bike discount as it already provides eligible residents with increased access to multiple community supports and services (Elevation Place memberships, ROAM regional transit, etc.), aiming to make Canmore a livable community for all. The Affordable Services Program has been in place since 2016, and is administered by FCSS, with eligibility determined by income levels based on household size. In 2023, a second tier was added to the program, enabling residents with slightly higher income levels to also access the community supports offered. Point in time data from January 31, 2024 indicates there are 475 Tier 1 members representing 812 people and 82 Tier 2 members representing 173 people.

The E-bike Discount Program was designed based on best practice research from other jurisdictions as well as the following guiding principles:

- Maximize accessibility to the target audience
- Communicate thoughtfully
- Maximize cost saving and transportation outcomes
- Mitigate the administrative burden for program delivery and participation

The program offered 67% and 35% point-of-sale discounts for Tier 1 and Tier 2 members. These percentages are consistent with the discount levels provided for Elevation Place memberships through the Affordable Services Program.

The maximum discounts were set at \$2,400 for Tier 1 and \$1,300 for Tier 2. The maximum discount amounts were set based on a scan of e-bike prices, which resulted in an estimated average price of \$3,500 for a good quality, durable e-bike. Participants were also able to purchase additional gear (lights, racks, panniers, locks, fenders, studded tires, etc.) with the discount, as long as it did not exceed the maximum.

Participants were required to purchase their e-bikes from a Canmore bike shop. This enabled a point-of-sale discount instead of participants having to pay the entire cost upfront and be reimbursed later. The Town was fortunate to have all five local bike shops willing to partner on this program. Working with local bike shops offered the benefits of personalized support and ensuring that bikes were fitted and set up properly. It ensured that the bikes purchased were high quality and durable with properly certified batteries. It allowed for a local point of contact for program participants for ongoing maintenance and any future warranty issues. Working with local bike shops supported local businesses and the local economy. It also streamlined the administration of the program by only providing reimbursements to five businesses instead of individual participants.

Program results:

- 25 discounts were provided with the \$50,000 budget. 23 incentives were initially awarded via a lottery, along with a waitlist. One recipient did not go through with their purchase and there were some that did not use the maximum amount, which left remaining budget for three recipients from the waitlist. 12% of the available discounts were provided to Tier 2 members, which aligns with the overall ratio of Tier 1 to Tier 2 members in the Affordable Services Program.
- The average pre-tax cost of a bike purchased by all recipients was \$3,235.
- For Tier 1, the average discount provided was \$2,135, with an average of \$1,396 as the remaining amount that had to be paid by participants. All Tier 2 participants used the maximum discount of \$1,300 and, on average, had to pay \$2,495. 15 out of the 25 participants bought additional gear, with panniers and locks being the most popular items.
- An additional, unforeseen positive outcome was an increase in registration with the Affordable Services Program. This was a result of community members learning about the Affordable Services Program and the income qualification levels through the e-bike discount.

FINANCIAL IMPACTS

This briefing is being provided for information only. The budget associated with the 2024 project has been allocated. The Town's budget for upcoming years is currently under development, and it is too early to determine whether this program will be recommended as an option for future years.

INTEREST HOLDER ENGAGEMENT

Surveys and communications were sent to Affordable Services Program members ahead of the launch of the e-bike discount to gauge interest, get an understanding of members' ability to pay for a portion of an e-bike, and to encourage interested members to begin saving well in advance.

Administration worked closely with the five bike shops in Canmore who were a key partner in the delivery of this program.

The program development and delivery were supported by internal staff from Communications, Finance, and Engineering.

ATTACHMENTS

None.

AUTHORIZATION

Submitted by:	Tara Gilchrist Family and Community Support Services Supervisor	Date:	<u>July 22, 2024</u>
Submitted by:	Amy Fournier Climate Action Coordinator	Date:	<u>July 18, 2024</u>
Approved by:	Andreas Comeau Public Works Manager	Date:	<u>August 27, 2024</u>
Approved by:	Jill Jamieson Manager, Community Social Development	Date:	<u>August 28, 2024</u>
Approved by:	Whitney Smithers General Manager, Municipal Infrastructure	Date:	<u>August 28, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>September 9, 2024</u>

DATE OF MEETING: September 17, 2024 **Agenda #: D 3**

TO: Committee of the Whole

SUBJECT: Wellhead Protection Planning Update

SUBMITTED BY: Brian Kinzie, Municipal Engineer, Engineering Department

PURPOSE: To provide an overview on updates to the Wellhead Protection Planning.

EXECUTIVE SUMMARY

Potable water supply in the Town of Canmore is provided by two sources: surface water drawn from the Rundle Forebay (the water treatment plant currently under construction), and two groundwater wells (PW1A and PW2) at Pumphouse #1, located across from Elevation Place. It is fed by an unconfined aquifer under much of the built-up area of the valley floor northwest of the well. In 1999 the Town established a protective area around the drinking water supply well, referred to as a wellhead protection area (WHPA), based on a study of potential for contamination in the aquifer. Studies have recently been completed to model the Bow River aquifer, and to review the WHPA based on modern modelling techniques and updated data. The studies recommend actions to continue to protect our drinking water. This Briefing outlines the findings and recommendations.

BACKGROUND/HISTORY

The Town’s drinking water supply wells are located adjacent to Railway Avenue, across from Elevation Place. These wells draw water from an unconfined aquifer, which is vulnerable to contamination from stormwater runoff and hazardous materials in the upstream catchment area. In 1999 the Town established a Wellhead Protection Area (WHPA) boundary based on a study completed using groundwater modelling techniques of the time, and enacted regulations to prohibit certain uses within this area to protect the potable water supply. The 1999 boundary is shown in Figure 1, and the boundary and regulations are captured within the Land Use Bylaw (LUB).

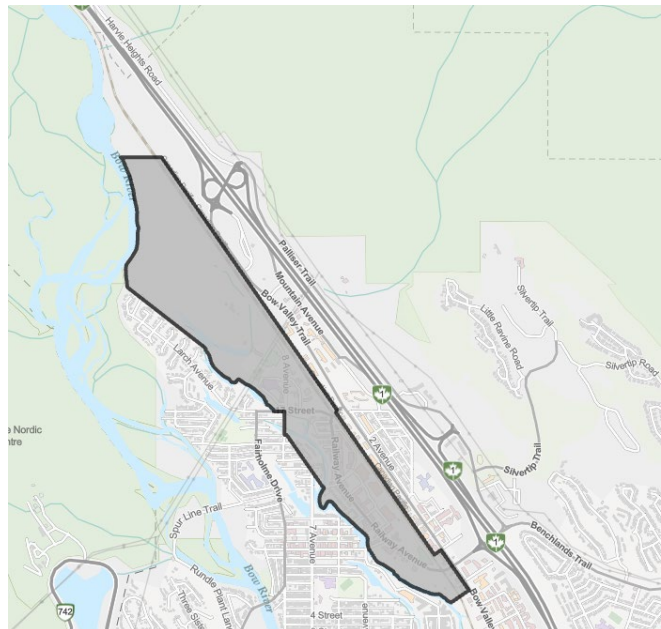


Figure 1 – 1999 WHPA Boundary

In 2014 well PW1A was installed to a depth of approximately 60 metres, replacing shallow well PW1. This well replacement was recommended due to the detectable presence of polycyclic aromatic hydrocarbons (PAHs) at a shallow depth in the aquifer, which could have a negative impact on potable water quality.

The 2016 Municipal Development Plan included a recommendation to undertake a study to better delineate the wellhead protection boundaries and review the regulations in the LUB. In 2022 a Capital Project 7258 was approved to develop a groundwater model and to review the Wellhead Protection Area. In 2024 the Climate Emergency Action Plan recommended implementing key recommendations from this study to reduce potential impacts to drinking water.

DISCUSSION

A WHPA shows the groundwater catchment supplying a municipal well and describes how fast groundwater is travelling toward the well. Wellhead protection planning is intended to protect groundwater resources and associated water supplies from potential contamination. Contaminants can enter groundwater from a number of sources, including hydrocarbons associated with motor traffic, commercial and industrial land uses, chemical spills, leaking underground or above-ground storage tanks, and improperly managed hazardous waste. Groundwater contamination (pollution) can also result from a number of common practices such as use of fertilizers and pesticides, disposal of human, animal or agricultural waste, and the use of chemicals for road and highway de-icing.

In 2022 work was undertaken to create an updated groundwater model using modern techniques; accounting for the replacement of shallow well PW1 with deeper well PW1A; incorporating the increased well pumping volumes; and calibration using groundwater level data collected since 2002 (Hatfield model, 2022).

In 2023 a study was undertaken to provide an updated wellhead protection plan based on the updated model (Hatfield Study, 2023). The study reviews the local context, defines the wellhead capture zones and evaluates potential sources of contamination in the catchment. In consideration of these factors, the study recommends a revised wellhead protection area based on the full groundwater pathways from the source water to the wells. The study also provides an estimation of particle travel times within the capture zone, with a time of five years or less applying to the majority of the area. This expanded wellhead protection area boundary would add properties along Bow Valley Trail to the regulation area, as illustrated in Figure 2. The previous wellhead protection area is included in the figure for comparison.

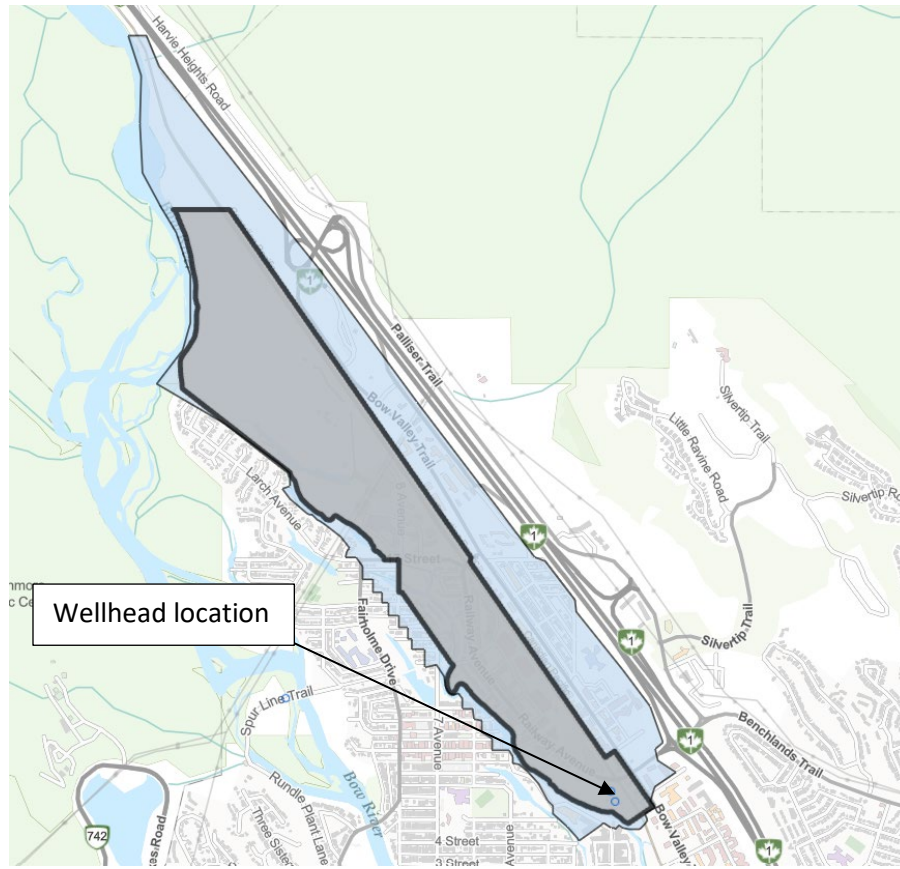


Figure 2 – 1999 WHPA Boundary (dark blue) and 2024 Proposed WHPA Boundary (light blue)

The report recommends the following actions:

1. Perform a contaminant inventory of properties within the WHPA Boundary;
2. Review and update the list of prohibited land uses within the WHPA Boundary;
3. Increase understanding of the risks presented by drywells and prepare an emergency response plan in case of a nearby spills;
4. Refine the understanding of aquifer contamination concerns posed by railway activities;
5. Evaluate the stormwater management plan to minimize risks posed by dry well operations;
6. Establish regular reviews of the protection plan;
7. Construct monitoring wells of sufficient depth and in strategic locations to provide early warning of groundwater quality impacts.

An update to the Land Use Bylaw is recommended to adjust the WHPA boundary, and to revise the list of prohibited uses where necessary in keeping with recommendation 2 above. Currently, some uses are prohibited within the previous WHPA boundary in the Land Use Bylaw, so the amendment will be a revision to the existing restrictions.

Administration is proposing the following action plan:

Anticipated 2025-2026

- a) Perform a contaminant inventory of properties within the WHPA Boundary

- Desktop exercise to review uses which may present a hazard
- b) Consult with BOWDA and affected property owners and businesses
- Inform interest holders of potential changes
- c) Update the Land Use Bylaw
- Modify the WHPA boundary in Section 7.4 of the LUB
 - Revise the prohibited uses in Land Use districts inside the WHPA
- d) Update the Engineering Design & Construction Guidelines
- Update mitigation criteria in the EDCG for projects taking place in the WHPA
 - Ensure Development Permit is required for drainage improvements in order to impose requirements for stormwater quality treatment
- e) Increase understanding of the risks presented by drywells and prepare an emergency response plan in case of a nearby spill
- Review the drywell inventory for completeness
 - Ensure compliance with maintenance of privately owned oil/grit separators
 - Work with Protective Services to ensure response plans for spills consider the aquifer risk
- f) Evaluate the stormwater management plan to minimize risks posed by dry well operations
- A separate capital project is contemplated to update the 2005 Canmore Stormwater Master Plan. It would be appropriate to consider this topic within the plan.
- g) Construct monitoring wells of sufficient depth and in strategic locations to provide early warning of groundwater quality impacts.
- Install a network of monitoring wells that penetrate the gravel #2 layer at an approximate depth of 40 metres. The locations and number of wells would be determined based on historical land uses and contaminant travel times to detect contaminants
 - Prepare a groundwater response plan outlining mitigations in the case of detected pollutants
 - Consulting services and capital budget required.

Anticipated 2027-2030

- h) Refine the understanding of aquifer contamination concerns posed by railway activities
- Information on dangerous goods transported by CPKC is made available to emergency services in case of a derailment;
 - Review the rail corridor to inventory drainage features and improve the understanding of the hazard posed by a spill
 - Work with Protective Services to ensure response plans for spills consider the aquifer risk
- i) Establish regular reviews of the protection plan
- Establish a committee to determine an appropriate frequency of review
 - Create a mechanism to ensure reviews take place when necessary

FINANCIAL IMPACTS

Implementation of the recommendations requires operating and capital budget amounts. These will be addressed through the Town’s upcoming budget process.

INTEREST HOLDER ENGAGEMENT

BOWDA have been informed about the report. BOWDA and affected property owners will be engaged on proposed changes to the Land Use Bylaw.

ATTACHMENTS

- 1) Wellhead Protection Update for Water Supply Wells PW1A and PW2
 - Appendices are available upon request

AUTHORIZATION

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WELLHEAD PROTECTION UPDATE FOR WATER SUPPLY WELLS PW1A AND PW2

Prepared for:

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VERSION 3.0

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- Appendix A2 Properties within Capture Zones and Wellhead Protection Areas
- Appendix A3 Land Use Districts and Uses within Updated Wellhead Protection Area
- Appendix A4 Dry Wells within Capture Zones and Wellhead Protection Area

AMENDMENT RECORD

This report has been issued and amended as follows:

Issue	Description	Date	Approved by	
1	First version of Wellhead Protection Update for Water Supply Wells PW1A and PW2 – Draft Report	20221117	Jos Beckers, PGeo Project Director	Amy Perrin Project Manager
2	Second version of Wellhead Protection Update for Water Supply Wells PW1A and PW2	20231102	Jos Beckers, PGeo Project Director	Amy Perrin Project Manager
3	Third version of Wellhead Protection Update for Water Supply Wells PW1A and PW2	20231220		
<p>PERMIT TO PRACTICE HATFIELD CONSULTANTS PARTNERSHIP</p> <p>RM SIGNATURE: </p> <p>RM APEGA ID #: <u>107589</u></p> <p>DATE: <u>2023/12/20</u></p> <p>PERMIT NUMBER: P014254 The Association of Professional Engineers and Geoscientists of Alberta (APEGA)</p>			<p>Jos Beckers, PGeo Project Director</p>	<p></p> <p>Amy Perrin Project Manager</p>

1.0 INTRODUCTION

Hatfield Consultants (Hatfield) was retained by the Town of Canmore (the Town) to support updated wellhead protection planning for the two Town groundwater supply wells (PW1A and PW2) that are installed in the Bow River Aquifer, with the existing plan dating from 1999 (AGRA 1999).

1.1 BACKGROUND

A wellhead protection area (WHPA), or well capture zone, is the area around a water supply well (wellhead) that contributes source water to a drinking water system (i.e., a municipal well). A WHPA shows where groundwater is coming from to supply a municipal well, and how fast groundwater is travelling toward the well. Wellhead protection planning is intended to protect groundwater resources and associated water supplies from potential contamination. Contaminants can enter groundwater from landfills, chemical spills, leaking underground or above-ground storage tanks, or improperly managed hazardous waste. Groundwater contamination (pollution) can also result from a myriad of common practices such as use of fertilizers and pesticides, disposal of human, animal or agricultural waste, and the use of chemicals for road and highway de-icing (AGRA 1999). These different activities are generally recognized in the Town's land use zoning and may pose different levels of risk to aquifer contamination. The Town's WHPA determined in 1999 encompassed a major arterial road, a portion of a major railway mainline and two commercial land use districts (AGRA 1999).

In the valley bottom portion of Canmore, stormwater runoff is typically managed through direct infiltration into the subsurface using dry wells, which can introduce pollutants such as hydrocarbons, heavy metals and chlorides into groundwater, as discussed in AMEC (2003) and Mountain Engineering (2006). The operation of this stormwater system discharging into the aquifer could lead to an accumulation of pollutants over time from road runoff. Rapid aquifer contamination could also occur from chemical spills or other incidents introducing contaminants into the stormwater system. These risks posed by dry wells were not yet recognized in AGRA (1999).

There are several natural factors that can determine how easily an aquifer can become contaminated. Shallow aquifers with a water table near land surface, like the Bow River Aquifer, are easily accessible as a source of groundwater but are also easily contaminated (AGRA 1999). Once the aquifer becomes contaminated, the rate at which groundwater moves through the subsurface determines how fast aquifer contamination (i.e., if it occurs within the WHPA) can reach the supply wells. Groundwater time of travel analysis within the WHPA is therefore an important tool for assessing potential risks to the Town supply wells. Because the Bow River Aquifer is largely comprised of sands and gravels, rates of groundwater movement tend to be fast, and aquifer contamination within the WHPA might rapidly pose a risk to the Town's water supply in absence of mitigation (e.g., remediation of any spills, should they occur). The above-mentioned factors are typically considered through groundwater modelling. A groundwater model is a mathematical representation of groundwater flow through an aquifer.

Currently in use supply wells PW2 and PW1A were installed in 1995 (AGRA 1996) and 2014 (Stantec 2015), respectively, with PW1A replacing former supply well PW1. The need to replace relatively shallow former supply well PW1 arose due to the detection of polycyclic aromatic hydrocarbons (PAH) in the groundwater. Consequently, a deeper well (PW1A) with less intrinsic vulnerability to aquifer contamination

was installed. The 1999 wellhead protection planning was done while shallow well PW1 was still in operation, and prior to PW1A coming online, and should therefore be updated. Additional groundwater data has been collected since 2002 with the installation of a piezometer network (AMEC 2002), improving understanding of groundwater flow in the aquifer and supporting a Hatfield (2022) groundwater model update, also warranting the present wellhead protection update study. Furthermore, the wellhead protection bylaw was implemented in 1999 but understanding of aquifer contamination risks has evolved since then (e.g., AMEC 2003; EPCOR 2003). The current update is a technical study taking into account these factors, leading to updated delineation of the WHPA for the Town's current water supply wells, and updated understanding of contamination risks for the aquifer and supply wells based on current land uses. Specific emphasis was also put on potential aquifer and water supply well contamination risks posed by the Town's stormwater management system, with this system discharging directly into the aquifer through the dry wells.

1.2 STUDY OBJECTIVES

The specific objectives of the Hatfield study were to:

- Define updated capture zones for the two groundwater supply wells (PW1A and PW2) using the newly constructed and calibrated groundwater model (Hatfield 2022).
- Compare the updated capture zones to the WHPA defined by AGRA in 1999.
- Define times of travel for the capture zone (one day, one week, one month, one year, 5 years) using the groundwater model.
- Define risks to aquifer contamination within the capture zone, considering land uses, and with an emphasis on stormwater management within the travel time areas.

The methods, results and interpretations of the updated wellhead protection study are documented in this report.

1.3 REPORT ORGANIZATION

This report is organized as follows:

- Section 2.0 provides context and setting for the wellhead protection study.
- Section 3.0 provides the updated capture zone analysis results (recommended updated WHPA).
- Section 4.0 provides a discussion of the risk of aquifer and supply well contamination, in consideration of permitted land uses and groundwater time of travel analysis.
- Section 5.0 provides recommendations for wellhead protection planning.

Technical details of the groundwater modelling supporting the assessments are provided in Appendix A1.

2.0 CONTEXT AND SETTING

2.1 TOWN WATER SUPPLY WELLS

Canmore is in the Bow Valley within Alberta's Rocky Mountains, approximately 80 km west of Calgary near the southeast boundary of Banff National Park. The Town has a population of approximately 17,000 residents (Canmore UMP 2017). The Town is underlain by the unconfined Bow Valley Aquifer, locally comprised predominantly of sands and gravels. Canmore sources approximately 50% of its water from two supply wells installed in this aquifer. The Town's water supply wells are located at 400 Railway Avenue in Canmore, about 50 m from Policeman Creek (Figure 1). Original (currently inactive) water supply well PW1 was installed in 1976 at a shallow depth of 19 m. A second supply well PW2 was installed in 1996 (AGRA 1996) at 39 to 43 m depth. PW1A was subsequently installed in 2014 to a depth of 58 to 64 m (Stantec 2015), replacing shallow well PW1.

2.2 BOW VALLEY AQUIFER

A full discussion of Bow Valley Aquifer conditions is provided in Hatfield (2022), with a brief summary provided below.

2.2.1 Geology

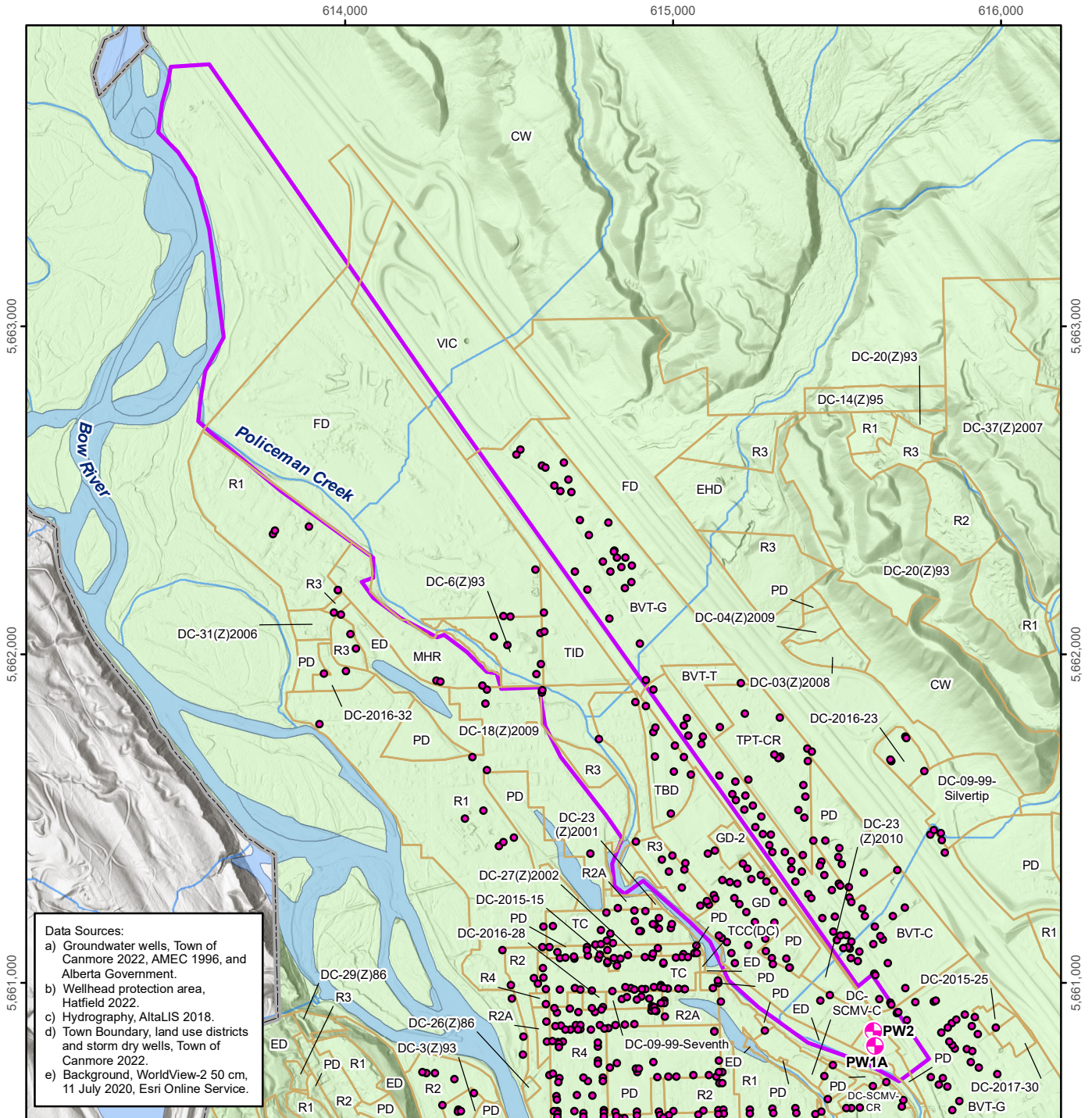
Significant drilling has been completed in the immediate vicinity of the supply wells, with installation of PW2 and OW2 by AGRA (1996) and installation of PW1A and OW1A by Stantec (2015). The geology near the Town supply wells is most recently described by Stantec (2015) and shown in Figure 2. The cross-section shows three distinct gravel intervals in which historical supply well PW1 (gravel #1, about 20 m thick near supply wells) and current supply wells PW2 and PW1A are screened. PW2 is screened into the intermediate-depth gravel (gravel # 2, about 10 m thick near the supply well) from 39 to 43 m below ground surface (m bgs) while PW1A is screened into the upper portion of the deepest gravel unit (gravel #3) from 57 to 64 m bgs.

The gravel intervals in which the supply wells are screened are separated by sand intervals as shown in Figure 2. While these sand intervals are interpreted to be finer grained, they are not expected to act as confining beds that provide protection from aquifer contamination. Multiple studies have also noted a thin silt or till layer near the surface with a thickness around 1-5 m (Stantec 2015, Thurber 2019 and ISL 2021), which is referred to as Canmore Till in Figure 2.

2.2.2 Groundwater Flow Direction

Groundwater flow will generally follow topographic slopes from higher to lower elevations. Within the Bow Valley, groundwater flow is generally from northwest to southeast parallel to the Bow River as shown in Figure 3. Contamination risk for the Town supply wells is therefore mostly limited to recharge areas northwest of the wells.

Figure 1 Previous well head protection area, dry wells and land use districts.



Data Sources:
 a) Groundwater wells, Town of Canmore 2022, AMEC 1996, and Alberta Government.
 b) Wellhead protection area, Hatfield 2022.
 c) Hydrography, AltaLIS 2018.
 d) Town Boundary, land use districts and storm dry wells, Town of Canmore 2022.
 e) Background, WorldView-2 50 cm, 11 July 2020, Esri Online Service.

Legend

Project Features

- Pumping Well
- Dry Wells
- Wellhead Protection Area (AGRA 1996)

Base Features

- Canmore Town Boundary
- Waterbodies
- Watercourses
- Land Use Districts

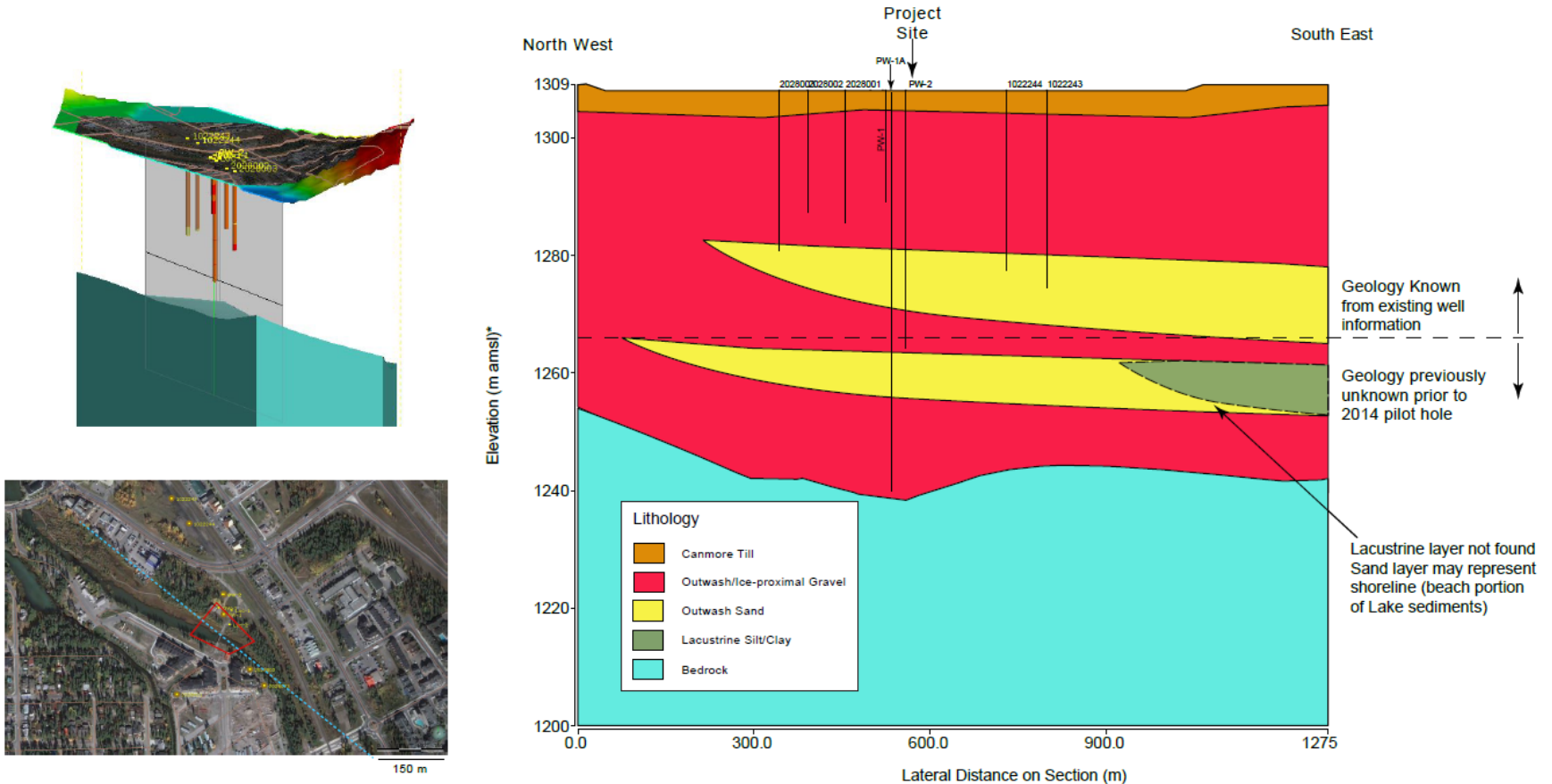


0 100 200 400 m
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Wellhead Protection Update

Figure 2 Stantec (2015) cross-section near the Town supply wells.



Key Plan Legend
 Site Boundary
- - - - - Section Line

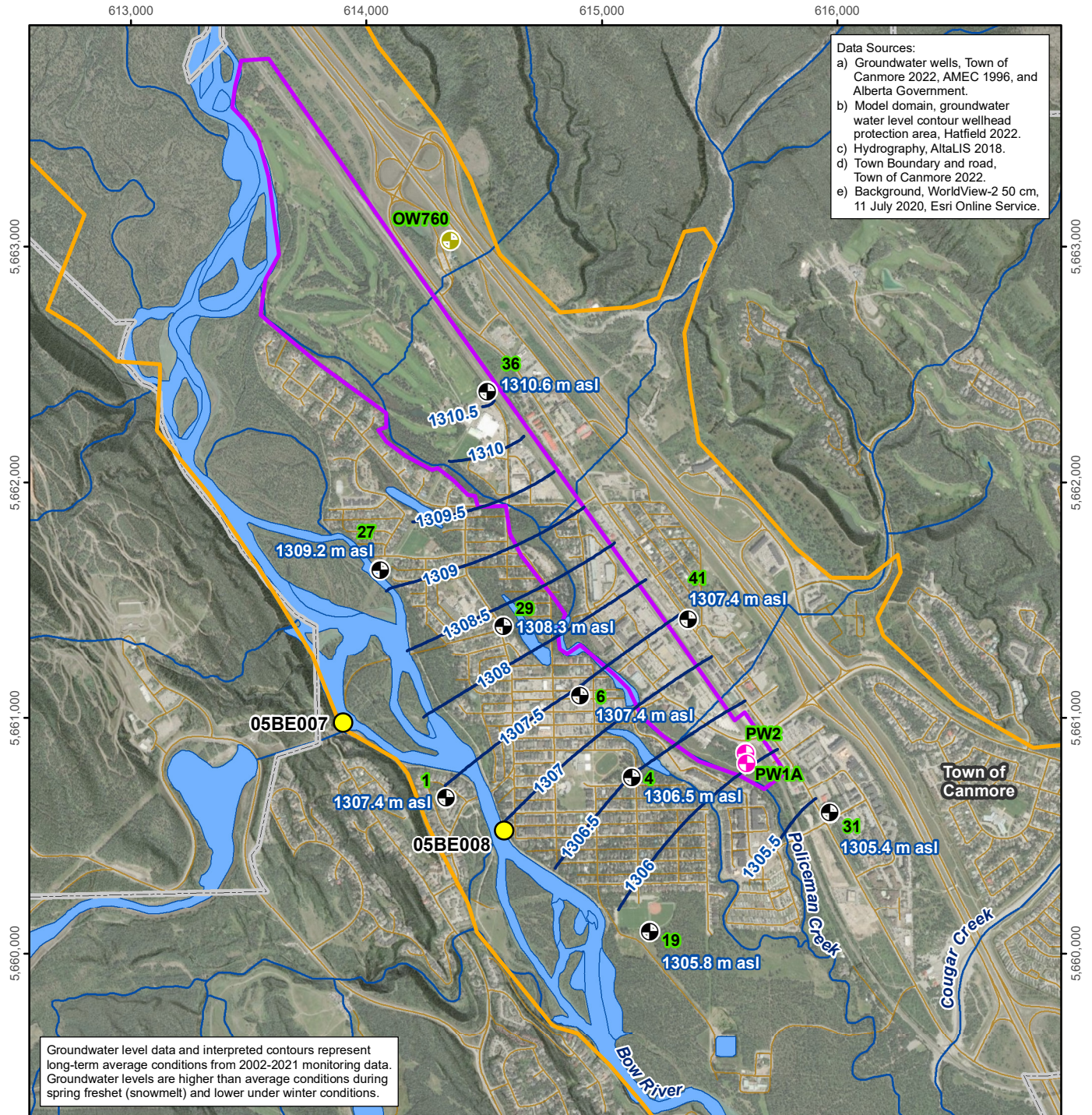
Projection: 10TM Resonance Datum: NAD83
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 GeoEye, USDA, USDA, Aerial, GeoEye, Aerial, IGN,
 IGF, satellite, and the GIS User Community

Client/Project
 Canmore PW-1 Replacement
 Pumping well and observation well installation
 and testing program

Figure No.
 7

Title
 HYDROGEOLOGIC CROSS SECTION

Figure 3 Contoured groundwater level data representing 2002 – 2021 average conditions.



Legend

- | | |
|-------------------------|--|
| Project Features | |
| | Town Monitored Well |
| | GOWN Network Well |
| | Pumping Well |
| | Historic WSC Station |
| | Groundwater Water Level Contours (0.5m interval) |
| | Wellhead Protection Area (AGRA 1996) |
| Base Features | |
| | Canmore Town Boundary |
| | Waterbodies |
| | Watercourses |
| | Roads |



0 200 400 600 m
 Scale: 1:25,000
 Projection: NAD 1983 UTM Zone 11N



GWUDI Determination

2.3 WELLHEAD PROTECTION PLANNING

Context and rationale for the need for wellhead protection planning was briefly provided in Section 1.0 of this report and was also given in AGRA (1999). The AGRA (1999) wellhead protection plan implemented by the Town was based on the United States Environmental Protection Agency (US-EPA) 1993 publication “wellhead protection: a guide for small communities), and involved the following steps:

- Step 1: Form a community planning team;
- Step 2: Delineate the Wellhead Protection Area;
- Step 3: Identify and Locate Potential Sources of Contamination;
- Step 4: Manage the Wellhead Protection Area; and
- Step 5: Plan for the Future.

The British Columbia (BC) Well Protection Toolkit (2004)¹, which is used in Section 4.0 of this report, closely follows the steps of the 1993 US-EPA guidance. Relevant guidance has also been developed in Alberta. The Alberta Guide to Source Water Protection Planning (Alberta Water Council 2020)² provides the general steps to be taken in source water protection:

- Step 1: Involve Key Groups and Create a Vision (Step 1 in AGRA 1999);
- Step 2: Characterize Your Source Water Area (Steps 2 and 3 in AGRA 1999);
- Step 3: Set Goals (Step 4 in AGRA 1999);
- Step 4: Develop an Action Plan (implementation of AGRA, 1999 by the Town);
- Step 5: Implement the Action Plan (implementation of AGRA 1999 by the Town); and
- Step 6: Evaluate and Revise Periodically (Step 5 in AGRA 1999).

Overall, the 1999 wellhead protection plan, therefore, is consistent with current Alberta guidance (and remains relevant) albeit organized along somewhat different steps. The current wellhead protection update involves Steps 2 and 3 of the 1999 wellhead protection plan (as provided in report Section 3.0 and Section 4.0, respectively), which correspond to Step 2 in the Alberta guidance.

2.4 WELLHEAD PROTECTION AREA AND TOWN LAND USES

The previously delineated WHPA (AGRA 1999) is shown in Figure 1. This wellhead protection area was established as follows:

- Capture zone analysis using particle tracking was conducted for PW2 and original shallow supply well PW1, which is currently no longer used.
- A 200 m buffer zone was drawn around the model-determined capture zone.
- The capture zone was extended upgradient to Bow River based on availability of land use data.

¹ https://www.env.gov.bc.ca/wsd/plan_protect_sustain/groundwater/wells/well_protection/acrobat.html

² <https://open.alberta.ca/publications/9781460146378>

The 1999 WHPA crossed several defined land use boundaries (Figure 1 and Table 1), including residential, commercial, industrial, environmental/conservation, public use, and direct control districts. These districts are subject to permitted and discretionary uses that can be found in the Town's land use bylaw (LUB 2018- 22). Permitted uses are applications that are permitted on a specific land parcel within a land district. While a discretionary use may be permitted requiring a decision-making body to exercise prior judgment to its approval, conditional approval or denial. Regardless of permitted and discretionary uses, the following uses and developments are prohibited within the WHPA unless a district contains regulations that require use-specific conditions for the extraordinary protection of groundwater within the WHPA (e.g., automotive and equipment repair within the GD-2 Land Use District):

- Automotive and equipment repair;
- Hazardous waste recycling depot;
- Hazardous waste transfer stations;
- Gas bar and service station;
- Laboratory;
- Laundry facility;
- Laundry facility, industrial; and
- Any other uses or developments that are determined through a Qualified Professional (QP) assessment to pose a serious risk to the aquifer.

While the previously cited provincial resources (BC Well Protection Toolkit; Alberta Guide to Source Water Protection Planning) provide an overview of potential sources of aquifer contamination (discussed further in Section 4.1), they do not give a comprehensive list of recommended prohibited land uses within a WHPA. This is typically not a strictly technical consideration but may also involve discussions with Town planners and/or stakeholders (e.g., business organizations) per the stepwise process outlined in Section 2.3. Recommendations for review of the above list contained in LUB 2018- 22 are provided in Section 5.

For construction projects located in the WHPA, a hydrogeological report may be required, depending on the type of development proposed, in accordance with the Town's Land Use Bylaw. For projects in the WHPA conforming to the Land Use Bylaw, the Town engineer may alternatively require a letter from the consulting engineer stating that no adverse impacts on the aquifer are anticipated due to construction or the design of the project.

2.5 STORMWATER MANAGEMENT

The Town currently does not have a piped stormwater collection system in the valley bottom. Stormwater is directed to dry wells and water bodies through a system of ditches, gutters and graded slopes. Dry wells are typically completed in gravel, with the base of the dry well below the existing groundwater table (AMEC 2003 and Mountain Engineering 2006). It is considered that all stormwater reaching the dry wells and perforated pipes is discharged into the aquifer. Currently, there are 71 dry wells located within the 1999 WHPA (Figure 1).

Given land constraint issues in central Canmore, the most common stormwater treatment used is an oil/grit separator (OGS). An OGS is a settling tank that traps and separates hydrocarbons before discharging into the aquifer. Older dry wells may not employ best management practices and contain oil grit separators. Specific information on these older dry wells (i.e., their location) was not available for the present study. It is understood that the Town has information where OGS are present and that this information could be used to inform an emergency response plan should a spill occur. Furthermore, updated best practices and emerging technologies for stormwater treatment that provide improved performance over OGS are provided in BC Ministry of Environment (2014) and Department of Technology (2018 a, b).

Generally, stormwater management systems, such as the one in central Canmore, pose environmental risks to the underlying aquifer. The first risk involves the gradual accumulation over time of pollutants like hydrocarbons, heavy metals, and chlorides from stormwater runoff into the aquifer. The use of oil/grit separators (OGS) somewhat mitigates this risk. The second risk arises from sudden events, such as hazardous material spills, which can rapidly introduce harmful substances into the stormwater system and the aquifer.

Table 1 Land Use districts within the 1999 wellhead protection area.

District Type	Land Use Code	Description
Residential	R1	RESIDENTIAL SINGLE FAMILY-DETACHED DISTRICT
	R3	RESIDENTIAL COMPREHENSIVE MULTIPLE UNIT DISTRICT
	MHR	MANUFACTURED HOME FAMILY RESIDENTIAL DISTRICT
Commercial	BVT-C	BOW VALLEY TRAIL CENTRAL DISTRICT
	BVT-G	BOW VALLEY TRAIL GENERAL DISTRICT
	GD	GATEWAY COMMERCIAL DISTRICT
	GD-2	GATEWAY COMMERCIAL DISTRICT WITH AUTOMOTIVE USES
	VIC	VISITOR INFORMATION CENTRE DISTRICT
	TBD	TRANSITION BUSINESS DISTRICT
Direct Control Districts	DC-23(Z)2010	MULTIPLEX DISTRICT
	DC-6(Z)93	CANMORE COLLEGIATE SCHOOL DIRECT CONTROL DISTRICT
Industrial	TID	TRANSITION INDUSTRIAL DISTRICT
Other	CW	CONSERVATION OF WILDLANDS DISTRICT
	ED	ENVIRONMENTAL DISTRICT
	FD	FUTURE DEVELOPMENT DISTRICT
	PD	PUBLIC USE DISTRICT

3.0 WELLHEAD PROTECTION AREA UPDATE

3.1 CAPTURE ZONES ANALYSIS

Raw capture zone analysis results from the groundwater modelling are provided in Section A1.3.1 (Appendix A1) and include sensitivity analyses that consider knowledge and uncertainty about the Bow River Aquifer characteristics. Based on Hatfield's evaluation of available groundwater data and groundwater model performance in representing these data (Hatfield 2022), the recommended updated WHPA is provided in Figure 4. The use of a buffer zone around the raw model-determined capture zone, as was done in AGRA (1999) is not deemed necessary as the groundwater model outputs (Appendix A1) already account for uncertainty through the above-mentioned sensitivity analyses.

3.2 COMPARISON WITH 1999 WELLHEAD PROTECTION AREA

Overall, the shape and extend of the updated capture zone (Figure 4) is similar to the previous WHPA area (AGRA 1999). However, the updated groundwater modelling results in a capture zone that is larger than the 1999 WHPA. This is expected given that the previous WHPA analysis was done while shallow well PW1 was in operation, whereas currently, the deeper replacement well PW1A is in operation (Section 2.1). Shallow wells tend to have a smaller area of groundwater capture (due to more direct connection to surface groundwater recharge areas such as Bow River and Policeman Creek) while deeper wells are typically characterized by a larger capture zone (less direct connection to recharge areas).

The updated capture zone extends further to the east across the train tracks out to the Highway 1 corridor and incorporates nine additional land use districts, with the Bow Valley Trail Teepee Town Commercial District (BVT-T) and Teepee Town Comprehensive Redevelopment District (TPT-CR; Table 2) being the largest. The updated capture zone also slightly extends westward relative to the 1999 WHPA in select areas, although the difference with the existing WHPA is relatively minimal. The west edge of the recommended updated WHPA generally follows Policeman Creek as a natural boundary. The updated capture zone (Figure 4) is comprised of the following land use types:

- Residential: 6%
- Commercial: 37%
- Industrial: 2%
- Direct Control: 3%
- Conservation: 19%
- Environmental: 4%
- Future Development: 24%
- Public use: 4%

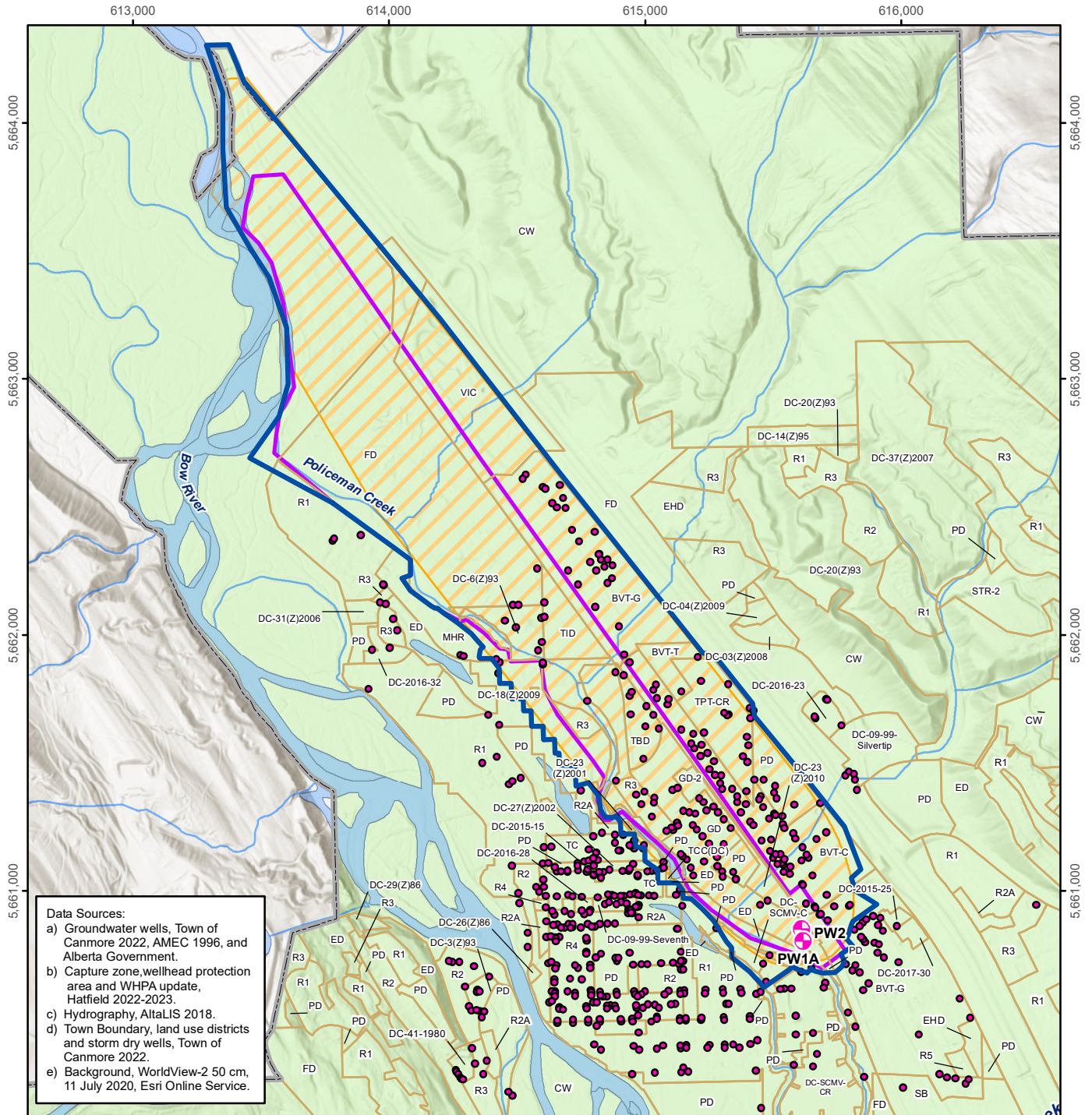
Table 2 Land Use districts within the recommended updated wellhead protection area.

District Type	Land Use Code	Description
Residential	R1	RESIDENTIAL SINGLE FAMILY-DETACHED DISTRICT
	R2A	R2A RESIDENTIAL LOW DENSITY DISTRICT
	R3	RESIDENTIAL COMPREHENSIVE MULTIPLE UNIT DISTRICT
	MHR	MANUFACTURED HOME FAMILY RESIDENTIAL DISTRICT
Commercial	BVT-C	BOW VALLEY TRAIL CENTRAL DISTRICT
	BVT-G	BOW VALLEY TRAIL GENERAL DISTRICT
	BVT-T	BOW VALLEY TRAIL TEEPEE TOWN COMMERCIAL DISTRICT
	TPT-CR	TEEPEE TOWN COMPREHENSIVE REDEVELOPMENT DISTRICT
	GD	GATEWAY COMMERCIAL DISTRICT
	GD-2	GATEWAY COMMERCIAL DISTRICT WITH AUTOMOTIVE USES
	VIC	VISITOR INFORMATION CENTRE DISTRICT
	TBD	TRANSITION BUSINESS DISTRICT
TC	TOWN CENTRE DISTRICT	
Industrial	TID	TRANSITION INDUSTRIAL DISTRICT
Direct Control	DC-18(Z)2009	RESIDENTIAL SINGLE-FAMILY DETACHED WETLAND DC DISTRICT
	DC-23(Z)2001	MALLARD ALLEY GUEST HOUSE DC DISTRICT
	DC-23(Z)2010	MULTIPLEX DISTRICT
	DC-6(Z)93	CANMORE COLLEGIATE SCHOOL DIRECT CONTROL DISTRICT
	DC-SCMV-C	SPRING CREEK MOUNTAIN VILLAGE VISITOR ACCOMMODATION DC DISTRICT
	DC-SCMV-CR	SPRING CREEK MOUNTAIN VILLAGE COMPREHENSIVE RESIDENTIAL DC DISTRICT
TCC(DC)	TOWN CENTRE CREEKSIDE DC DISTRICT [03(Z)2009DC]	
Conservation	CW	CONSERVATION OF WILDLANDS DISTRICT
Environmental	ED	ENVIRONMENTAL DISTRICT
Future Development	FD	FUTURE DEVELOPMENT DISTRICT
Public use	PD	PUBLIC USE DISTRICT

Red indicates that the land use district was not within the previous WHPA (AGRA 1999).

The 1999 WHPA encompassed 201 individual properties. The updated capture zone includes 455 properties (Figure 5), with this large increase mainly attributable to smaller individual residential properties being captured. Per Town direction, where there is partial overlap between the updated capture zone (Figure 4) and a property boundary, the entire property is included in the WHPA (as shown in Figure 4 and Figure 5). This approach leads to several “captured” properties extending substantially west and south from the interpreted well capture zone, some of these “captured properties were excluded or cut-off from the final WHPA with feedback from the Town. A full list of properties included in the 1999 and recommended updated WHPA is provided in Appendix A2.

Figure 4 Model determined capture zone and recommended updated wellhead protection area.



Legend

Project Features

- Pumping Well
- Dry Wells
- Wellhead Protection Area (AGRA 1996)
- Recommended WHPA Update
- Updated Capture Zone

Base Features

- Canmore Town Boundary
- Waterbodies
- Watercourses
- Land Use Districts



0 250 500 m

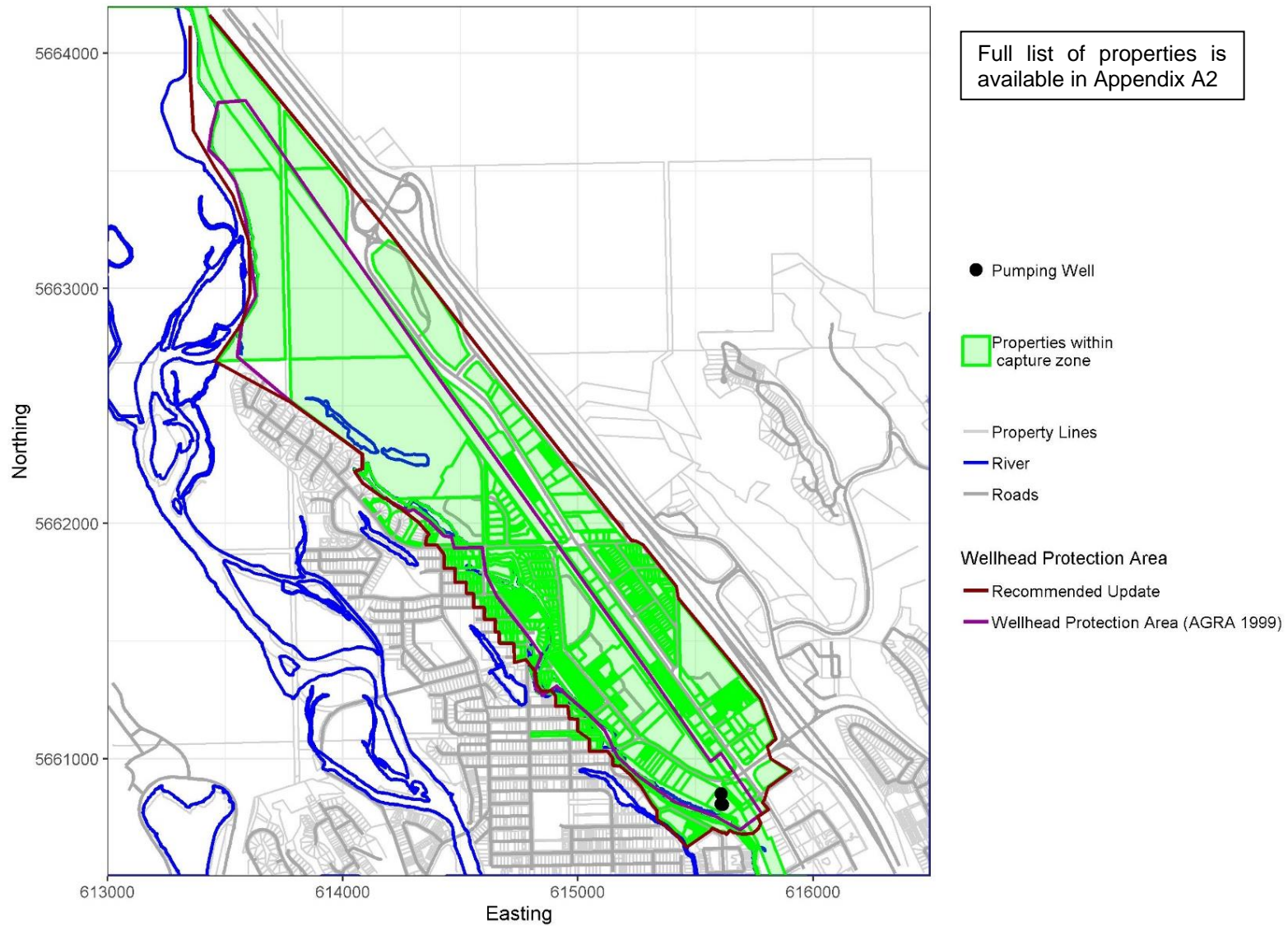
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Projection: NAD 1983 UTM Zone 11N



Wellhead Protection Update

Figure 5 Properties located within the updated water well capture zone (recommended updated WHPA).



4.0 CHARACTERIZATION OF WELLHEAD PROTECTION AREA

4.1 POTENTIAL SOURCES OF AQUIFER CONTAMINATION

Types of contaminants affecting source water quality may be biological, chemical, physical or radiological (Alberta Water Council 2020). The emphasis of this wellhead protection update is on potential chemical sources of contamination. Generally, potential contaminant sources can be classified in several categories as, for example, done in the BC Well Protection Toolkit (Table 3). The Alberta Guide to Source Water Protection Planning does not provide a similar specific list.

Table 3 Sources of Contamination (from BC Well Protection Toolkit).

Source activities	Sources and Quantity of Potential Contaminants	Chemical Category
INDUSTRIAL	<p>MAJOR: Chemical manufacturing, electronics, petroleum refining and storage, metal treating, food processing, wood and pulp processing, textile manufacturing.</p> <p>MODERATE/SMALL: Gravel pits.</p>	Organic solvents, petroleum, other organics, metals
COMMERCIAL	<p>MAJOR: Gas stations, furniture strippers, drum cleaning.</p> <p>MODERATE: Dry cleaners, junk yards auto repair and body shops, pest control companies, photographic processing, machine shops, auto part stores, lawn and garden/farm stores, paint stores, hardware stores, medical facilities.</p> <p>SMALL: Grocery stores, department stores, office buildings, laundromats, food service, shoe repair, barber and beauty shop.</p>	<p>Petroleum, organics</p> <p>Organic solvents, petroleum, pesticides, metals, nitrates, other organics</p> <p>Organics, petroleum</p>
AGRICULTURAL	<p>MODERATE: Heavy chemical use agricultural (fruits and vegetables), abandoned wells, manure storage (lagoons, stockpiles).</p> <p>SMALL: Low chemical use agriculture (forage crops).</p>	<p>Nitrates, pesticides, pathogens, chloride</p> <p>Nitrates</p>
RESIDENTIAL	<p>MODERATE: Urban housing, high density (>5 dwelling units per hectare) using septic systems, trailer parks, abandoned wells, sewer mains.</p> <p>SMALL: Moderate and low density (<5 dwelling units per hectare) using septic systems.</p>	<p>Nitrates, pesticides, petroleum, other organics, pathogens</p> <p>Nitrates, pesticides, petroleum, other organics, pathogens</p>
TRANSPORTATION CORRIDORS	<p>MAJOR TO SMALL: Highways, roads, underground pipelines.</p>	Spill events, fuel, road salt
<p>Source: adapted from <i>Groundwater Supply Source Protection, A Guide for Localities in Upstate New York</i> (1994). Prepared by the Schenectady County Planning Department in cooperation with the Capital Regional Planning Commission and the New York State Department of the Environment Cooperative.</p>		

4.2 AQUIFER CONTAMINATION CONCERNS WITHIN THE WELLHEAD PROTECTION AREA

4.2.1 Town Land Use Districts

The 1999 wellhead protection planning study (AGRA 1999) included a contaminant inventory survey, which indicated that within the current WHPA:

- 30% of the sites did not represent an environmental concern.
- 55% of the sites represent a low potential for environmental concern.
- 10% of the sites represent a medium environmental concern.
- 5% of the sites represent high environmental concern.

The current update takes a different approach using the BC Toolkit list of potential sources of contamination (Table 3) as a guide to assign different concern categories to different activities or land uses (i.e., industrial, commercial, agricultural, residential and transportation corridors). This assessment is based on permitted land uses as contained in the Town's Land Use Bylaw (LUB) 2018-22. It is therefore noted that a formal contaminant inventory was not conducted for this update. A formal contaminant inventory would typically include a review of historical documents, public and private databases, possibly supported by a survey as done by AGRA (1999). Because of the broad-brush nature of the current update, contaminant sources cannot be classified into specific categories such as: point sources (i.e., tanks, facilities, landfills, etc.), non-point sources (i.e., pesticides, fertilizers, septic systems, storm drains, etc.) and line sources (i.e., highways, pipelines, rail lines, etc.), as is, for example, recommended in the BC Toolkit.

Properties within the recommended updated WHPA include 18 land use districts (Table 3), that include residential, commercial, industrial, direct control, conservation, environmental, future development and public uses. The Town land uses were classified by potential aquifer contamination concern as shown in Table 4.

- Higher concern for potential use and storage of contaminants
- Moderate concern for potential use and storage of contaminants
- Lower concern for potential use and storage of contaminants

The Table 4 ranking was subsequently used to infer potential aquifer contamination concern associated with the different land use districts within the recommended updated WHPA as shown in Table 5. Potential aquifer contamination concern was assessed for permitted land uses. The inferred potential aquifer contamination concern associated with different land use districts is also shown in Figure 6. Considering permitted land uses, most of the area covered by the recommended updated WHPA is characterized by low to moderate concern for activities potentially causing aquifer contamination. That is, the Town's land use planning has successfully eliminated higher concern activities from the wellhead protection area, except for the transitional industrial district (Figure 6, Table 5, Appendix A3). However, this assessment may need to be verified against actual activities through a survey or other means (field verification was outside the scope of the present update).

4.2.2 Transportation Corridors

The railway corridor that runs through the Town falls under Federal jurisdiction and is therefore not included in the Town land use districts while Highway 1, which abuts the recommended updated WHPA to the east also does not fall under Town jurisdiction (i.e., neither are captured in Figure 6). Based on the BC Well Protection Toolkit ranking (Table 3), these corridors could be associated with a lower to higher concern of aquifer contamination. Aquifer contamination concerns associated with Highway 1 mainly resolve around potential spills resulting from accidents and road salting while concerns posed by the railway corridor depend on specific activities that may occur on the railway property within the WHPA (not presently known).

4.2.3 Stormwater Management System (Dry Wells)

The potential concern associated with the operation of dry wells is that contaminants originating from runoff from developed areas or accidental spills (i.e., hydrocarbons) may end up being discharged directly into the aquifer. It is understood that the shallow groundwater system shows signs of water quality impacts from anthropogenic activities (AMEC 2003) while deeper horizons accessed by the current production wells (PW1A, PW2) are not impacted (EPCOR 2003). Given that collection of runoff is mostly associated with transportation corridors (i.e., road salting, potential spills resulting from accidents), based on the BC Wellhead Protection Toolkit ranking (Table 3), the dry wells could be associated with a lower to higher concern of aquifer contamination. The concern ranking of individual dry wells also depends on presence of OGS as discussed in Section 2.5, such that newer dry wells with an OGS might have a lower aquifer contamination concern ranking than older dry wells without this system in place. A more defined aquifer contamination ranking for individual dry wells could therefore likely be derived based on:

- The area of capture of the dry well (i.e., drainage/runoff to the dry well).
- Land use activities within that capture area (per Section 4.2.1) while also considering road salting and potential for spills resulting from accidents. Dry wells are correlated with different land uses in Table 5.
- Presence/absence of OGS (It is understood that the Town has information where OGS are present but this information was not available for current study).

This more detailed assessment was outside the scope of the present update. Specific recommendations to limit the risk of aquifer contamination posed by the dry wells are provided in AMEC (2003). It is also noted that some municipalities with similar stormwater infiltration systems as Canmore (e.g., Abbotsford and Chilliwack in British Columbia) have started implemented by-laws aimed at setting stormwater treatment objectives in accordance with best practices (e.g., BC Ministry of Environment 2014) that provide enhanced performance over traditional OGS. BC Ministry of Environment (2014) refers to guidance by the Washington State Department of Ecology. The Washington State Technology Assessment Protocol – Ecology (TAPE) provides a peer-reviewed regulatory verification and certification process for emerging stormwater treatment technologies (Department of Ecology 2018a, b)³. This certification process is also recognized in Canada through the Environmental Technology Verification (ETV) Program⁴.

³ <https://apps.ecology.wa.gov/publications/documents/1810038.pdf>

⁴ https://etvcanada.ca/wp-content/uploads/2022/03/ETV-Bulletin-CETV-2022-02-0001_final.pdf

Table 4 Permitted uses in LUB 2018-22 and inferred ranking of potential aquifer contamination concern.

Lower Concern			Moderate Concern	Higher Concern
Accessory Building	Detached Dwelling (with an Accessory Dwelling Unit)	Open Space	Agriculture, Extensive	Automotive and Equipment Repair
Accessory Dwelling Unit	Drive-In/Drive-Through Food Service [2020-19]	Pedestrian Pathway	Agriculture, Intensive	Automotive Sales and Rentals
Accessory Uses to developments approved prior to third reading of Bylaw 09-99 [2020-17]	Duplex Dwelling	Perpetually Affordable Housing	Apartment Building	Gas Bar and Service Station
Administrative/Sales Office	Dwelling Units (above the ground floor)	Personal Service Business	Apartment Building (above the ground floor) [2020-16]	Hospital
Amusement	Eating and Drinking Establishment	Pet Care Facility	Accessory Buildings directly associated with a Comprehensively Planned High School	Industrial Sales and Rentals
Arcade	Educational Institution	Public and Quasi-Public Buildings	Brewery/Distillery	Lumber Yard
Arts and Craft Studio [2020-16]	Employee Housing	Public Building	Cemetery	Public Transportation Terminal
Arts and Crafts Studio	Employee Housing (above the ground floor)	Public Utility Trail	Comprehensively Planned High School	Recycling Depot
Athletic and Recreational Facility	Entertainment Establishment	Retail Sales	Contractor Service and Repair	Transportation Terminal
Athletic and Recreational Facility, Indoor	Existing developments on a specific site prior to third reading of Bylaw 09-99 [2020-17]	Retail Sales (maximum GFA 300.0 m ²)	Essential Public Service (depending on service)	
Athletic and Recreational Facility, Outdoor	Financial Institution	Retail Store	Funeral Home	

Table 4 (Cont'd.)

Lower Concern			Moderate Concern	Higher Concern
Attached Accessory Dwelling Unit	Home Occupation – Class 1	Signs	Industrial Sales and Rentals	
Bed and Breakfast	Home Occupation – Class 1 Manufactured Dwelling	Staff Accommodation	Laundry Facility	
Campground	Home Occupation – Class 1 Open Space Public Utility	Temporary Business	Light Manufacturing	
Cannabis Retail Store	Home Occupation – Class 2	Temporary Staff Housing	Logging Operation	
Care Facility	Hostel	Tourist Home	Medical Clinic	
Common Amenity Housing	Housing Home Occupation – Class 2	Townhouse	Outdoor Brewery/Distillery	
Convenience Store	Kennel	Townhouse, Stacked	Printing Establishment	
Convention Facility	Liquor Store	Visitor Accommodation	Public Transportation Terminal	
Cultural Establishment	Manufactured Dwelling	Wholesale Sales	Public Utility	
Day Care	Office	Wildlife Corridor	Public Building	
Day Care Facility	Office (above the ground floor)	Wildlife Habitat Patch	Taxi Stand	
Detached Dwelling	Parks and Playgrounds		Veterinary Clinic Warehouse	

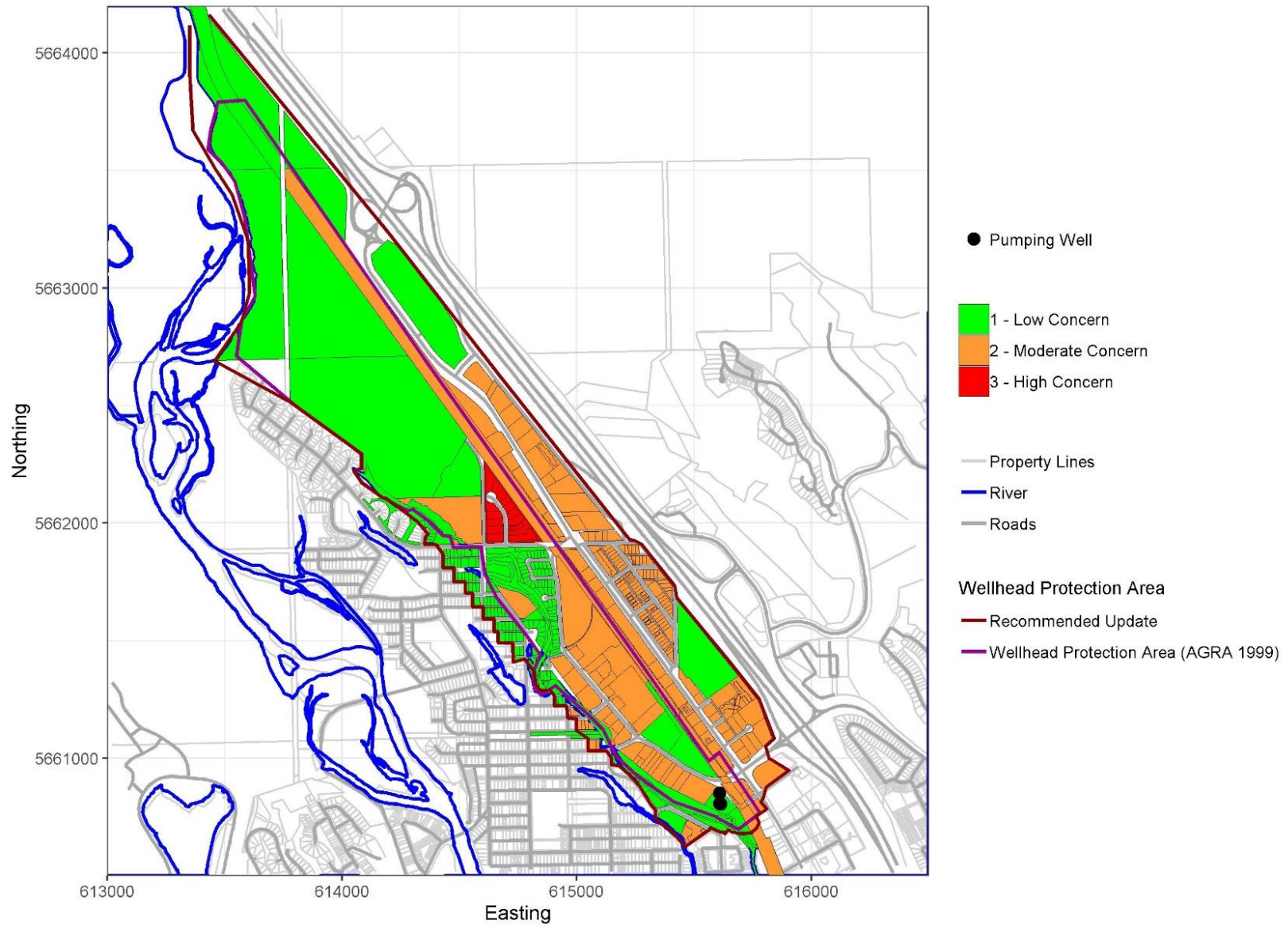
Table 5 Potential aquifer contamination concerns based on permitted land uses.

Type	LUC_COD	Name	Permitted	Number of Properties	Number of Dry Wells	Area of Properties within Recommended WHPA (m ²)
Residential	R1	RESIDENTIAL SINGLE FAMILY-DETACHED DISTRICT	low	138	2	80,012
	R2A	R2A RESIDENTIAL LOW DENSITY DISTRICT	low	3		1,220
	R3	RESIDENTIAL COMPREHENSIVE MULTIPLE UNIT DISTRICT	moderate	4	9	29,818
	MHR	MANUFACTURED HOME FAMILY RESIDENTIAL DISTRICT	low	9	1	20,167
Commercial	BVT-C	BOW VALLEY TRAIL CENTRAL DISTRICT	moderate	49	62	157,502
	BVT-G	BOW VALLEY TRAIL GENERAL DISTRICT	moderate	38	33	298,572
	BVT-T	BOW VALLEY TRAIL TEEPEE TOWN COMMERCIAL DISTRICT	moderate	8	2	12,661
	TPT-CR	TEEPEE TOWN COMPREHENSIVE REDEVELOPMENT DISTRICT	moderate	100	11	53,584
	GD	GATEWAY COMMERCIAL DISTRICT	moderate	31	30	128,939
	GD-2	GATEWAY COMMERCIAL DISTRICT WITH AUTOMOTIVE USES	moderate	1		12,301
	VIC	VISITOR INFORMATION CENTRE DISTRICT	low	1		81,249
	TBD	TRANSITION BUSINESS DISTRICT	moderate	1	9	33,082
	TC	TOWN CENTRE DISTRICT	moderate	6	1	4,554
Industrial	TID	TRANSITION INDUSTRIAL DISTRICT	high	16	2	37,865
Direct Control	DC-18(Z)2009	RESIDENTIAL SINGLE-FAMILY DETACHED WETLAND DC DISTRICT	low	2		835
	DC-23(Z)2001	MALLARD ALLEY GUEST HOUSE DC DISTRICT	low	1		427
	DC-23(Z)2010	MULTIPLEX DISTRICT	low	1		20,835
	DC-6(Z)93	CANMORE COLLEGIATE SCHOOL DIRECT CONTROL DISTRICT	moderate	2	5	35,555
	DC-SCMV-C	SPRING CREEK MOUNTAIN VILLAGE VISITOR ACCOMMODATION DC DISTRICT	low	3		9,293
	DC-SCMV-CR	SPRING CREEK MOUNTAIN VILLAGE COMPREHENSIVE RESIDENTIAL DC DISTRICT	moderate	2		5,488

Table 5 (Cont'd.)

Type	LUC_COD	Name	Permitted	Number of Properties	Number of Dry Wells	Area of Properties within Recommended WHPA (m ²)
Direct Control (Cont'd.)	TCC(DC)	TOWN CENTRE CREEKSIDE DC DISTRICT [03(Z)2009DC]	moderate	1		611
	CW	CONSERVATION OF WILDLANDS DISTRICT	low	7		411,543
	ED	ENVIRONMENTAL DISTRICT	low	19	3	95,654
	FD	FUTURE DEVELOPMENT DISTRICT	low	4	3	517,127
Other	PD	PUBLIC USE DISTRICT	low	8	15	91,652

Figure 6 Potential aquifer contamination concerns based on permitted uses in LUB 2018-22.



4.3 POTENTIAL FOR CONTAMINANT MIGRATION TO SUPPLY WELLS

4.3.1 Interpreted Contaminant Migration Pathways

If aquifer contamination were to occur within the WHPA, supply wells PW1A and PW2 would be at potential risk for a variety of reasons (AMEC 2003):

- The high hydraulic conductivity of the aquifer and groundwater gradients would allow pollutants to move quickly through the system.
- The aquifer porous medium is gravel and sand which provided limited natural attenuation of pollutants.

The depth of the Town's water supply wells may provide some protection of groundwater quality but they remain susceptible to pollutants that are heavier than water (AMEC 2003). That is, aqueous phase contaminants (i.e., those dissolved in groundwater) and Light Non-Aqueous Phase Liquids (LNAPLs) within capture zone could travel in shallow gravel intervals above the production wells but the deeper gravel intervals would still be susceptible to Dense Non-Aqueous Phase Liquids or DNAPLs (e.g., as associated with dry cleaning products). Examples of LNAPLs are benzene, toluene, xylene, and other hydrocarbons associated with gasoline products while examples of DNAPLs include chlorinated solvents, coal tar, creosote, polychlorinated biphenyl (PCBs), mercury, extra heavy crude oil, and certain per- and polyfluoroalkyl substances (PFAS).

Prospective vertical groundwater pathways from recharge areas to the water supply wells are conceptually illustrated in Figure 7 based on groundwater model results presented in Appendix A1 and indicate the following:

- The majority of groundwater reaching the supply wells originates from the Bow River (about 3-5 km upgradient from supply wells) and from regional groundwater sources with the intermediate depth gravel (gravel #2) in which PW2 is installed acting as the dominant pathway for groundwater flow.
- Upgradient portions of Policeman Creek (i.e., about 1-1.5 km northwest of the supply wells) may act as a secondary recharge area for the supply wells.
- Local recharge from Policeman Creek from the area immediately adjacent to supply wells is not predicted.

These groundwater pathway inferences would tend to suggest that dissolved phase and LNAPL contaminants released further away (upgradient) of the supply wells would be more likely to reach the wells, whereas light contamination released into aquifer at a closer distance to the wells might bypass the wells as they could remain in the shallow gravel (gravel #1). However, as noted, DNAPL contaminants released into the aquifer within the WHPA would likely reach the supply wells irrespective of location as this contamination may move vertically through the water column independent of groundwater pathways. To assess potential for shallow contamination by aqueous and LNAPL contaminants reaching the groundwater supply, the surface capture zone of the Town supply wells was evaluated (Appendix A1). Results are displayed in Figure 8 as a shallow capture zone (more susceptible to aqueous and LNAPL contamination)

and a subsurface capture zone (less susceptible to aqueous and LNAPL contamination, while still highly susceptible to DNAPL contamination). The shallow capture zone is quite narrow near the supply wells and widens closer to recharge sources (Bow River).

4.3.2 Groundwater Travel Time Analysis

Raw time of travel results from the groundwater modelling are provided in Section A1.3.2 (Appendix A1) and include sensitivity analyses that consider knowledge and uncertainty about the Bow River Aquifer characteristics. Based on Hatfield's evaluation of available data and groundwater model performance in representing these data, zones indicating potential groundwater travel time ranges to the PW1A and PW2 supply wells are provided in Figure 9 to Figure 11 (best estimate travel times together with optimistic high-end travel times and conservative low-end travel times), together with location of dry wells. Figure 12 to Figure 14 depict the same potential groundwater travel time ranges together with contamination concern rankings associated with primary land uses. Travel times are identical between these two sets of figures, only the superimposed information (dry wells, aquifer contamination concerns associated with primary land uses) is different.

4.3.2.1 Dry Wells

Potential ranges of groundwater travel times from the dry wells (stormwater discharge points) to the town water supply wells are summarized in Table 6. It is noted that these calculated travel time ranges reflect the migration of groundwater residing in the Bow Valley aquifer below a dry well location to the supply wells and do not consider whether discharge released from a dry well into the shallow gravel unit (gravel #1) may actually reach the supply wells installed in the deeper gravel intervals (gravel #2 and gravel #3). This latter aspect is captured by surface and subsurface capture zones shown in Figure 8 (discharge from dry wells located within the surface capture zone being more likely to reach the wells whereas discharge from dry wells outside the surface capture zone may bypass the wells, unless the discharge contains DNAPL contaminants). Most dry wells located within the recommended updated WHPA have groundwater travel times to the Town supply wells of one year or greater. There are only a small number of dry wells associated with groundwater travel times of less than one month. Calculated travel time ranges for individual dry wells are provided in Appendix A4 and in Figure 9 to Figure 11 (best estimate travel times together with optimistic high-end travel times and conservative low-end travel times).

Table 6 Number of dry wells within groundwater travel time based capture zones.

Groundwater Travel Time	Number of Dry Wells within Time of Travel
1 day	-
1 week	0-5
1 month	5-19
1 year	102-155
5 year	163-180
> 5 year	188

Overall risk to water supply well groundwater quality associated with the dry wells is determined by:

- Aquifer contamination concerns associated with the dry well (as discussed in Section 4.3.2).
- Potential for this aquifer contamination to reach the supply wells based on assessment of groundwater migration pathways (as discussed in Section 4.3.1).
- Groundwater travel time to the supply wells (per above), which determines the opportunity for mitigation should aquifer contamination occur.

4.3.2.2 Land Use Districts

Overall risk to water supply well groundwater quality associated with land uses is determined by:

- Aquifer contamination concerns associated with the permitted land uses (as discussed in Section 4.2.1).
- Potential for this aquifer contamination to reach the supply wells based on assessment of groundwater migration pathways (as discussed in Section 4.3.1).
- Groundwater travel time to the supply wells (per above), which determines the opportunity for mitigation should aquifer contamination occur (Figure 12 to Figure 14).

Calculated travel time ranges for individual properties based on land districts are provided in Appendix A2.

Figure 7 Cross-section of hydrostratigraphy showing conceptual groundwater flow regime (modified from Appendix A1).

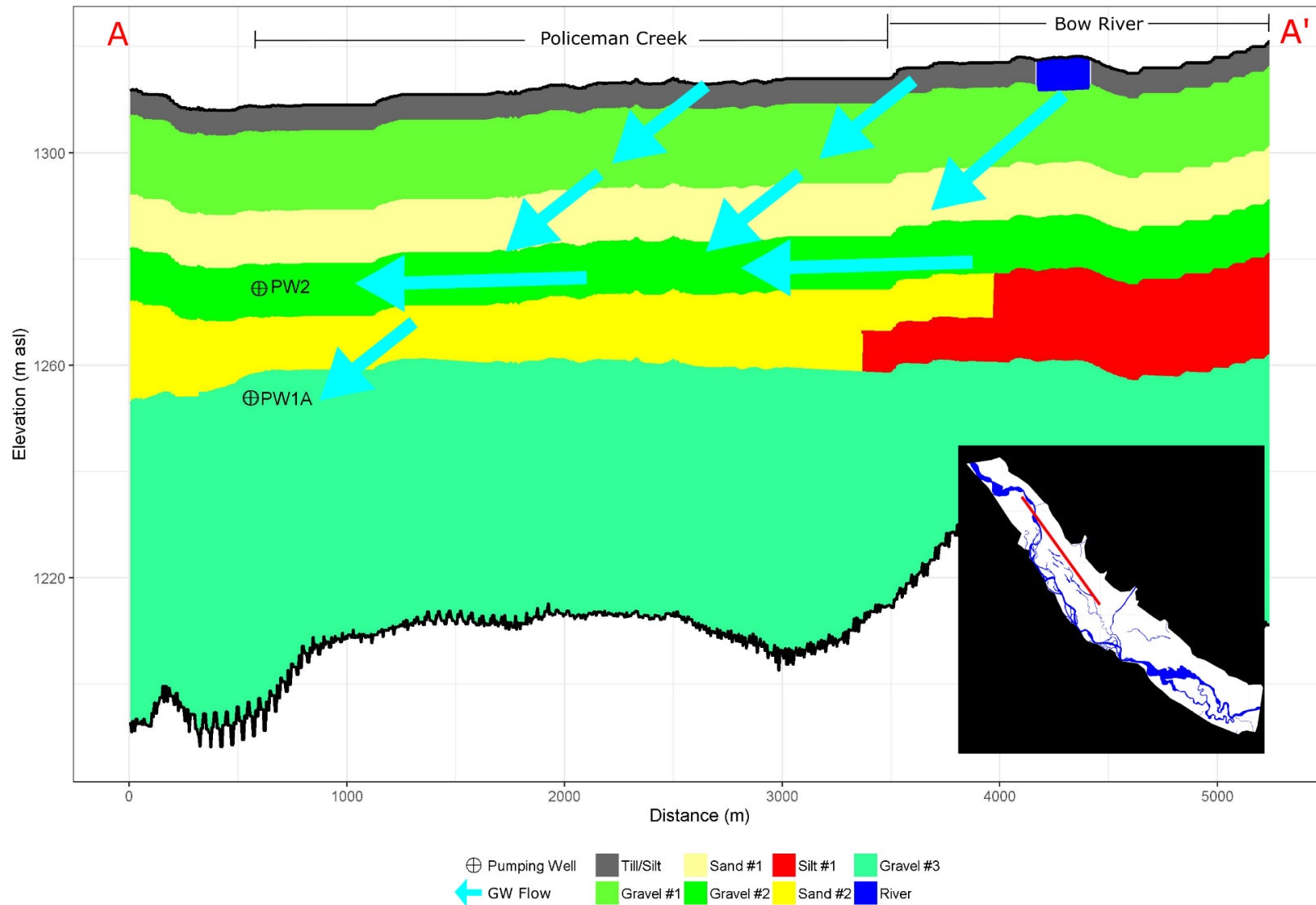


Figure 8 Simulated surface and subsurface capture zones.

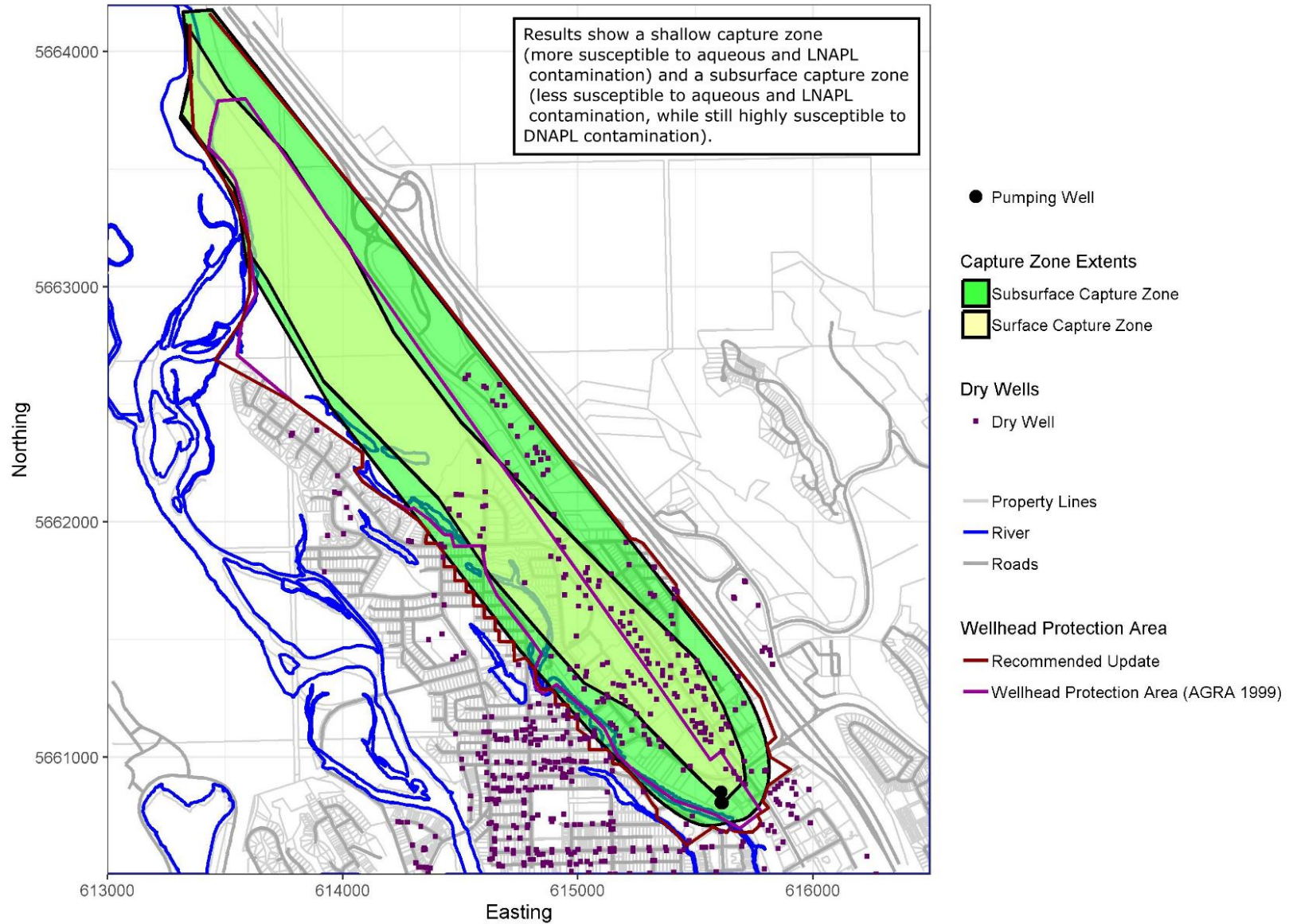


Figure 9 Best estimate groundwater travel times to supply wells and location of dry wells.

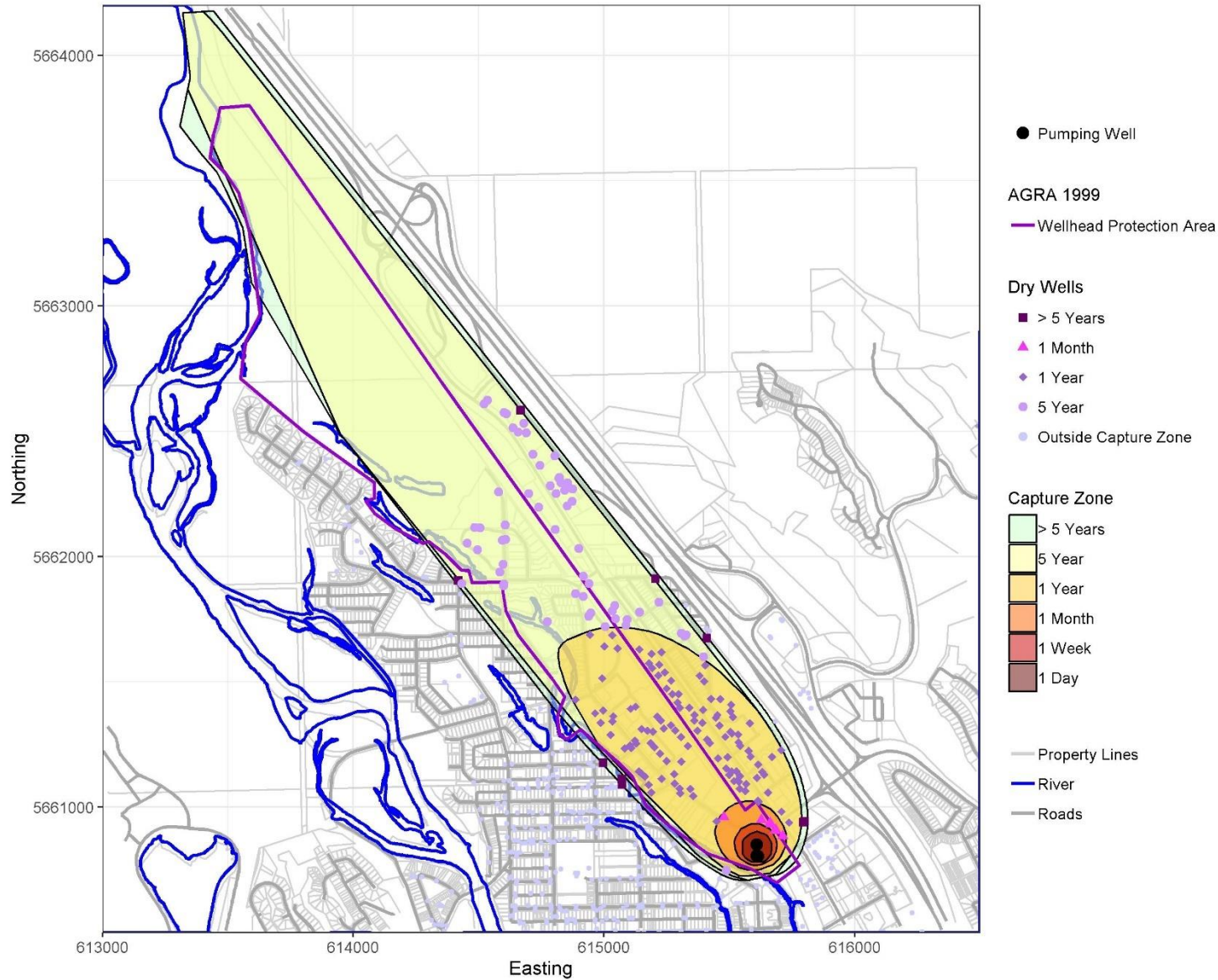


Figure 10 Longest possible groundwater travel times to supply wells and location of dry wells.

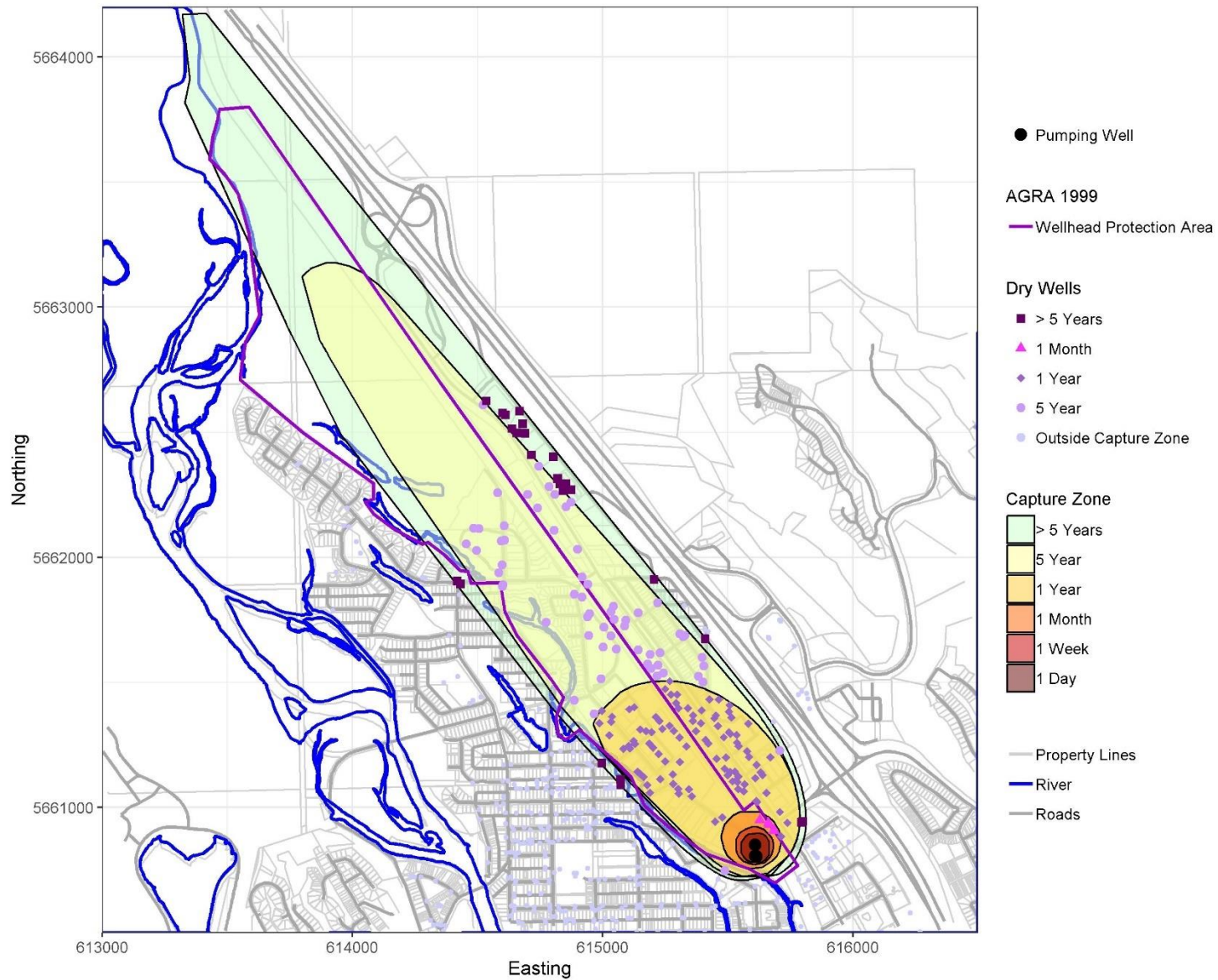


Figure 11 Shortest possible groundwater travel times to supply wells and location of dry wells.

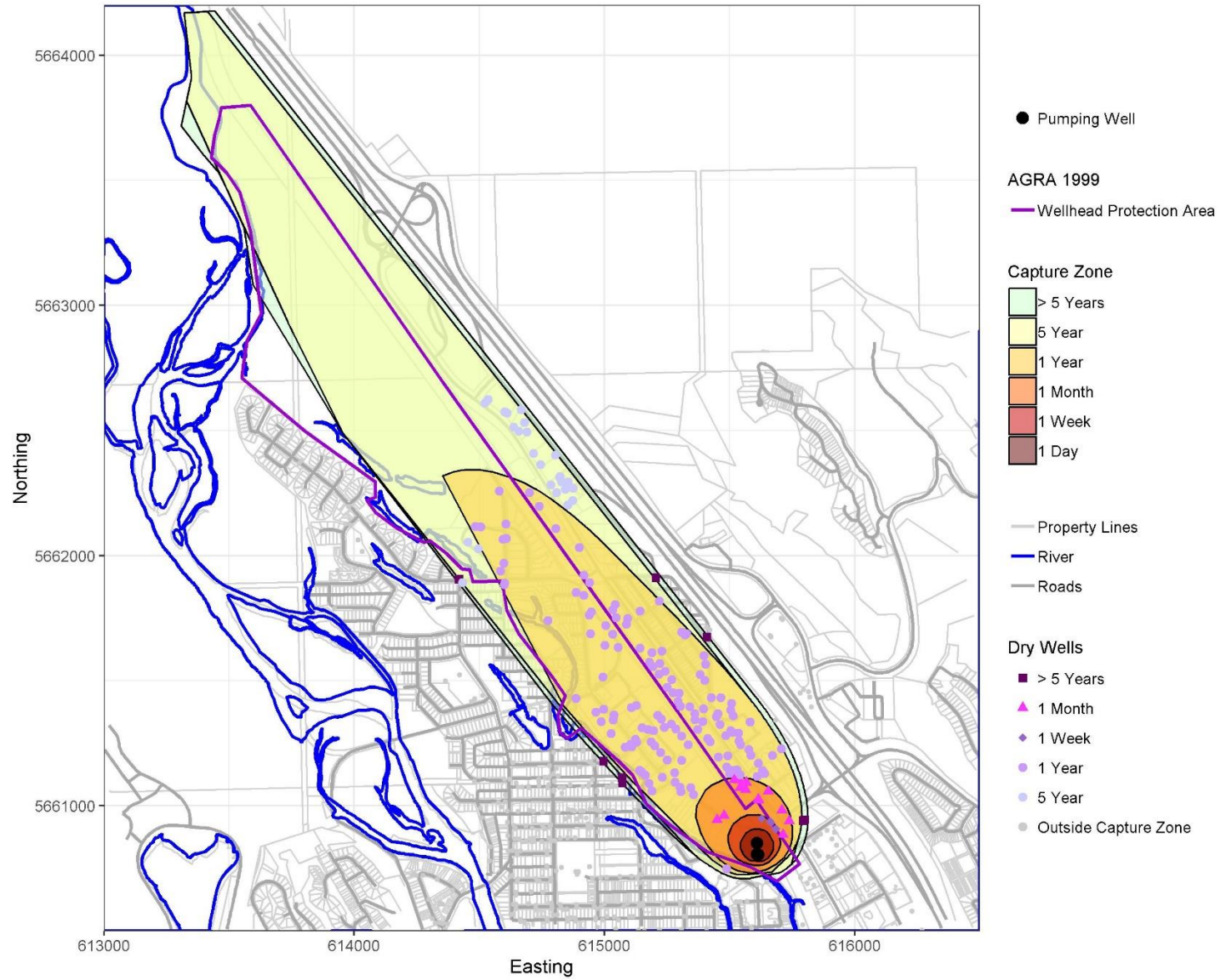


Figure 12 Best estimate groundwater travel times to supply wells and land use zone types.

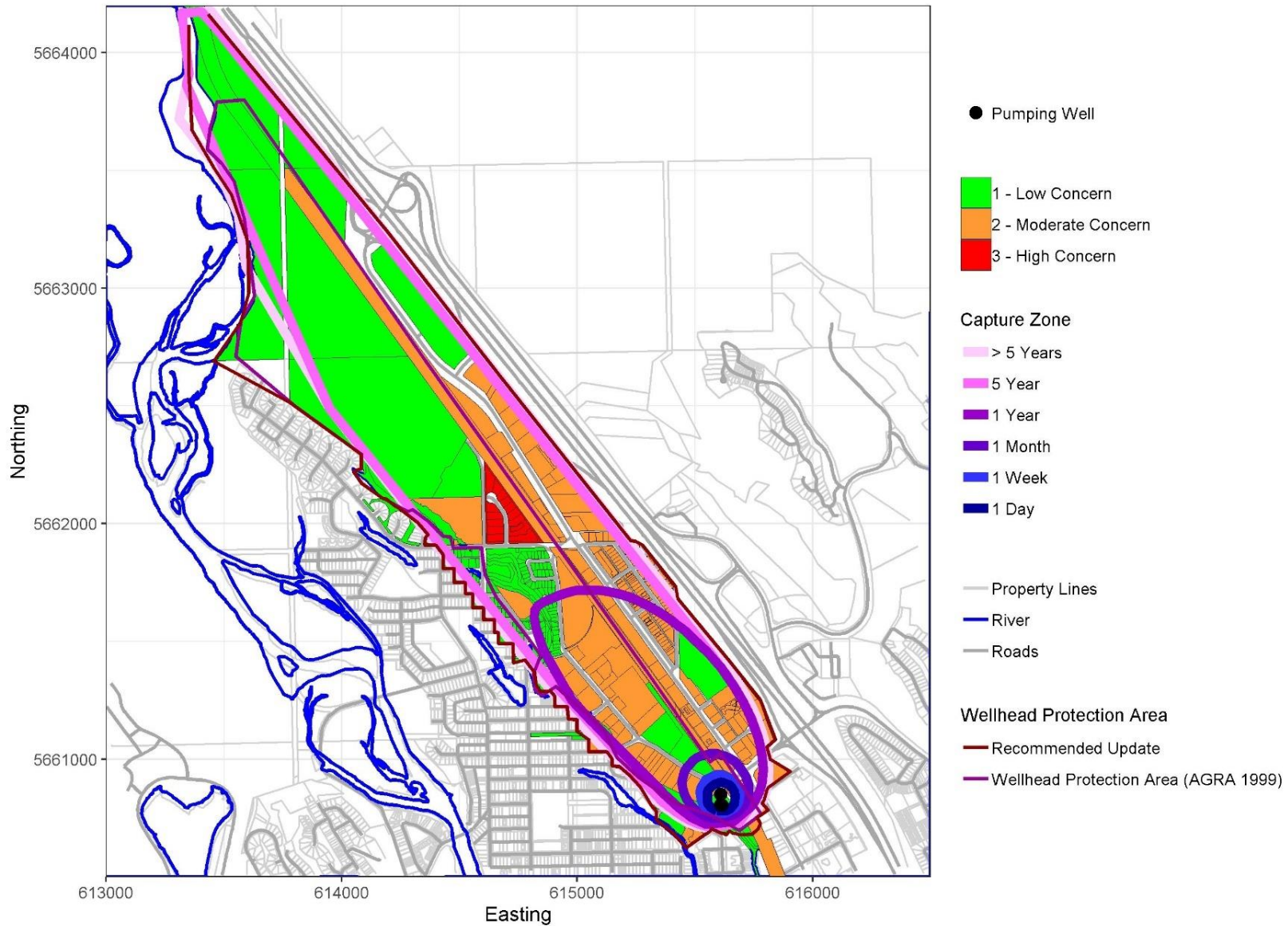


Figure 13 Longest possible groundwater travel times to supply wells and land use zone types.

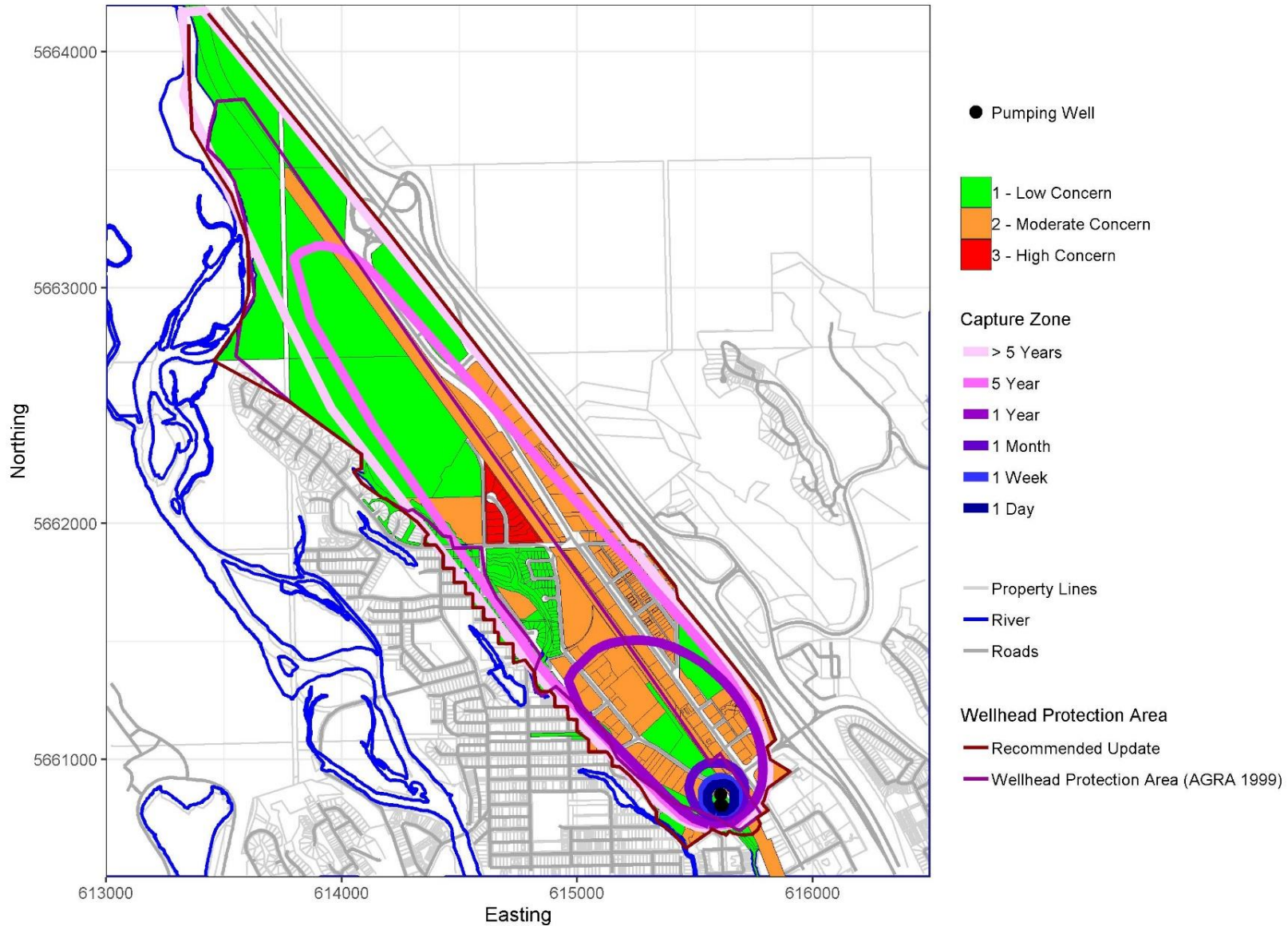
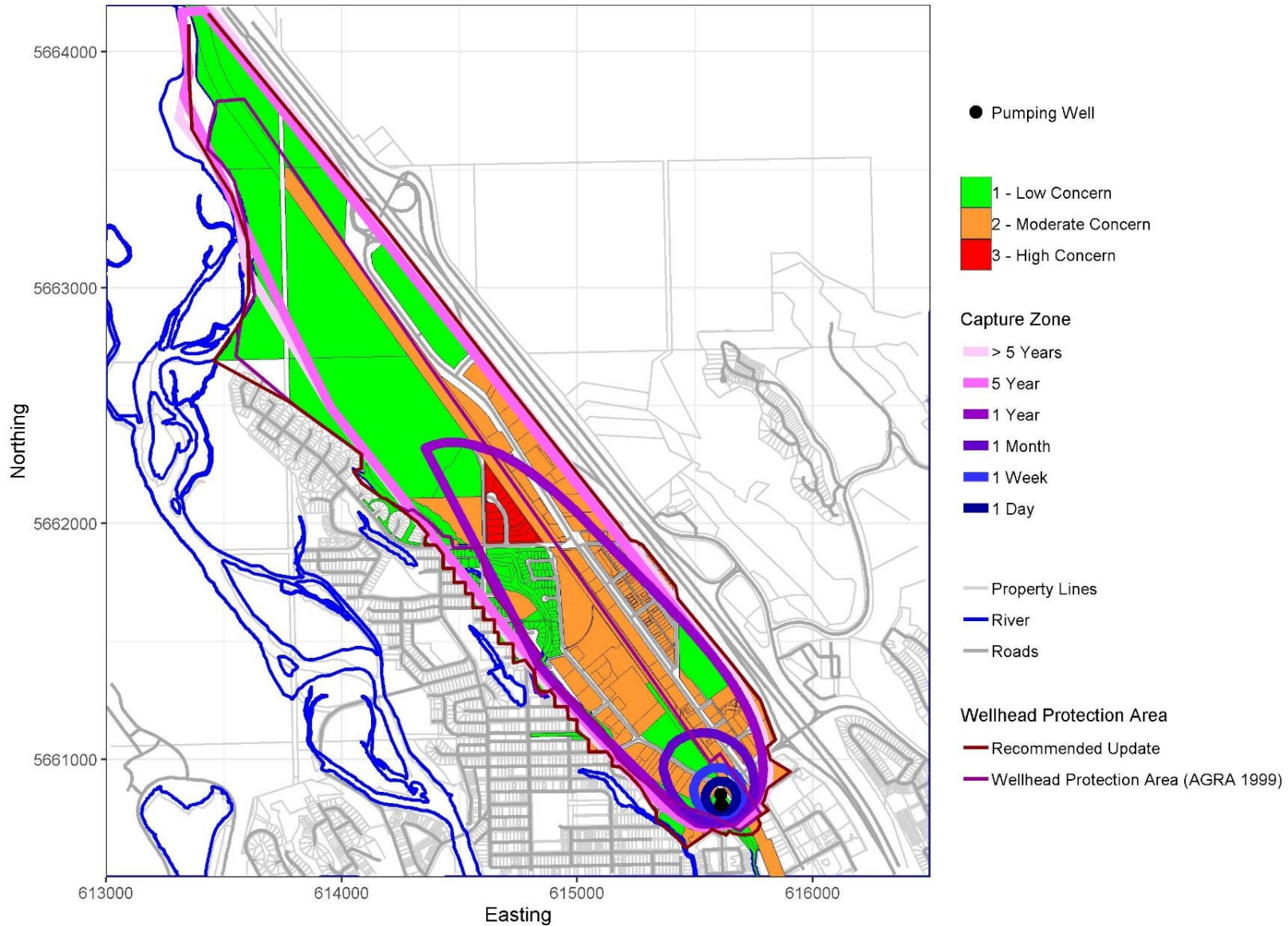


Figure 14 Shortest possible groundwater travel times to supply wells and land use zone types.



5.0 SUMMARY AND RECOMMENDATIONS

This study has defined an updated capture zone for the two Town groundwater supply wells PW1A and PW2 and has provided recommendations for an updated WHPA that captures properties encompassed by the updated capture zone. Per Town direction, where there is partial overlap between the updated capture zone and a property boundary, the entire property is included in the updated WHPA. Compared to the existing (1999) WHPA, the updated capture zone extends further to the east across the train tracks out to the Highway 1 corridor and incorporates nine additional land use districts, with the Bow Valley Trail Teepee Town Commercial District (BVT-T) and Teepee Town Comprehensive Redevelopment District (TPT-CR) being the largest. The updated capture zone also slightly extends westward relative to the 1999 WHPA in select areas, although the difference with the existing WHPA is relatively minimal. The west edge of the recommended updated WHPA generally follows Policeman Creek as a natural boundary.

Groundwater times of travel within the capture zone to the water supply wells (one day, one week, one month, one year, 5 year) were defined. Aquifer contamination concerns within the capture zone were evaluated, considering Town permitted land uses, and with an additional emphasis on stormwater management (dry wells that discharge into the aquifer). The potential for aquifer contamination to reach the town supply wells was evaluated based on updated understanding of groundwater migration pathways. The calculated groundwater travel times to the supply wells determine the opportunity for mitigation should aquifer contamination occur and have the potential to reach the wells.

The following are recommendations arising out of this wellhead protection update study:

- The aquifer contamination concern assessment was based on permitted land uses as contained in the Town's LUB 2018-22. A formal contaminant inventory was not conducted for this update. A formal contaminant inventory would typically include a review of historical documents, public and private databases, and should be considered given that the last formal inventory may date from 1999 (AGRA 1999).
- While the current study was a technical update of the wellhead protection area, it is also recommended to review and update the list of prohibited land uses within the WHPA. It may further be advisable to extend the scope of assessment to include other potential activities that may pose a risk to the aquifer, such as herbicide/pesticide application. This is typically not a strictly technical consideration but may also involve discussions with Town planners and/or stakeholders (e.g., business organizations) per the stepwise process outlined in the Alberta guidance for source water protection and, as such, was outside the scope of the present technical update.
- The aquifer contamination concern posed by individual dry wells could be refined, considering the area of capture of the dry well (i.e., drainage/runoff to the dry well), land use activities within that capture area, and presence/absence of OGS and/or overall condition (age) of the dry well. This improved understanding could be used to inform an emergency response plan in case of a nearby spill.
- Understanding of aquifer contamination concern posed by railway activities could be further refined.

- The Town should continue to evaluate the stormwater management plan, to ensure best practices (e.g., AMEC 2003) are being followed to minimize the risk posed by dry well operation. Additional best practices and emerging technologies for stormwater treatment are provided in BC Ministry of Environment (2014) and Department of Technology (2018 a, b).
- Per the Alberta guidance on source water protection, critical aspects of the protection plan (e.g., such as the contaminant inventory, activities of concern and prohibited/permissible land uses) should be regularly reviewed to ensure that contingency responses and triggers are in place to respond to spill events or other environmental incidents that may lead to aquifer contamination.
- Given that the intermediate depth gravel (gravel #2) has been highlighted as the main groundwater migration pathway through updated groundwater modelling (Hatfield 2022), and given that the Town's existing monitoring network is limited to the shallowest gravel unit (gravel #1), additional sentinel monitoring locations in gravel #2 should be considered to provide early warning of potential aquifer groundwater quality impacts that could threaten the water supply. Sentinel monitoring wells should be placed in strategic locations to provide sufficient early warning (i.e., in recognition of calculated groundwater travel times) while also considering the location of land uses of relatively higher aquifer contamination concern.

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Briefing

DATE OF MEETING: September 17, 2024 **Agenda #: D 4**

TO: Committee of the Whole

SUBJECT: Key Performance Indicators for the Livability Tax Program

SUBMITTED BY: Katherine Van Keimpema, Financial Strategy Manager

PURPOSE: To provide information and get feedback from the Committee of the Whole about proposed key performance indicators for the Livability Tax Program.

EXECUTIVE SUMMARY

Administration has updated the name of the primary residence property tax program to the Livability Tax Program. The development of key performance indicators (KPIs) to track and report on the Livability Tax Program, its effectiveness, and to inform process improvements is one of the actions in the implementation plan for the program. Determining performance metrics and setting targets for the program are keys to understanding the extent to which the program is achieving its desired goals. The focus of the initial years will be collecting data that can then be used to set specific targets in the future and make potential process improvements.

Administration has developed program and enforcement KPIs for Council consideration. The program KPIs are used to help Council set targets and gauge the effectiveness of the program. Requiring formal Council direction, they will be included in an updated Reserve Policy, to be brought forward before year end. Enforcement KPIs inform delivery effectiveness and do not require Council adoption. They will be included in an internal corporate directive approved by the Chief Administrative Officer. Administration is bringing this report to Council today to get input on the proposed KPIs as they are all under development.

BACKGROUND/HISTORY

The implementation plan for the Livability Tax Program was presented to Council at its June 18, 2024 Committee of the Whole Meeting, which included an action to develop KPIs for the program.

DISCUSSION

Administration has updated the name of the primary residence property tax program to the Livability Tax Program.

The Livability Tax Program was implemented to incentivize long-term, full-time occupancy of residential dwelling units by their owners or by long term tenants and to generate a sustainable funding source for non-market housing and housing related initiatives. Determining performance metrics and setting targets for the program is key to understanding the extent to which the program is achieving its desired goals and for making

program and process improvements. The initial years will focus on collecting data to inform possible improvements and setting future specific targets.

To help gauge the effectiveness of the program, administration has identified the following program KPIs:

KPI	Rationale	Potential Data Source
Count & percent of properties occupied & not occupied by primary residents, by type & location.	<ul style="list-style-type: none"> • indicator of how many properties in the town are occupied by primary residents, • how that number is changing over time as the program is developed, • indicator if there are specific areas where non-primary residences are more predominant and if that changes over time, • indicator of program success over time in achieving the intent to increase primary residence housing supply, • indicator of types of properties prone to primary residence occupancy to help better target future initiatives/programs. 	Primary Residence declaration process.
Count & percent of owner versus tenant occupied properties, by type & location.	<ul style="list-style-type: none"> • indicator of whether properties are being occupied as primary residences by owners or if they are renting them out, and if this is changing over time, • indicator if there are specific areas where rented properties are more predominant and if that changes over time, • useful to understand the type of primary residences in the community. 	Primary Residence declaration process.
Count & percent of primary residence properties with multiple dwelling units.	<ul style="list-style-type: none"> • indicator of the presence of secondary suites on the property and whether this is changing over time, • indicator of whether the supply of housing is growing. 	Primary Residence declaration process. Development Permit process.
Incremental revenues associated with the Livability Tax Program.	<ul style="list-style-type: none"> • indicator of how much revenue the Town can be expected to collect from the Livability Tax Program, • indicator of the overall effectiveness of the program in incenting new housing supply, and the responsiveness of supply to price changes. 	Town of Canmore Tax Roll. Primary Residence declaration process.
Number of Tourist Homes converted to Residential	<ul style="list-style-type: none"> • indicator of the impact the changes to the Division to Class 1 Property Bylaw has had on the number of Tourist Homes. 	Development Permit Process and/or logs kept by staff.

KPI	Rationale	Potential Data Source
Count & percent of exempt properties by reason.	<ul style="list-style-type: none"> indicator of the extent to which various exemptions are used, indicator of whether they are being accessed judiciously and/or need amendment. 	Primary Residence declaration process.
Average assessed value of non-primary residences versus all residential properties.	<ul style="list-style-type: none"> indicator if there is a difference in value and if it is changing over time. 	Annual assessment roll.

Annual reporting on these KPIs would be provided by the end of each year.

To help gauge the enforcement component and its effectiveness, administration has developed the following KPIs that will also be reported on annually:

KPI	Rationale	Potential Data Source
Number & percentage of audits per year.	<ul style="list-style-type: none"> indicator of the level of proactive enforcement activity. 	Logs kept by staff.
Number & percentage of false declarations of all those audited.	<ul style="list-style-type: none"> indicator of the compliance rate & if it's changing over time. indicator of the level of audit activity that is needed based on resulted. 	Logs kept by staff.
Amount of taxes recovered.	<ul style="list-style-type: none"> indicator of the effectiveness of enforcement activity. 	Logs kept by staff.
Dollar value of fines issued.	<ul style="list-style-type: none"> indicator of the effectiveness of enforcement activity. 	Logs kept by staff.
Number of complaints received from the public about houses not occupied as primary residences.	<ul style="list-style-type: none"> indicator of the effectiveness of communications about the program. indicator if the number of complaints is decreasing over time as an indicator of increased compliance. 	Logs kept by staff.
Number & percentage of complaints found to be valid & not valid.	<ul style="list-style-type: none"> indicator of valid complaints compared to the total number of complaints and if this is changing over time. 	Logs kept by staff.

Administration will also monitor and track the declaration process over time to help inform possible improvements.

FINANCIAL IMPACTS

There are no financial impacts of the KPIs beyond staff time to collect and report on them.

INTEREST HOLDER ENGAGEMENT

The Finance, Municipal Enforcement, Information Technology, and Communications departments have been engaged.

ATTACHMENTS

None.

AUTHORIZATION

Submitted by: Katherine Van Keimpema
Financial Strategy Manager Date: August 13, 2024

Approved by: Therese Rogers
General Manager of Corporate Services Date: August 13, 2024

Approved by: Sally Caudill
Chief Administrative Officer Date: September 9, 2024



Briefing

DATE OF MEETING: September 17, 2024 **Agenda #: D 5**

To: Committee of the Whole

SUBJECT: Criteria for the use of funds generated under the Livability Tax Program.

SUBMITTED BY: Katherine Van Keimpema, Financial Strategy Manager

PURPOSE: To provide information and get feedback from the Committee of the Whole about the proposed criteria for the use of funds generated under the Livability Tax Program.

EXECUTIVE SUMMARY

One of the drivers of the Livability Tax Program is to generate revenue to fund livability initiatives aimed at addressing Canmore’s housing crisis. The program’s implementation plan included the development of funding criteria for use of the revenue. This report provides proposed criteria for discussion ahead of final adoption via an amended Reserves Policy. Administration is bringing this report to Council today to get input on the proposed criteria as they are all under development.

BACKGROUND/HISTORY

The implementation plan for the Livability Tax Program was presented to Council at its June 18, 2024 Committee of the Whole Meeting, which included an action to develop funding criteria for the program revenue.

DISCUSSION

The Livability Tax Program was implemented to incentivize long-term, full-time occupancy of residential dwelling units by their owners or by long term tenants and to generate a sustainable funding source for non-market housing and housing related initiatives. To ensure accountability, consistency, and use as intended, the program implementation plan included the development of criteria for funding initiatives.

In their recommendations to Council, the Livability Task Force identified the following areas for consideration of the incremental revenues from the Livability Tax Program:

- Incentivize purpose built rental development.
- Increase non-market housing supply, including supporting infrastructure.
- Fund affordability programs in the community.
- Purchase property for non-market housing.
- Incentivize development of accessory buildings or dwelling units.

The Town currently funds some programs related to these priorities, while others have not been prioritized. Below is a summary of Town activities and key considerations in relation to these funding areas.

Livability Tax Program - Potential Use of Funds		
Task Force Priority	Town Programs/ Policies	Key Considerations
Incentivize purpose built rental development	<ul style="list-style-type: none"> The Town recently approved a 75% municipal tax credit for new purpose-built rental properties 	<ul style="list-style-type: none"> The Town will need to consider how to fund the cost of this program, which could be through the non-resident subclass. It is expected that the cost of this subsidy for 900 railway avenue will be \$23,000 annually for 59 units
Increasing non-market housing supply, including funding supporting infrastructure	<ul style="list-style-type: none"> The Vital Homes program allows CCH to provide homes at below-market prices to eligible community members. A resale price formula indexed to inflation is used to calculate how much your home may increase in value each year. For renters, rental rates will remain at least 10 per cent below market rental rates. 	<ul style="list-style-type: none"> The Town collects approximately ~\$475,000 for CCH annually. This is the single largest housing expense incurred by the Town. While it may make sense to allocate some of the incremental funding to CCH, the Town may want to consider funding other areas as a matter of priority. The Town has significant infrastructure costs associated with supporting the provision of non-market housing The Town could also fund non-profit providers who could leverage the funding with other sources to provide non-market housing Seed funding for non-market housing projects which will be repaid by the traditional financing or sale of the units
Funding affordability programs in the community.	<ul style="list-style-type: none"> The Affordable Services Program provides discounts to residents for municipal services based on income levels. The Town also provides fare-free Roam Transit within the town itself 	<ul style="list-style-type: none"> The Town could consider enriching or expanding the program if desired For transit, 33% of \$2.1M transit costs are funded via parking revenues. Like non-market housing, the Town may want to invest in other areas as a matter of priority prior to expanding the affordable services program and transit provision in the community.
Purchase of property for non-market housing.	<ul style="list-style-type: none"> Canmore does not have a strategy to directly acquire buildings and land for non-market housing. The Town has negotiated the transfer of land parcels in the 	<ul style="list-style-type: none"> Canmore could develop an integrated strategy for purchasing land and buildings for non-market housing and allocate incremental revenue towards purchasing these properties. It is expected that acquiring properties would require a significant financial contribution to be meaningful (e.g. half of incremental revenues).

	past, such as with the Province.	<ul style="list-style-type: none"> Both Toronto and Vancouver prioritize this approach. The Town could acquire properties directly, fund non-profit housing providers, or support CCH in fulfilling this role, or a combination thereof.
Incentivize development of accessory buildings or dwelling units	<ul style="list-style-type: none"> Canmore previously had an accessory building funding program through CCH, which is being considered again. 	<ul style="list-style-type: none"> The Town could explore funding a program to incentivize the development of accessory buildings and dwelling units, including converting homes to multi-unit rentals. The development of standard rental unit variance packages and housing designs could be part of this initiative
Administrative costs	<ul style="list-style-type: none"> Support for the incremental administration of the program 	<ul style="list-style-type: none"> The incremental administration and streamlined program costs need to be accounted for.

The key considerations are not an exhaustive list and other initiatives not previously identified may arise and be considered for funding.

Other Canadian municipalities who collect a vacancy tax have allocated the revenue from their programs to support affordability initiatives in the following areas:

Vancouver Vacancy Tax Funding Allocation (2022)		
Initiative	Description	Amount
Community Housing Incentive Program (CHIP)	<ul style="list-style-type: none"> Provides grants to non-profit housing providers who operate or deliver affordable housing to low-income households. Puts non-profit and co-op housing providers in a strong position to attract federal and provincial funds. Each grant provides a capital contribution towards the development of non-profit or co-op housing projects. 	\$15M
Land Acquisition/ Development opportunities	<ul style="list-style-type: none"> The City continues to look for opportunities to work with partners to acquire or develop housing opportunities on City land, as well as respond to new senior government funding programs. 	
Funding for staff on affordable projects		\$3.6 Million
Emerging Priorities		\$10 Million

City of Toronto		
Initiative	Description	Amount
The Multi-Unit Residential Acquisition (MURA) program	<ul style="list-style-type: none"> Offers funding to not-for-profit housing providers to preserve existing affordable rental housing stock for Toronto residents. The program supports the purchase and conversion of private market rental housing to create permanent affordable homes owned by non-profit and Indigenous housing organizations, including community land trusts. 	<ul style="list-style-type: none"> Apartment buildings are eligible for up to \$200,000 per unit. Multi-tenant houses are eligible for up to \$150,000 per dwelling room. 20 per cent of the funding is dedicated to Indigenous housing organizations. Total VHT collected: \$54 million

Ottawa		
Initiative	Description	Amount
All net revenues from the Vacant Unit Tax (VUT) will be reinvested into affordable housing initiatives.	<ul style="list-style-type: none"> Capital funding investments are required to support the construction of up to 500 new affordable and supportive units annually, in accordance with the city's 10 Year Housing and Homelessness Plan. 	<ul style="list-style-type: none"> \$11.5 million total revenue from the program.

Based on the task force recommendations and the research of other municipalities' programs, administration is proposing that the use of funds from the program be limited to initiatives in one or more of the following areas (the criteria):

- Increasing purpose built rental development,
- Increasing non-market housing, including the purchase of related land or property,
- Supporting infrastructure for non-market housing,
- Funding community affordability programs,
- Incentivizing accessory buildings or dwelling units,
- Providing grants to non-profit housing providers who operate or deliver affordable housing to low-income households,
- Funding the cost of administering the program and implementing the initiatives, and/or
- Preserving existing affordable rental housing.

The final criteria will be codified in an amended Reserves Policy that will be brought to Council for consideration at a future meeting.

Administration believes these proposed areas/criteria will advance Council's strategic goals of livability and housing affordability; the purpose for which the program revenue is being collected. It is important to note that while an initiative may meet one or more of the criteria, it does not guarantee funding from the program; Council retains its discretion to fund a specific initiative or not.

FINANCIAL IMPACTS

There are no financial impacts of setting out the funding criteria.

INTEREST HOLDER ENGAGEMENT

The Livability Task Force and Finance departments have been engaged.

ATTACHMENTS

None.

AUTHORIZATION

Submitted by: Katherine Van Keimpema
Financial Strategy Manager Date: August 23, 2024

Approved by: Therese Rogers
General Manager of Corporate Services Date: August 26, 2024

Approved by: Sally Caudill
Chief Administrative Officer Date: September 9, 2024



Briefing

DATE OF MEETING: September 17, 2024 **Agenda #:** D 6

TO: Committee of the Whole

SUBJECT: Communications – Big Stories Launch

SUBMITTED BY: Caroline Hedin, Communications Advisor
Nicky Pacas, Communications Advisor
Adam Robertson, Manager of Communications

PURPOSE: To provide the Committee of the Whole with an overview of the new "Big Stories" communications campaign.

EXECUTIVE SUMMARY

The Communications Department is launching a new initiative called the "Big Stories" campaign, an overarching strategy designed to help the public understand key Town of Canmore projects that advance Council priorities. This campaign takes a storytelling approach to help residents understand the 'why' behind the work they see in the community.

BACKGROUND/HISTORY

In recent years, the Town of Canmore's Communications Department has evolved to meet the changing needs of our organization and community. The Communications Department manages a growing portfolio of community-facing projects and strives to consistently improve our methods of sharing vital information with residents. This evolution has been informed by public engagement insights, community trends, and industry best practices.

Our previous approaches featured numerous standalone campaigns for individual services, projects, and programs. While informative, this approach can inadvertently make it difficult for the public to see the connections between various projects that collectively advance Council priorities.

Recognizing the need for change in response to new communications tools, transformative capital projects, and rising public expectations, the Communications Department developed a new strategic plan in 2023. The plan sets the following goals:

- **Encourage a well-informed community:** Deliver timely, accurate, clear, and responsive information in ways preferred by our residents.
- **Foster two-way communication:** Engage in meaningful dialogue, maximizing opportunities for community feedback and using it to enhance programs and services.
- **Positively shape public perception of the Town of Canmore:** Highlight successes, acknowledge challenges, and involve the community in our progress.

- **Reflect the community in our work:** Use community-centric approaches to address the diverse needs, perspectives, and demographics of our residents.

A key theme of identified tactics to advance this strategic plan is transitioning from merely providing information to fostering understanding by using a storytelling approach to translate complex details into digestible narratives.

DISCUSSION

Each term, Council sets priorities that reflect the values of the community and guide the direction of the organization. To communicate the breadth and interconnectedness of this work, we are introducing a new campaign called "Big Stories".

The Big Stories campaign will spotlight major projects that contribute to making Canmore a better place to call home. On an annual basis, we will highlight specific themes that encapsulate key projects. Each theme will be represented by a unique icon, making it easy to identify related initiatives as they appear across our communications channels, including print and digital advertisements, signage, social media, and a dedicated Big Stories webpage with a new blog that will provide ongoing updates on related projects.

For 2024 and 2025, the Big Stories themes are:

- **Human-Wildlife Coexistence:** We are making our community safer for people and wildlife.
- **Connect Downtown:** We are planning for a vibrant Town Centre.
- **Housing Action:** We are taking action to address the housing crisis.
- **Emergency Preparedness:** We are protecting our community from hazards.
- **Moving People:** We are making it easier to get around Canmore over the long-term.
- **Community-Driven Programs and Services:** We are making Canmore a home for all.

The Big Stories campaign features a standalone look and feel that will stay consistent year-to-year with a rotating set of stories. Using bold colors and direct language, this approach intends to cut through the noise and clearly convey how these projects support Council's priorities.

This campaign will also support key performance indicators (KPIs) from our Communications Strategic Plan, such as increasing resident satisfaction with town programs and services (from 86% in 2021 to 90% in the 2025 Citizen Perspective Survey), while increasing efficiency by combining areas of overlap between departments.

Our goal is for Big Stories to become a recognizable and trusted communication tool that enhances community understanding of the Town's key work. While we are enthusiastic about this storytelling approach, it is not the only method we will use to share important information with the community. Although our annual Big Stories will reflect key priorities, they won't capture every vital program or project. It's another tool in our kit to create a more informed community that will enhance, but not replace, our other communications efforts.

Look for the launch of our bold new designs in both digital and print formats as we roll out related projects this fall. For more information and updates, visit canmore.ca/bigstories.

FINANCIAL IMPACTS

None.

INTEREST HOLDER ENGAGEMENT

The Big Stories themes are selected by the Communications Department based on cultural relevance, Council priorities, and opportunities for departmental synergy. For the initial launch, we have collaborated with related departments to ensure consistency and accuracy in our messaging.

ATTACHMENTS

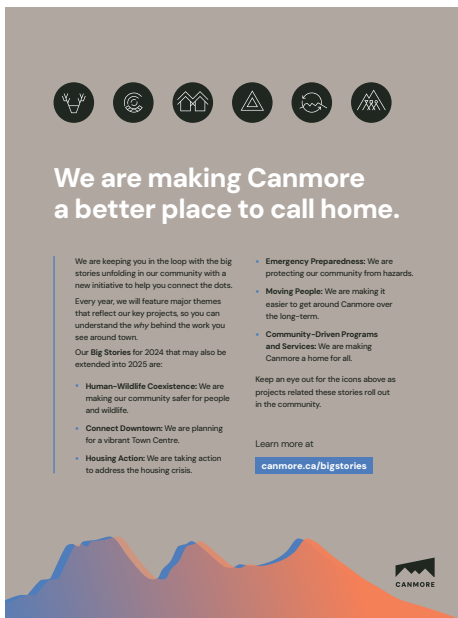
- 1) Big Stories Launch Materials
- 2) Big Story Roll Out Example – Human Wildlife Coexistence

AUTHORIZATION

Submitted by:	Caroline Hedin Communications Advisor	Date:	<u>August 21, 2024</u>
Approved by:	Adam Robertson Manager of Communications	Date	<u>August 21, 2024</u>
Approved by:	Therese Rogers General Manager of Corporate Services	Date:	<u>August 21, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>September 9, 2024</u>

Big Story Launch

RMO Ads



We are making Canmore a better place to call home.

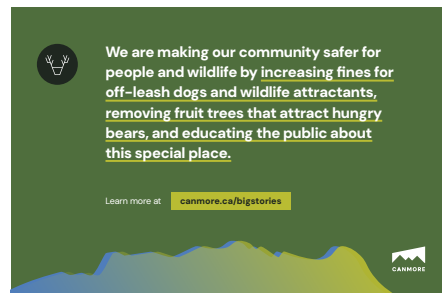
We are keeping you in the loop with the big stories unfolding in our community with a new initiative to help you connect the dots. Every year, we will feature major themes that reflect our key projects, so you can understand the why behind the work you see around town. Our Big Stories for 2024 that may also be extended into 2025 are:

- **Human-Wildlife Coexistence:** We are making our community safer for people and wildlife.
- **Connect Downtown:** We are planning for a vibrant Town Centre.
- **Housing Action:** We are taking action to address the housing crisis.
- **Emergency Preparedness:** We are protecting our community from hazards.
- **Moving People:** We are making it easier to get around Canmore over the long-term.
- **Community-Driven Programs and Services:** We are making Canmore a home for all.

Keep an eye out for the icons above as projects related these stories roll out in the community.

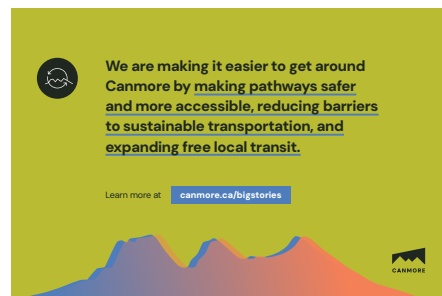
Learn more at canmore.ca/bigstories

Full page



We are making our community safer for people and wildlife by increasing fines for off-leash dogs and wildlife attractants, removing fruit trees that attract hungry bears, and educating the public about this special place.

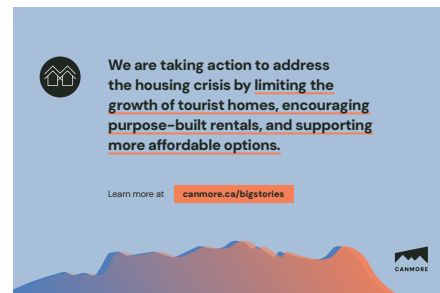
Learn more at canmore.ca/bigstories



We are making it easier to get around Canmore by making pathways safer and more accessible, reducing barriers to sustainable transportation, and expanding free local transit.

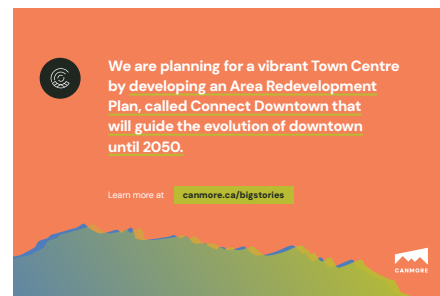
Learn more at canmore.ca/bigstories

Half page



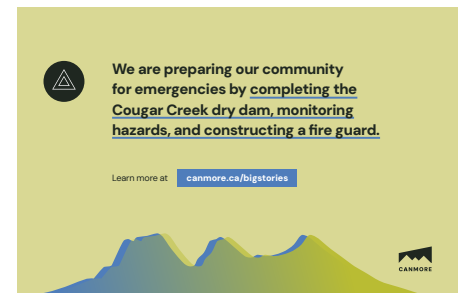
We are taking action to address the housing crisis by limiting the growth of tourist homes, encouraging purpose-built rentals, and supporting more affordable options.

Learn more at canmore.ca/bigstories



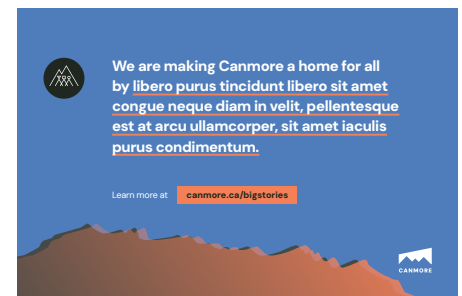
We are planning for a vibrant Town Centre by developing an Area Redevelopment Plan, called Connect Downtown that will guide the evolution of downtown until 2050.

Learn more at canmore.ca/bigstories



We are preparing our community for emergencies by completing the Cougar Creek dry dam, monitoring hazards, and constructing a fire guard.

Learn more at canmore.ca/bigstories









We are making Canmore a home for all by libero purus tincidunt libero sit amet congue neque diam in velit, pellentesque est at arcu ullamcorper, sit amet iaculis purus condimentum.

Learn more at canmore.ca/bigstories

Big Story Launch

Timberframe Signs

Learn more at
canmore.ca/bigstories


We are making Canmore a better place to call home.


We are keeping you in the loop with the Big Stories unfolding in our community. Every year, we will feature major themes that reflect our key projects, so you can understand the why behind the work you see around town.

Our Big Stories for 2024 that may also be extended into 2025 are:

- Human-Wildlife Coexistence
- Connect Downtown
- Housing Action
- Emergency Preparedness
- Moving People
- Community-Driven Programs and Services

Keep an eye out for the icons above as projects related these stories roll out in the community.







We are making our community safer for people and wildlife.

Some of our major work includes:

- Rolling out our new **Human Wildlife Coexistence Action Plan**.
- **Removing fruit trees** from Town property.
- **Increasing fines** for off-leash dogs and wildlife attractants.
- **Reducing financial barriers** for people to remove fruit trees.
- **Educating the community** about wildlife safety through the Keep Wildlife Alive ambassador program, presented by the Biosphere Institute.
- **Developing designs** for wildlife exclusion fencing for key green spaces.
- **Launching a Bow Valley-wide** wildlife education campaign with our regional partners.

Learn more at
canmore.ca/bigstories







We are taking action to address the housing crisis.

Some of our major work in 2024 and 2025 includes:

- Advancing **recommendations** from the **Livability Task Force**.
- **Limiting the growth** of **tourist homes**.
- **Incentivizing full-time, long-term occupancy** of homes.
- Encouraging **purpose-built rentals**.
- Supporting **more affordable housing options**.

Learn more at
canmore.ca/bigstories







We are protecting our community from hazards.

Some of our major work in 2024 and 2025 includes:

- Completing the **Cougar Creek dry dam**.
- **Monitoring hazards** in our community.
- Encouraging people to register for **Voyent Alert**.
- Promoting the **Community Emergency Preparedness Guide**.
- Constructing a **fire guard**.

Learn more at
canmore.ca/bigstories







We are making it easier to get around Canmore over the long-term.

Some of our major work in 2024 and 2025 includes:

- Making **pathways more accessible**.
- Launching **Roam Route 12** with service to **Quarry Lake**.
- **Extending** the separated pathway on **Bow Valley Trail**.
- Continuing upgrades to **Railway Avenue**.
- **Reducing barriers** to access sustainable transportation options.

Learn more at
canmore.ca/bigstories







We are planning for a vibrant Town Centre.

Some of our major work in 2024 and 2025 includes:

- Conducting **public engagement** on our proposed strategies to shape the future of downtown.
- Developing a **draft plan for your input** in **early 2025**.
- Presenting the **final plan** for Council approval in 2025.

Learn more at
canmore.ca/bigstories






We are making Canmore a home for all.

Some of our major work in 2024 and 2025 includes:

- **Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod.**
- **Tempor incididunt ut labore et dolore magna aliqua.**
- **Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut.**
- **Aliquip ex ea commodo consequat. Duis aute inure, dolor in reprehenderit.**
- **Ut enim ad minim veniam, quis nostrud.**

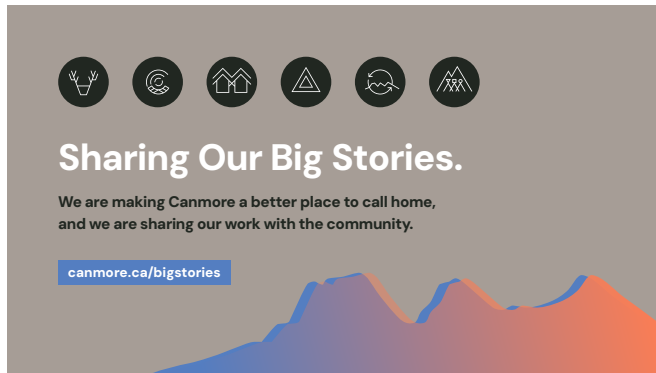
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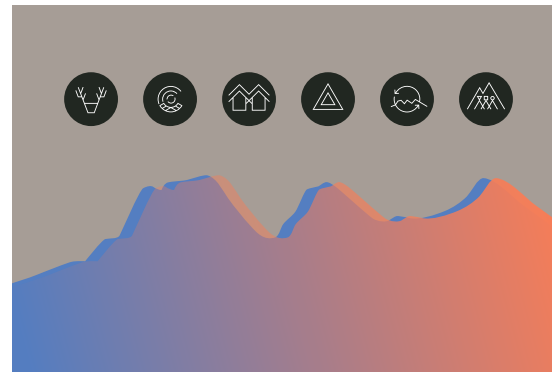
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Big Story Launch

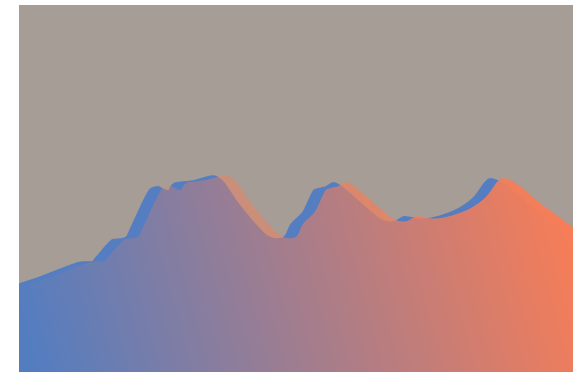
Newsletter Postcard
+ Website Banner



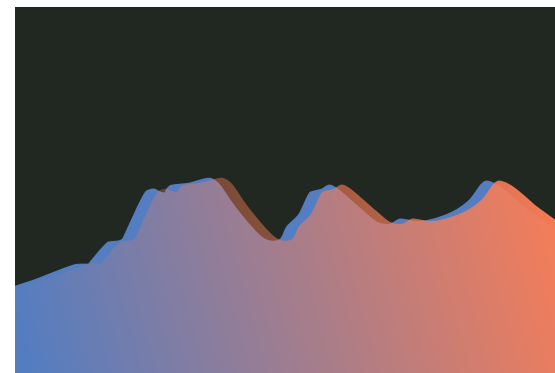
1920px x 1080px



1600px x 1066px — Option A



1600px x 1066px — Option B



1600px x 1066px — Option C

Big Story Launch

Instagram + Facebook



1080px x 1350px



1080px x 1080px

Big Story Wildlife Coexistence Campaign

V3

We are making our community safer for people and wildlife by increasing fines for off-leash dogs and wildlife attractants, removing fruit trees that attract hungry bears, and educating the public about this special place.

Learn more at canmore.ca/bigstories

Fruit trees attract bears into our neighbourhoods which puts people and wildlife at risk.

We are making Canmore safer for people and wildlife by reducing financial barriers to remove fruit trees.

Get cash back of up to \$500/property for removing fruit trees from your yard.

Apply now at canmore.ca/incentives

We are making our community safer for people and wildlife.

Some of our major work includes:

- Rolling out our new **Human Wildlife Coexistence Action Plan.**
- Removing fruit trees** from Town property.
- Increasing fines** for off-leash dogs and wildlife attractants.
- Reducing financial barriers** for people to remove fruit trees.
- Educating the community** about wildlife safety through the Keep Wildlife Alive ambassador program, presented by the Biosphere Institute.
- Developing designs** for wildlife exclusion fencing for key green spaces.
- Launching a **Bow Valley-wide wildlife education campaign** with our regional partners.

Learn more at canmore.ca/bigstories

We live and play in a special place, and it takes extra care to coexist with wildlife.

In the Bow Valley we:

- Keep dogs on leash.**
- Put garbage away.**
- Give wildlife space.**

Learn more about how you can keep wildlife alive.

canmore.ca/wildlife

Willing to pay up to \$1,000 to walk your dog off-leash?

Keep your dog on leash. In our community, it's the law. If your dog is off-leash outside of designated areas, you may be charged and face fines.

Report off-leash dogs.

Call 403.678.4244

Give wildlife space.

Stay at least 30 m (3 school bus lengths) away from elk for your safety and theirs.

Report people harassing wildlife or elk acting aggressively.

Call 403.591.7755

Always put your waste in a bear-proof garbage bin.

If you feed wildlife or leave garbage behind, you may face fines up to \$10,000.

Report people feeding wildlife.

Call 403.678.4244

RMO Ads

Timberframe Sign Insert

Onsite Signage



DATE OF MEETING: September 17, 2024

Agenda #: E 1

1. Mayor Krausert

a) Bow Valley Regional Transit Services Commission

- I defer to Councillor Foubert's report with respect to the August 2024 meeting.
- During the June 12, 2024, it was reported that fleet maintenance costs are forecast to be \$3,249,617, which is \$828,576 over the budgeted \$2,421,041. Canmore's portion of the additional costs will be approximately \$224,593. The key contributors to the forecasted overage are increased labour costs, 10 months of weekend service provided (compared to 7 months of weekend service in 2023), clearing up outstanding work orders from 2023 that resulted from parts and supply chain constraints, greater bus maintenance for the Proterra buses than originally forecast, manufacturer design issues that arose, additional training time for maintenance due to Roam having 6 different bus manufacturers covering 12 models of buses. As a result of increasing costs that are difficult to forecast, Roam is undertaking a maintenance study that was completed in July 2024.

b) Tourism Canmore Kananaskis

- A board meeting was held on August 15, 2024, while I was on vacation.
- Some interesting statistics:
 - Total visitor spending in Canmore from January to June 2024 is \$265.4 million (increase of 13.5% year over year). Of this amount:
 - International Spending and YoY Growth | \$86.7M (increase of 35.3%)
 - Domestic Spending and YoY Growth | \$178.7M (increase of 5.3%)
 - United States Spending | \$53.6M (increase of 36.9%)
 - Overseas Spending | \$33.1M (increase of 32.8%)
 - Intra-Provincial Spending | \$123.2M (increase of 3.6%)
 - Inter-Provincial Spending | \$55.5M (increase of 9.3%)
 - Accommodation | \$85.4M (increase of 7.3%)
 - Food and Beverage | \$81.8M (increase of 28.5%)
 - Recreation and Entertainment | \$47.2M (increase of 10.5%)
 - Retail | \$15.0M (increase of 5.5%)
 - Transportation | \$36.M (increase of 7.1%)
 - Our top ten markets from where our visitors originate are Alberta (46.4%), USA (20.2%), BC (8.3%), Ontario (6.2%), United Kingdom (3.0%), Saskatchewan (2.9%), Australia (2.6%), Rest of Overseas (2.3%), Manitoba (1.3%), and Quebec (1.2%).

- Regarding the Visitor Information Centre:
 - The number of visitor information connections has dropped significantly since pre-Covid (2019 – 4,745 compared to the end of June 2024 – 702), with 2023 being the lowest year with only 378 visitor information requests.
 - The primary usage of the facility is washroom usage, which has remained steady or grown since 2019 . . . 47,867 (2019); 53,085 (2020); 45,839 (2021); 45,546 (2022); 56,009 (2023); and 55,506 (to end of June 2024).

- c) Rocky Mountain Heritage Foundation
 - Nothing new to report.

- d) Emergency Management Committee
 - The next quarterly Emergency Management Committee meeting will be held on September 5, 2024 (i.e. after submission of this report), and will be reported on in my October 2024 Committee of the Whole update.

- e) Human Wildlife Co-existence Roundtable
 - Nothing new to report – the next meeting will be scheduled for in the Fall.

- f) Town of Canmore – MD of Bighorn Inter-Municipal Committee
 - The next meeting is scheduled for September 16, 2024 (i.e. after submission of this report), which will be reported on in my October 2024 Committee of the Whole update.

- g) Regenerative Tourism Taskforce
 - Nothing new to report.

- h) Mid-Sized Cities Mayors’ Caucus (MCMC)
 - Several MCMC mayors met in Calgary during the Stampede and participated in a number of networking events to advocate for mid-sized city issues. I was unable to participate due to prior commitments.
 - MCMC mayors will be meeting in Red Deer prior to AB Munis to discuss the AB Munis resolutions of interest, and then will be gathering in St. Albert in mid-October for two days of meetings.

- i) Advocacy on Behalf of the Town of Canmore (in addition to MCMC activities)
 - On June 13, 2024, I attended the BOWDA luncheon and took the opportunity to speak with Minister Jason Nixon (guest speaker) about funding for Canmore housing projects (CRPS and CCH).
 - On June 19, 2024, I sent a letter to Minister Schow (Tourism & Sport) with respect to the need for a legislative framework regarding destination marketing fees collected by visitor accommodation in Alberta.
 - On June 20, 2024, I sent a letter to Minister Nicolaides (Education) regarding the dramatic increase to the provincial requisition for education that is being experienced by Canmore property owners.

- On June 20, 2024, I attended a planning meeting with the tourism-based communities (Canmore, Banff, Jasper, Sylvan Lake, and Drumheller).
- On July 5, 2024, as a follow-up to previous in person meetings with Ministers McIver (Municipal Affairs) and Nixon (Seniors, Community, and Social Services), I sent a letter to Premier Smith and Ministers McIver and Nixon regarding the status of housing development in Canmore.
- On July 5, 2024, I sent a letter to Minister Schulz (Environment & Protected Areas) requesting exemption from new affluent approval limits or grant funding for the upgrades related to such.
- On July 9, 23 and August 8, 2024, I attended along with the CAO virtual engagement sessions hosted by Municipal Affairs regarding Bill 20 regulations.

j) Events

- On June 2, 2024, I attended the annual Canmore Seniors' Association Pancake Breakfast.
- On June 6, 2024, I attended the Seniors Ice Cream Social & Resource Fair hosted by FCSS.
- On June 7-8, 2024, I attended the Federation of Canadian Municipalities annual conference, which was being held in Calgary.
- On June 11, 2024, I attended along with Council, CAO and senior Administration the CCH annual shareholder information session.
- On June 21, 2024, along with Councillor McCallum, participated in the grand entry for the National Indigenous Peoples Day powwow held in Mini Thni, and I brought remarks on behalf of Canmore.
- On June 22, 2024, I brought greetings to the Canmore Filipino Canadian Association annual celebration of Filipino Heritage Month in Centennial Park.
- On July 1, 2024, along with a few Councillors, participated in volunteering at the Rotary Pancake Breakfast and then the Canada Day Parade.

k) Other points of interest

- I continued with my regular appearance on Mountain FM with Rob Murray.
- I conducted various media interviews, including: Rocky Mountain Outlook (various issues) and CTV Calgary (housing issues).
- On June 7, 2024, I participated in the Canmore Hospital Foundation Golf Tourney along with Cllrs Hilstad and Graham (hosted by EPCOR).
- On June 13, 2024, I participated in another Spilling the Tea with the Mayor gathering hosted by the Canmore Young Adult Network (CYAN).
- On June 19, 2024, I brought greetings to the Local Government Administration Association of Alberta conference held in Canmore.
- On June 19, 2024, the CAO and I had an introductory meeting with the lead organizers for the upcoming 2025 G7 summit to be held in Kananaskis.
- On June 20, 2024, I participated in a ribbon cutting event for Lovely Ice Cream.
- On June 20, 2024, along with the CAO and Councillor Hilstad, I participated in an Enforcement Appeal Review Committee hearing.

- On June 21, 2024, I participated in a photo with the Canmore group moving forward with the efforts supporting a Canmore-Sedona friendship/sister-city relationship.
- On July 27, 2024, I participated in a ribbon cutting event for Busters Pizza & Donair.
- On August 22, 2024, I attended the CRPS Opening Day program for Canadian Rockies Public Schools staff.
- On August 24, 2024, I attended and brought remarks to United Fest (Ukrainian Festival) held in Centennial Park.

2. Councillor Foubert

- a) Bow Valley Regional Transit Services Commission
 - The commission reviewed the first draft operating and capital budgets at the August meeting. Members submit written feedback on the budgets and the new service level requests and a proposed budget will be presented at the September meeting.
 - Roam conducted a transit maintenance analysis that found significant improvements could be seen along with cost savings for Canmore if a number of recommendations are followed including establishing a master service agreement for the Town of Banff, which is contracted to do repair and maintenance on Roam's fleet.
 - A new strategic plan for the commission is expected to be in front of the board for approval by the end of the year.
- b) Community Grants Selection Committee
 - Grants have been awarded!
- c) Canmore Museum Society
 - A new exhibit has launched in the Museum Gallery! Check it out and follow the Museum on social media to keep up-to-date on programming
 - The board is prepared to launch a new fundraising campaign as part of its fund development strategy. Significant reductions in government grants (federally and provincially) as well as from other granting agencies has resulted in a significant impact on the museum's budget this year.
 - We are also without an executive director or collections person as the board focuses on the fundraising campaign this fall.
- d) Downtown Canmore Business Improvement Area
 - The BIA was unable to lease the 806 Main Street lot for a pop-up park this summer. A commercial business went into the site in July.
 - The levy and vibrancy subcommittees work has informed the proposed BIA budget over the next three years, and that has been submitted to the Town as part of the budget process.
 - The BIA will reschedule its showing of the movie Snow Dogs until Thanksgiving.
- e) Subdivision and Development Appeal Board
 - Due to conflicts in my schedule, I did not sit on any appeals over the past two months.

- f) Other points of interest
- Alberta Municipal Climate Change Leaders Caucus discussed transportation and waste/circular economy at its meetings this summer (May 30 and Aug. 22)
 - Attended the TCK Connection Reception at the end of May
 - Completed the Regional Partnerships and Collaboration course through the Elected Official Education Program
 - Attended FCM in Calgary
 - CCH annual Shareholder Meeting June 11
 - Attended BOWDA's June BBQ event
 - Attended the tipi raising at the NWMP Barracks June 14
 - Indigenous People's Day events June 15
 - Toured the new protected services building and renovations to the RCMP detachment June 18
 - Volunteered at the Rotary pancake breakfast on Canada Day
 - Attended training for the new AV system in council chambers Aug. 19
 - Housing workshop Aug. 27
 - Toured the Lake Louise and Moraine lakes shuttle service with Roam and Parks Canada Aug. 28
 - Attended a dinner with Alberta Municipalities at The Crossing Aug. 28
 - Attended the opening of the new outdoor amenity space at the Golden Eagle View Garden Party Aug. 29

3. Councillor Graham

- a) Bow Valley Wildsmart
- No meetings were held.
- b) Canmore Community Housing
- I defer to Councillor Hilstad's report.
- c) Canmore Mountain Arts Foundation
- They are preparing this year's budget to present to administration and council.
- d) Other points of interest
- I gave opening remarks at the Canmore Folk Fest.
 - I gave a welcoming speech to new Bow Valley immigrants at the Banff High School along with Deputy Mayor Ram of Banff.

4. Councillor Hilstad

- a) Canmore Community Housing
- Please see Attachment 1 for the July CCH Operations Report.
- 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
 - June 20, 2024:
 - Order to Remedy Non-Compliant Property (2024-0058) – Extension Request. The request was granted by the committee.
- f) Heliport Monitoring Committee
 - Nothing new to report.

5. Councillor Mah

- a) Bow Valley Waste Management Commission
 - The Commission met on Aug 15th, 2024. (There was no meeting in July). I'm pleased to confirm that the Commission continues to be on firm financial footing.
 - The roll-out of EPR continues 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 June 11th and 12th, 2024 for a strategic planning session. Led by Kathy Arney, it was a fruitful endeavour with lots of interesting thoughts.
- c) Canmore Community Housing
 - I defer to Councillor Hilstad's report for operations summary.
 - As head of the hiring committee for the new CCH Executive Director, our group worked extensively with Human Edge consulting. After numerous hours, interviews and deliberations, we are pleased to announce Kris Mathieu as the new ED. Kris served as the interim ED these past six months and after a fulsome interview process with various candidates, emerged as the best choice.
- d) CAO Performance Review Committee
 - Nothing new to report.
- e) Cultural Advisory Committee
 - The Cultural Advisory Committee met on July 22nd, 2024 and continue to work on finding ways to connect the Cultural Master Plan into finite, tangible priorities which will aid in future funding requests and direction.
 - A sub-committee was formed to aid in crafting the RFP or a new Public Art Policy.

- f) Emergency Management Committee
 - I defer to Mayor Krausert's report.
- g) Other points of interest
 - I participated in the Canada Day parade and drove a truck with Councillor Graham. In the back was the Indigenous drum group "White Rock" who were appreciated for the powerful singing and drum skills.

6. Councillor Marra

- a) Assessment Review Board
 - Nothing new to report.
 - Appeal hearings are scheduled to start at the end of September.
- b) Bow Valley Regional Housing
 - See Attachments 2-6 for the minutes, bulletins, and waitlist reports.
- c) Bow Valley Waste Management Commission
 - Nothing new to report.
- d) Canmore/MD of Bighorn Intermunicipal Committee
 - Nothing new to report.
 - Next meeting is September 16, 2024.
- e) Canmore Public Library
 - Annual budget meeting, for a 2-year budget and a 4-year planning budget.
 - Fireside Chats with local artists will start up on September 17, 2024.
 - Check out the monthly newsletter at www.canmorelibrary.ab.ca
- f) Southern Alberta Energy from Waste Association
 - Nothing new to report.
- g) Subdivision and Development Appeal Board
 - Nothing new to report.
 - All appeal hearings are posted to the Town of Canmore Website.
- h) Other points of interest
 - I attended the training session for our new audio system in the Council Chamber.

7. Councillor McCallum

- a) Assessment Review Board
 - There are six full days booked for appeals in October and November for both CARB's and LARB's.
- b) Bow Valley Regional Housing
 - I defer to Councillor Marra's report.

- c) Canmore Planning Commission
 - There were no meeting booked in July, August, or September.
- d) Canmore Community Housing
 - I defer to Councillor Hilstad's report.
- e) Other points of interest
 - June 6th – 9th – I attended the Federation of Canadian Municipalities Conference in Calgary.
 - June 21st – I attended National Indigenous People's Day in Mini Thni with a van full of teenagers. Mayor Krausert and I were asked to join the Grand Entry. It was a fantastic day!
 - August 3rd – 5th – I attended Canmore Folk Fest.



Monthly Operations Brief
July 2024

Housing Operations

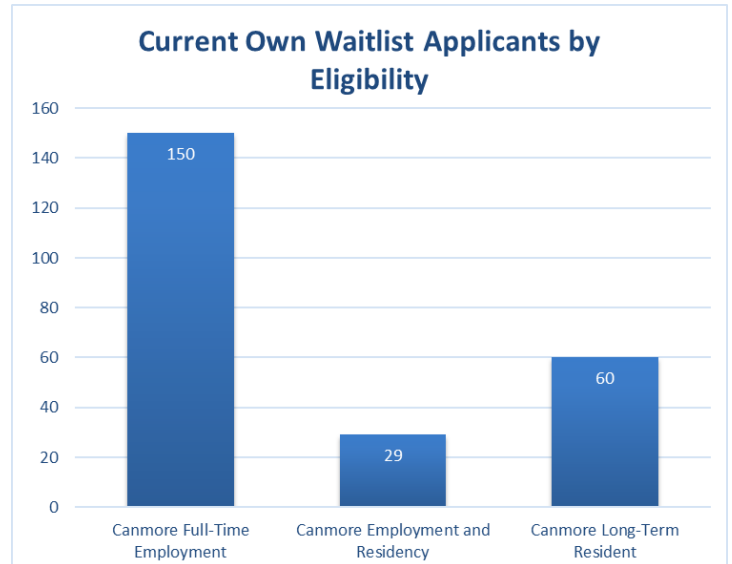
The Vital Homes Ownership program saw a busy month, with two sales closing near the end of June and two others going under contract. As of this writing, one of these two new sales has gone unconditional and is set for an early August closing, with the other anticipated to follow suit later this month. New applications for June continued to show more interest in the Rental program, with 13 new Rental applicants to 9 new Own applicants, however the monthly online Information Session for the Own program did see full registration as per usual. As per the below chart, while new applications for both programs are trending at a lower rate than 2023, CCH has seen an increase in inquiries regarding our Vital Homes Ownership program compared to last year, potentially driven by news of the Stewart Creek development as well as increased activity on our listing page of the website. CCH has also submitted all requested changes to Arcori, the company developing our long-anticipated online portal system for waitlist clients and look forward to working with them further to have this system in place as soon as possible.

CCH OPERATIONS REPORT											
June 2024											
	OWN Program			RENT Program							
Wait List:	264	+2 over last month		189			-23 over last month (due to file clean up/removals)				
Applications YTD:	65	+9 over last month, -20 over same time last year		104			+13 over last month -24 less than same time last year				
Applications Received/Processed 2023:	130			149							
Inquiries YTD:	179	+31 over last month +30 over same time last year		138			+19 over last month -93 over same time last year				
Inquiries 2023:	312 Total			442 Total							
Current Occupancy:				98%	Hector	100%	McArthur	100%	Wolf Willow	100%	NLCC
Total Vital Home Units:	169	2 closed sales, 2 conditional sales		60		48		2		1	
Turnover YTD:	5%	9		3%	2	2%	1	33%	1	0%	0
Turnover 2023:	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 July 1, 2024 ↑											

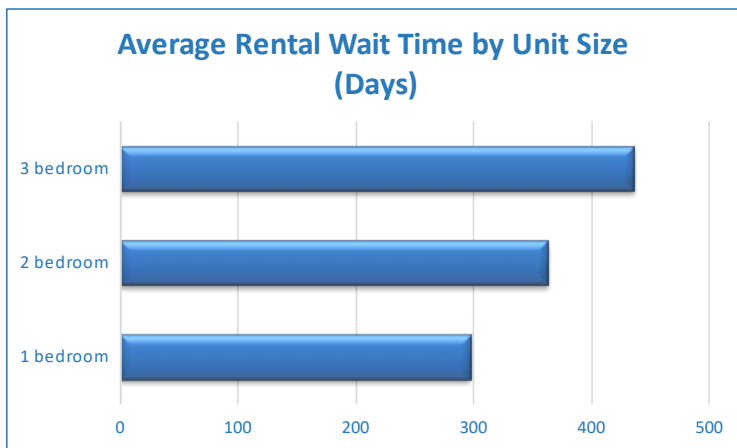


Vital Homes Ownership Program

As demonstrated in the chart, the vast majority of our Vital Homes waitlist applicants apply under the Canmore Full-Time Employment pathway, which means that at least 1 adult in the household works at least 30 hours per week on average with a Canmore licensed business, with the next highest utilized eligibility being the Canmore Long-Term Resident pathway, meaning that the applicant has lived in Canmore at least 60 months of the past 10 years. While the Canmore Employment and Residency pathway is the least utilized of the ways in which applicants may qualify for our Own program, this way still accounts for approximately 12% of the applicants on our waitlist. The overall list now stands at 239 households.



Vital Homes Rental Program



The Vital Homes Rental program waitlist currently stands at 204 households, which is up slightly from last month that saw several removals from the waitlist. While 1-bedroom units continue to see the most demand within our Vital Homes Rent Program (130 current waitlist applicants), CCH is seeing the longest wait times being experienced are those that are eligible for 3-bedroom units. While there are only 24 wait list applicants that are looking for this size of unit, with only 10 of these types of units available within the Vital Homes Rent Program and the continued lack of turnover in tenancies, CCH

unfortunately does not anticipate being able to address these wait times in any significant way in the short-term.

Canmore Rental Statistics for 2024

As scarcity appears to be an issue for the month of June, rental rates for 1- and 2-bedroom units saw an increase compared to the previous month and are considerably higher than the same time last year (approximately \$500 higher per month for both size units). While purpose-built rental units in Canmore do start at lower rates than those indicated on the chart below, CCH does not have access to availability and specific rental rate data to incorporate this information into our reporting. 2024 CCH rental rates for the same size units (with respect to number of bedrooms) is still considerably below recent market rates. 3- and 4-bedroom unit rates have remained relatively stable, however it is worth noting a much lower availability rate than compared to the same time frame in 2023 as well. 3-bedroom units in particular have seen a drop in availability, with the average number of units available in Q2 2024 only being 6 per month vs. the 2023 average of 17, which may put further upward pressure on these rates.

Canmore Rental Statistics for 2024		Jan.	Feb.	Mar.	Q1 Averages	Apr.	May	June	Q2 Averages
1 Bedroom	Average	\$ 2,498.33	\$ 2,172.50	\$ 2,995.00	\$ 2,555.28	\$ -	\$ 2,360.00	\$ 3,000.00	\$ 2,680.00
	Median	\$ 2,995.00	\$ 2,172.50	\$ 2,995.00	\$ 2,995.00	\$ -	\$ 2,400.00	\$ 3,000.00	\$ 2,700.00
	Units Available	3	2	1	2	0	3	1	1
2 Bedroom	Average	\$ 3,415.83	\$ 3,514.72	\$ 3,499.09	\$ 3,476.55	\$ 3,433.85	\$ 3,144.44	\$ 3,391.67	\$ 3,323.32
	Median	\$ 3,050.00	\$ 3,500.00	\$ 3,247.50	\$ 3,247.50	\$ 3,400.00	\$ 3,200.00	\$ 3,225.00	\$ 3,225.00
	Units Available	12	11	12	12	13	9	6	9
3 Bedroom	Average	\$ 4,062.50	\$ 4,630.38	\$ 4,742.86	\$ 4,478.58	\$ 5,037.50	\$ 5,166.67	\$ 4,075.00	\$ 4,759.72
	Median	\$ 3,750.00	\$ 4,500.00	\$ 5,000.00	\$ 4,500.00	\$ 5,375.00	\$ 5,550.00	\$ 3,900.00	\$ 5,375.00
	Units Available	5	13	7	8	8	6	4	6
4+ Bedroom	Average	\$ 4,187.50	\$ 5,771.67	\$ 5,200.00	\$ 5,053.06	\$ 4,750.00	\$ 9,675.00	\$ 5,787.50	\$ 6,737.50
	Median	\$ 4,250.00	\$ 5,000.00	\$ 4,800.00	\$ 4,800.00	\$ 4,750.00	\$ 9,675.00	\$ 5,150.00	\$ 5,150.00
	Units Available	4	9	5	6	5	7	4	5
Summary Total		24	35	25	84	26	25	15	66

Asset Management

CCH anticipates, thanks to diligent work from PEKA Property Management, an August start date for the concrete remediation work at The Hector at Palliser. This work is anticipated to take approximately 1-2 weeks by Bremner Engineering who was awarded this work earlier this year. This will be the last significant piece of asset maintenance at the Hector for 2024, and CCH is eager to see the improvements to the property when work is completed. For McArthur Place stage 1 of the concrete pathway and lighting work at McArthur Place is still anticipated to take place in August 2024 with an exact start date to be determined. Like the concrete work at The Hector, this will be the last planned piece of significant asset maintenance for 2024 at this location and CCH is looking ahead to possible projects to be undertaken in 2025.

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 – Ownership Townhouse Project



Foundation construction has started, with the south building underway first and north building to follow (the buildings will be built concurrently). The first concrete pour has taken place and includes the concrete footings of the west half of the south building. Insulated Concrete Form (ICF) walls have been constructed on top of the footings up to slab grade. Next is the same work for the east half of the south building. Wood frame construction of the south building superstructure is expected to commence in August.



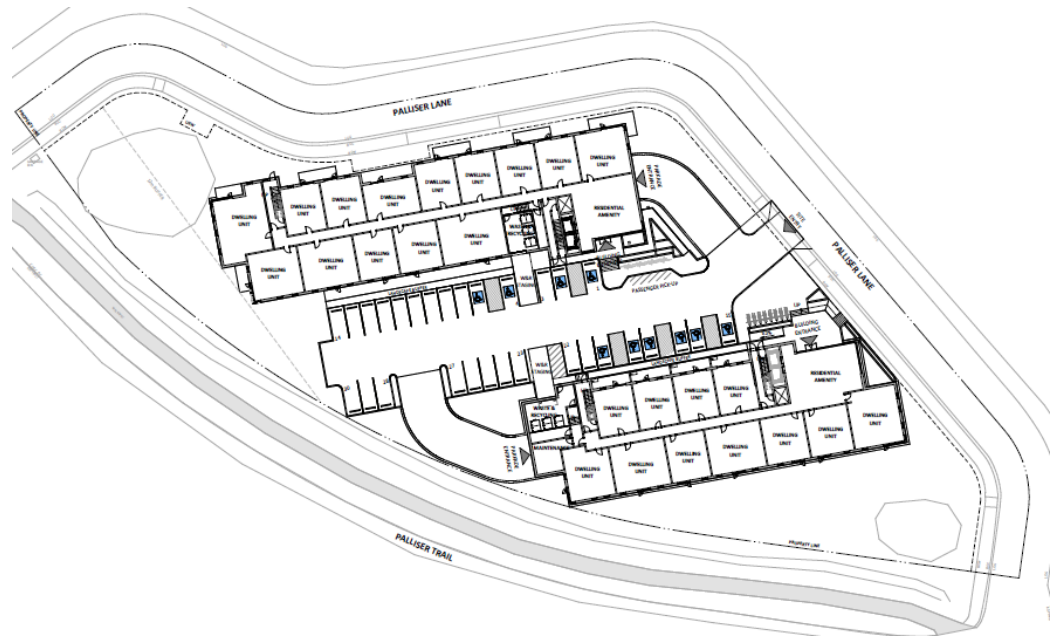
205 Stewart Creek Rise is an 18-unit townhouse new residential project that will add inventory to the Vital Homes ownership program. There will be 10 three-bedroom row houses (each roughly 1,450 sq ft with attached garage) and 8 two-bedroom stacked townhouses (ranging from 780 – 840 sq ft with surface parking and dedicated, covered storage). The CCH Development team is working with Ashton Construction Services and Montane Architecture in an integrated framework to expedite the project.



100 Palliser Lane - Purpose Built Rental Development



The redesignation of the existing Direct Control District was approved by Town of Canmore Council on May 7, 2024. The Development Permit application has been submitted and the review process will continue in the coming weeks. Design detail continues to progress as well as initial tendering of major contractor scopes.



100 Palliser Lane is a 144-unit purpose built rental complex located in the Palliser area on the east side of the Trans-Canada Highway. This project will fill a significant demand in the rental housing program and will include two buildings: one 6 storeys and one 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 Prime Architectural Consultant, GGA Architecture, and pre-construction partner, Ledcor Construction Inc.



Regular Board Meeting Minutes
Thursday, May 23, 2024, 10:00 a.m.
Bow River Seniors Lodge, Canmore AB

PRESENT: Lisa Rosvold (Chair), Karen Marra, Joanna McCallum, Don Beaulieu, 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

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

Motion 24-038: K. Marra to approve the agenda. With the addition of 2.a. presentation of Q1 2024 BVRH Financial Reports (unaudited). Carried unanimously.

3. APPROVAL OF MINUTES

a. Regular Meeting of the Board:

Motion 24-039: K. Marra to approve the minutes of April 17, 2024, the regular meeting of the board as presented. Carried unanimously.

4. CAO REPORT

a. 'This is Home' Redevelopment: verbal updates provided and discussed.

b. Business Continuity: report provided and discussed.

Motion 24:040: T. Christensen to accept the report as information. Carried unanimously.

c. Strategic Plan – Mid-term Review: verbal updates provided and discussed.

5. CORRESPONDENCE AND INFORMATION

a. Q1 2024 Financial Report (unaudited): report provided and discussed.

Motion 24-041: D. Beaulieu to accept the report as information. Carried unanimously.

b. May 2024 BVRH Bulletin: provided and reviewed.

Motion 24-042: K. Cowley to accept the report as information. Carried unanimously.

c. May 2024 Occupancy and Waitlist Report: provided and reviewed.

Motion 24:043: J. McCallum to accept the report as information. Carried unanimously.

6. In-Camera:

a. Operational Matter for Information: discussed in CAO Report, 'This is Home' Redevelopment.

7. DATE AND LOCATION OF NEXT MEETING(S)

a. Next Regular Meeting of the Board:


June 27, 2024, starting at 10:00 a.m. in Bow River Lodge, Canmore.

ADJOURNMENT

Motion 24-044: K. Cowley that the meeting adjourn at 11:26 a.m. Carried unanimously.



Lisa Rosvold, Chairperson



Ian Wilson, CAO

MINUTES PREPARED BY: Jennifer Comighod, Client Services Manager

Monthly Bulletin

June 2024



NEWS, INITIATIVES, AND EVENTS

Opening the Dementia Care Unit!

At long last we are admitting our first residents to the secure dementia care unit on the first floor of our new facility! We are so thankful that we can offer this service to the community in partnership with SE Health and AHS!

Be Prepared!

If you haven't already, please use the Voyent Alert application for communities that you or your loved ones live in. In the chaos of crisis, it is important to have access to trusted, timely and accurate information to ensure your own safety and that of your family and loved ones. Please download the app from wherever you access apps and be better prepared and better able to help your friends and family in our seniors housing. BVRH is enhancing our emergency response plans but we need the residents' friends and families to help in the event of an evacuation – please be prepared to help your loved ones. More information will follow about how you can help within our emergency plans.

Accreditation

BVRH continues the accreditation process. Our care partners at SE Health will lead as we work together towards accreditation at our Bow River Lodge site. Accreditation, which is a daunting task, is used to prove and improve standards of care.

Our Annual Spring Garden Party was a tremendous success!

Seniors' Week was wonderful, full of fun activities culminating in our annual Spring Garden Party! 🌸 We were thrilled to reconnect with our community for a day filled with joy, laughter, and cherished memories. It has blossomed into a truly community event, with more than 300 people attending this year, many of whom were young families. Once again, the baby farm animals, the dogs from SPCA and the band were huge hits!

PROGRAM OCCUPANCY RATES

Bow River Lodge - NSL	98%
Bow River Lodge – DSL	45%
Cascade House	74%
Bow River Homes	100%
Mount Edith House	100%
Community Housing	100%
Rent Supplement	100%

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 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

Monthly Bulletin

August 2024



NEWS, INITIATIVES, AND EVENTS

Be Prepared!

As our neighbours from Jasper begin the long road to recovery, it remains timely to focus on emergency preparedness in our neck of the woods. The unfortunate reality is that a similar event can happen here, so if you haven't already, please have a conversation with your loved ones about what you would do, where you would go and how you want to see things unfold in the event of a community evacuation. Knowing ahead of time will make your experience and that of your loved ones less stressful and safer. Please also use the Voyent Alert application for communities that you or your loved ones live in if you haven't already, because in the chaos of crisis, it is important to have access to trusted, timely and accurate information to ensure your own safety and that of your family and loved ones. More information will follow about how you can help within BVRH's and the local Municipalities' emergency plans.

Accreditation

BVRH continues the accreditation process. Our care partners at SE Health are leading the project as we work together towards accreditation at our Bow River Lodge site. Accreditation, which is a daunting task, is used to prove and improve standards of care.

Bow River Lodge Open House

We plan to hold another Open House at Bow River Lodge in September, please stay tuned for more information in the coming weeks.

2024 Seniors Lodge Program Review

The Alberta Seniors Lodge Program is essential to communities across the province, providing affordable housing and support options for seniors who want to age well in their community. The program supports over 10,000 seniors across 148 lodges, ensuring they live with dignity and receive proactive services for overall wellness and preventive health outcomes.

A recent review, conducted by ASCHA and the Government of Alberta, surveyed seniors lodge providers and revealed important insights:

Seniors Lodge Providers: Operate in 85 municipalities across Alberta, offering a combined 8,230 units. BVRH operates in two of the smaller municipalities offering a total of eighty-two lodge units.

Continuing Care Homes Type B: Approximately 1,000 of these units provide essential health supports. BVRH operates sixty of these in Canmore at Bow River Lodge.

Future Growth: A 67% increase in lodge units needed is forecasted by 2046, necessitating more staffing, services, and improved infrastructure. Recent projections for the Bow Valley align with this forecast.

Occupancy: The average vacancy rate is 17%, with smaller communities facing higher rates. Combined, our lodges currently have a 9% vacancy rate, however the rate at Cascade House, in Banff, is higher than the provincial average.

Key Reasons Seniors Choose Lodges:

- Access to meals and housekeeping services
- Socialization and life enhancement
- Affordability

Funding Challenges:

- Average monthly operating costs in the Bow Valley are in the middle of the provincial range due to having smaller lodges, which are must less cost efficient than large ones plus the much higher costs of operating in the Bow Valley compared to the rest of Alberta.
- Accommodation rates vary, with single units averaging \$1,800 per month. While the average varies month to month, the June 2024 average in the Bow Valley is close to that figure, but it is a bit lower than the provincial average.
- The higher operating costs we experience in the Bow Valley significantly surpass the ability of the average lodge resident to cover their share of the costs. BVRH subsidizes the residents' affordability through municipal requisitioning.

Call to Action:

- Increased Funding: To address rising operating and capital maintenance costs.
- Investment in Infrastructure: To meet projected growth and ensure high-quality living conditions.
- Policy Support: To address the unique needs of smaller municipalities.
- Enhanced Services: Including personalized care options, improved food quality, and access to recreational activities and 24/7 home care.

PROGRAM OCCUPANCY RATES

Bow River Lodge - NSL	96%
Bow River Lodge – DSL	61%
Cascade House	78%
Bow River Homes	100%
Mount Edith House	100%
Community Housing	100%
Rent Supplement	100%

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 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

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OUR VALUES



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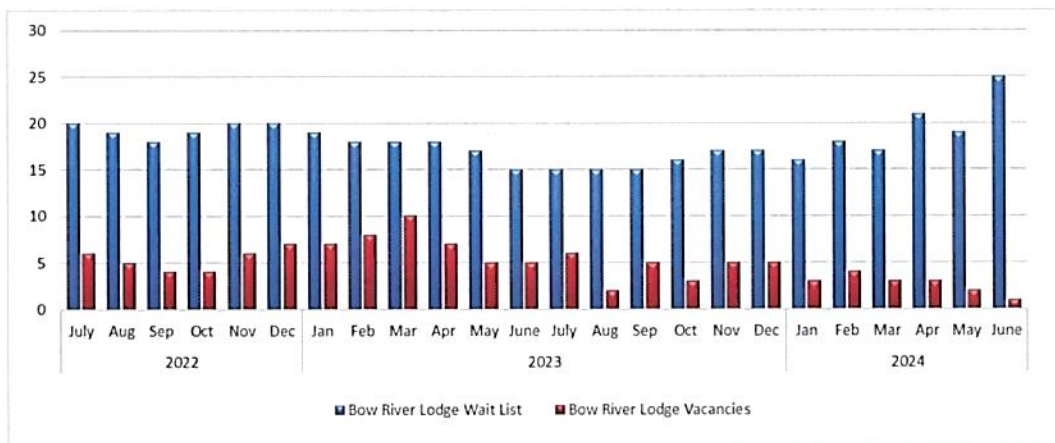
June 2024 Occupancy & Waitlist Report



Bow River Seniors Lodge in Canmore

Occupancy and waitlist as of June 18, 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:
 - Four are utilized as storage or amenity space.
 - Three are being rehabilitated (one was a former office)
- 98% of the habitable suites are occupied or awarded pending move-in.
- Twenty-five candidate households are wait-listed, and most are not ready to move in.



Bow River Seniors Lodge – Continuing Care Type B (formerly Designated Supportive Living - DSL) in Canmore

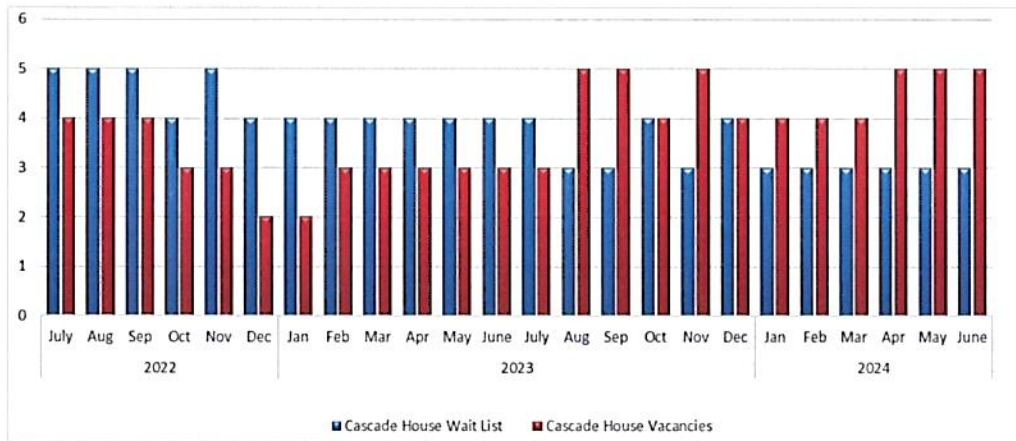
Occupancy as of June 18, 2024:

- There are sixty units in Continuing Care Type B.
- First floor – Type B (Secure Space) has thirty units. The first resident is scheduled to move in on July 2, 2024.
- Second floor – Type B (formerly DSL4) has thirty units 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 June 18, 2024:

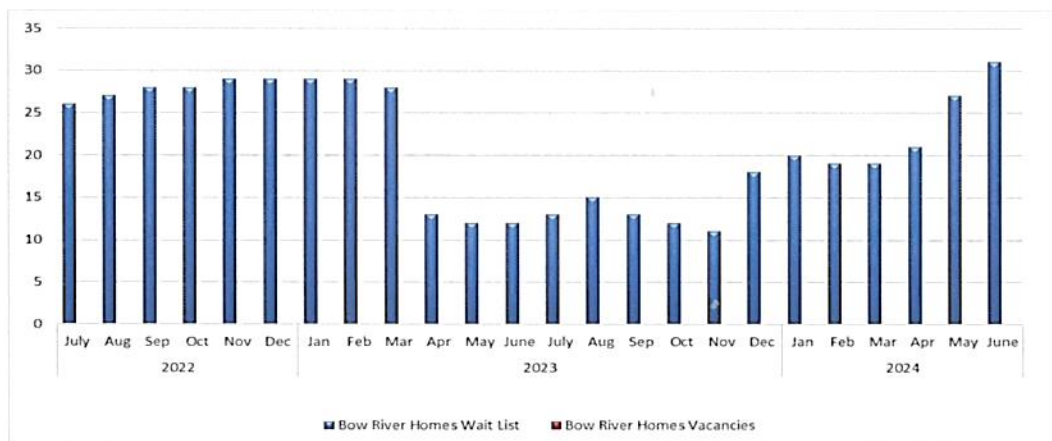
- The lodge has twenty-two residential suites.
- Of those suites, nineteen are occupied or available for occupancy.
- The other suite is not available for occupancy. They are not captured in the chart below but include the following:
 - Three are being rehabilitated.
- 74% of the habitable suites are 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 June 18, 2024:

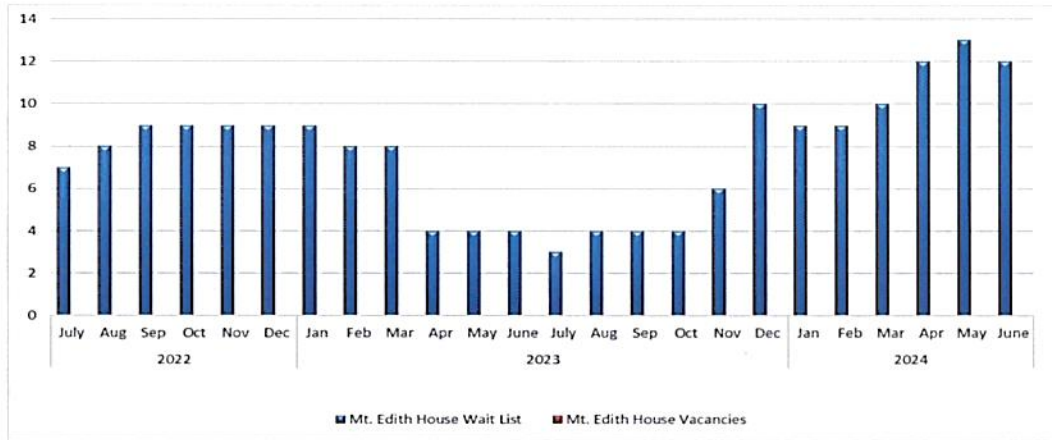
- The project has twenty-eight self-contained residential suites.
- Of those suites, twenty-seven are occupied or available for occupancy.
- The other suite is not available for occupancy. They are not captured in the chart below but include the following:
 - One that is being rehabilitated.
- 100% of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



Mount Edith House (Seniors Self-Contained) in Banff

Occupancy and waitlist as of June 18, 2024:

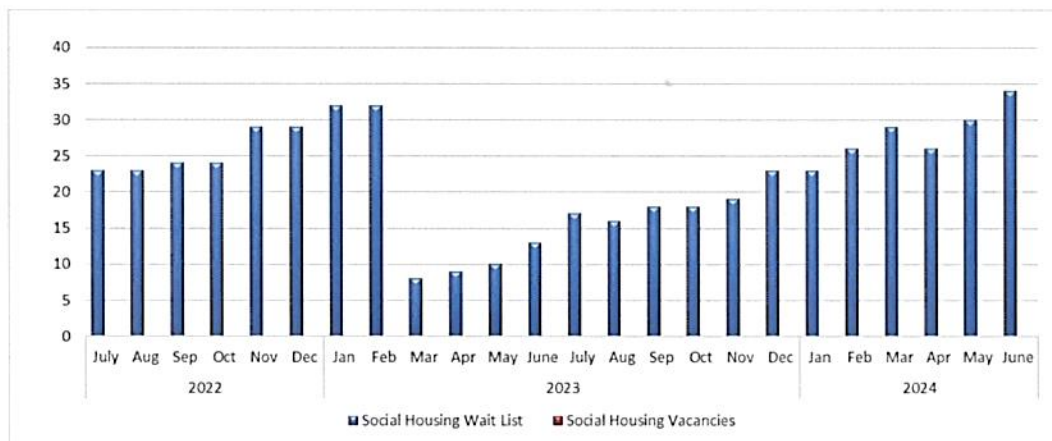
- The building has thirty-four self-contained residential suites.
- Of those suites, thirty-three are occupied or available for occupancy.
- The other suite is not available for occupancy. They are not captured in the chart below but include the following:
 - One that is being rehabilitated.
- 100% of 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 June 18, 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.
- Thirty-four candidate households are wait-listed.



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

Occupancy and waitlist as of June 18, 2024:

- A monthly budget of \$32,583.00.
- Providing financial subsidies to sixty active client households.
- Nineteen candidate households are wait-listed.
- The monthly subsidy totalled \$29,813.00, averaging \$497.00 per client household.
- Of our active RS client households:
 - 47 live in Canmore
 - 10 live in Banff
 - 1 live in Deadman’s Flat
 - 2 live in Exshaw

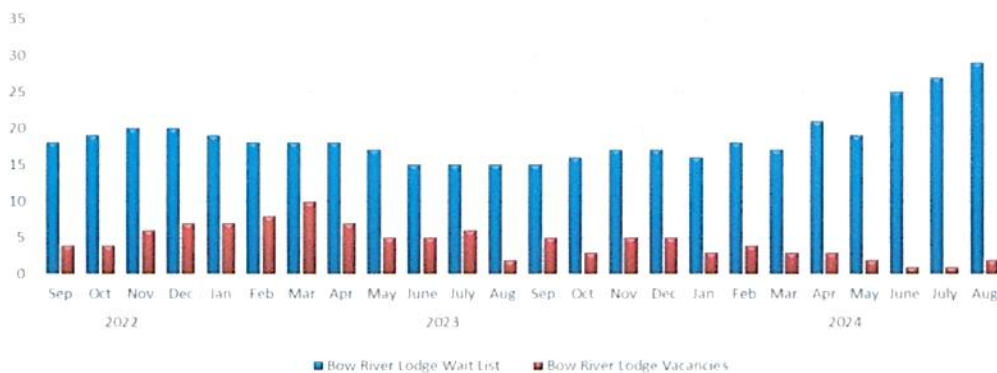
August 2024 Occupancy & Waitlist Report



Bow River Seniors Lodge in Canmore

Occupancy and waitlist as of August 12, 2024:

- The lodge has sixty-three residential suites.
- Of those suites, fifty-five are occupied or available for occupancy.
- The other suites are not available for occupancy. They are not captured in the chart below but include the following:
 - Five are utilized as storage or amenity space.
 - Three are being rehabilitated (one was a former office)
- 96% of the habitable suites are occupied or awarded pending move-in.
- Twenty-nine candidate households are wait-listed, and most are not ready to move in.



Bow River Seniors Lodge – Continuing Care Home Type B (formerly Designated Supportive Living - DSL) in Canmore

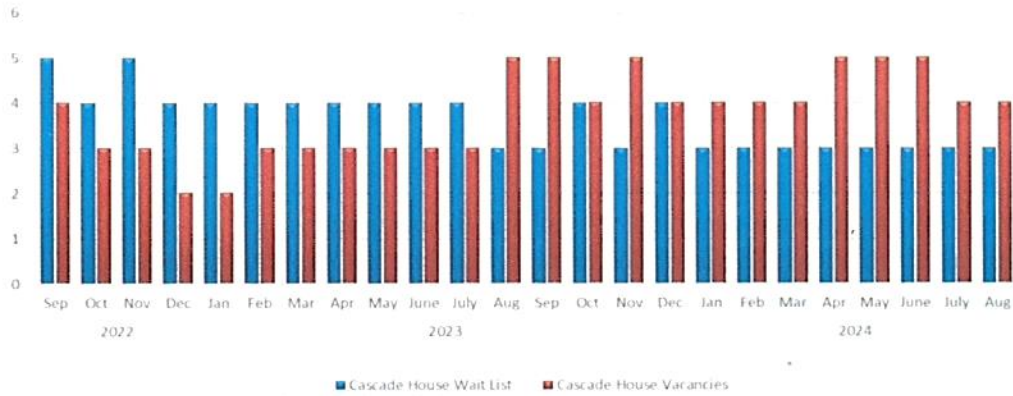
Occupancy as of August 12, 2024:

- There are sixty units in Continuing Care Home Type B.
- First floor – Type B (Secure Space) has thirty units at 27% occupancy
- Second floor – Type B (formerly DSL4) has thirty units at 97% occupancy.
- AHS controls the admissions process; we are not privy to waitlist information.

Cascade House (Seniors Lodge) in Banff

Occupancy and waitlist as of August 12, 2024:

- The lodge has twenty-two residential suites.
- Of those suites, eighteen 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:
 - One is utilized as an amenity space.
 - Three are being rehabilitated.
- 78% 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 August 12, 2024:

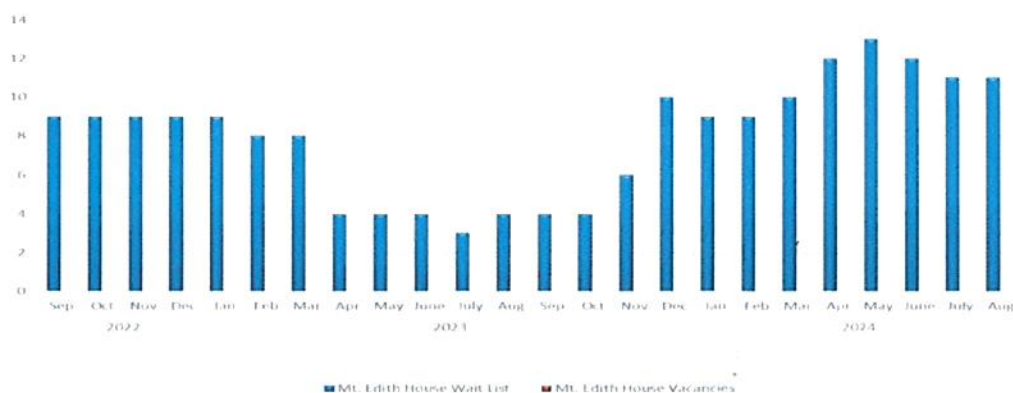
- The project has twenty-eight self-contained residential suites.
- 100% of the habitable suites are occupied or awarded pending move-in.
- Thirty-three candidate households are wait-listed.



Mount Edith House (Seniors Self-Contained) in Banff

Occupancy and waitlist as of August 12, 2024:

- The building has thirty-four self-contained residential suites.
- Of those suites, thirty-three 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:
 - One that is being rehabilitated.
- 100% of the habitable suites are occupied or awarded pending move-in.
- Eleven candidate households are wait-listed.



Community Housing Projects in Canmore

Occupancy and waitlist as of August 12, 2024:

- The portfolio has fifty-eight individual residential units.
- Of those fifty-eight units, fifty-four 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:
 - Four are being rehabilitated.
- 100% of the habitable suites are occupied.
- Thirty-two candidate households are wait-listed.



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

Occupancy and waitlist as of August 12, 2024:

- A monthly budget of \$32,583.00.
- Providing financial subsidies to sixty active client households.
- Fourteen candidate households are wait-listed.
- The monthly subsidy totalled \$30,465.00, averaging \$508.00 per client household.
- Of our active RS client households:
 - 47 live in Canmore
 - 10 live in Banff
 - 1 live in Deadman’s Flat
 - 2 live in Exshaw

DATE OF MEETING: September 17, 2024

Agenda #: F 1

A. Corporate Strategic Team

1. CAO

- Attended the Canmore Community Housing (CCH) shareholders meeting.
- Held an orientation session for the new Executive Director of CCH with the General Managers (GM) of Municipal Infrastructure and Corporate Services and the CCH board chair.
- Provided input at Government of Alberta (GoA) engagement sessions on Bills 18 and 20. There was one session on Bill 18 and three on Bill 20 (the GM of Municipal Services attended one while CAO was on vacation).
- With CAOs from the MCMC executive attended a GoA input session on potential criteria for a new Local Growth and Sustainability Grant program.
- Invited all Stoney Nakoda Nations and the consultation office to participate in the Downtown Connect engagement and the Bow Valley Community fireguard project.
- Attended a Cultural Awareness for Indigenous Events workshop hosted in advance of Indigenous Peoples' Day.
- Chaired a meeting of the Enforcement Appeal Review Committee.
- The G7 is coming! With Mayor Krausert attended an introductory G7 meeting. With Manager of Protective Services attended initial G7 meet and greet at the Pomeroy in Kananaskis. Attended the first of what will become monthly G7 Summit Management Office meetings with regional CAOs, Provincial, and Federal representatives.
- With the GM of Municipal Infrastructure provided the GoA with an update on our work on the Palliser lands.
- Sat in on Engineering Design and Construction Guideline (EDCG) session between Town, BOWDA, and industry representatives that focused on transportation.
- With the GM of Corporate Services learned from the City of Airdrie about how they manage growth projections and its impacts on staffing. They have a Manager of Strategic Growth that works with a growth projection committee. Their model won't work for Canmore but we did garner some useful learnings.
- Attended Q3 Canmore Emergency Management Agency Meeting.
- Held an offsite planning and check in session with members of Corporate Strategic Team (CST).
- Drove a golf cart in the Canada Day parade! 😊

2. General Manager of Municipal Services

- Supported Canada Day festivities by working in the Event Command Centre.
- Attended the Canmore Community Housing's August board meeting as the acting administration liaison and to offer congratulations to CCH's new Executive Director.
- Met with representatives from the Government of Alberta regarding the continuation of a Low Income Transit Pass Grant Program for smaller municipalities. The Town of Canmore received

a total of \$812,000 to support its program between April 2022 and March 2024. It is anticipated that a grant agreement for 2024-2025 funding will be provided shortly but that grant amount will be less than the 2022-2024 period.

3. General Manager of Corporate Services

- Attended the Housing Accelerator Fund (HAF) Round 2 workshop followed up with a call for Canmore. A minimum requirement of round 2 funding is to end exclusionary zoning. Canmore's infrastructure may not be able to support this increased density across the entire town, potentially leading to very expensive upgrades. Increased density is already permitted in many areas (South Canmore as an example), which may be a part of the solution, but it currently leads to more luxury homes that are out of reach of many instead of increasing affordable housing options. Canada Mortgage and Housing Corporation (CMHC) staff indicated that the HAF is focused on building as many units as possible as quickly as possible, regardless of affordability, using this one-size fits all approach and this is likely not the program to help address Canmore's unique needs for non-market housing. Therefore, the Town will not be submitting an application for round 2 of HAF.
- Council approved Canmore's share of a staff housing purchased for ROAM in May funded at \$156,919 from the Integrated Transportation Management Reserve and the balance of \$100,000 from Canmore's ROAM operating reserve. Canmore's share of this purchase increased by \$8081 due to the purchase of furniture and legal fees to close the sale. This overage in operating expenses will be covered from Canmore's ROAM operating reserve.

4. General Manager of Municipal Infrastructure

- Attended Engineering Design and Construction Guideline (EDCG) working sessions between Town, BOWDA, and industry representatives.
- With representatives from Planning & Development and Engineering, attended a session with CCH to discuss master planning for the remainder of their Palliser lands.
- Attended a meeting with representatives from CCH, Bow Valley Regional Housing, the YWCA, the Pauw Foundation, and the Banff Canmore Foundation to discuss housing initiatives in the Bow Valley and further collaboration efforts.
- Met with the Executive Director of CCH to discuss potential revisions to the Vital Homes Policy and the related Vital Homes provisions in the Land Use Bylaw.

B. MUNICIPAL SERVICES

1. Community Social Development

- The Community Grants Program completed its adjudication and successfully awarded the grant dollars to 15 outstanding community groups, initiatives, or not-for-profits. The full list of recipients is attached (Attachment 1).
- The Volunteer Driver Program offers transportation for seniors and AISH recipients living with disabilities to out of town medical appointments in Calgary, Cochrane, or Banff on a cost-recovery basis. In 2023 volunteers completed 147 ride requests. 2024 (YTD – as of August 26th) volunteers have completed 170 ride requests.
- In response to community concerns about long wait times for taxis during peak hours, a Community Driver Pilot Program aims to ensure timely access to *local* medical appointments for

clients currently enrolled in our Taxi Pass Program (eligibility may change in the future). Volunteers donate their time, and clients contribute \$5.00 per roundtrip to cover gas and vehicle wear and tear. This program will run until September 30, 2024 and will be evaluated to determine future actions/needs.

- The Safe Park program opened May 1st this season and has been operating at full capacity (50 vehicles) since July 22. Program staff hosted a BBQ for Safe Park participants on the evening of August 27th at the Canmore Recreation Centre parking lot. The engagement was in support of community building and gathering participant feedback.
- Town of Canmore, Canmore Pride and Banff YWCA Harmony Project hosted the Family Pride Pancake Breakfast Saturday September 14th in Rotary Friendship Park.

2. Recreation Services

- As of August 26, the Aquatics Centre at Elevation Place is closed for annual maintenance. Aquatics and Facilities will be working on several tasks including cleaning, gutter lining maintenance, grate replacement, and tile maintenance. The Aquatics Centre will re-open on Sept. 20 (Leisure Pool, Hot Tub, and Steam Room) and Oct. 7 (Lap Pool). During the closure, all Splash Memberships will automatically be placed on hold. Splash membership holders may request an early hold removal on Sept. 20, otherwise all memberships will be re-activated on Oct. 7. Go Beyond members may request a hold online for the closure period.
- We are continuously working on ways to ensure that residents can directly access the benefits of Elevation Place as both a community space and as a recreation facility. Because we do not provide discounted rates for residents, we are shifting away from providing guest passes for Go Beyond and Splash members at a 20% discount effective October 1. While the original intention of the discount 11-years ago was to introduce new users to the facility, membership sales remain strong and multi-visit pass products such as the 10-punch pass allow regular users to access Elevation Place at a discounted rate.

3. Fire-Rescue

- In response to the Jasper wildfire, Canada Task Force 2 requested support from Canmore Fire-Rescue. One firefighter responded to Jasper immediately and spent eight days supporting suppression efforts.
- Conducted Advanced FireSmart Assessment Training with seven team members.
- The Larch Vegetation Management/Fuel Modification FireSmart (capital project 7329) work recommended on Sept 9th. This is a continuation of work that occurred earlier in 2024.
- On October 5th, Canmore Fire Rescue will kick off Fire Prevention Week by hosting an open house along with a pancake breakfast from 8 am – 12 pm. The breakfast will be held at the new Palliser Fire Station and is a great opportunity for the community to tour the new facility. Department staff will be visiting schools to deliver fire prevention education from October 7-11.

4. Protective Services

- The Manager of Protective Services was a guest at the July 17th Rotary Club Breakfast and presented on emergency management in Canmore.
- The Community Preparedness Guide (emergency preparedness) launched at the end of July and is available on the Town's website.

- An internal FireSmart Working Group has formed to take a multi-disciplinary approach to municipal FireSmart projects and activities. This group is made up of employees from the Protective Services, Fire Rescue, Engineering, Public Works (Environment & Sustainability, Parks), and Planning and Development departments.
- Please refer to the following 2024 Q1 RCMP attachments:
 - Community Letter (Attachment 2)
 - Community Report (Attachment 3)
 - Crime Statistics (Attachment 4)
- Municipal Enforcement focused proactive patrols on:
 - Pathway safety and cycling in July
 - Aggressive drivers in August
 - Dogs at large and back to school safety in September

5. Economic Development

- SMARTstart kicked off for its 5th year on September 12th with 16 entrepreneurs representing 15 businesses. Five are existing businesses, and 10 are business ideas.
- Master Your Disaster – Business Emergency Preparedness workshop hosted September 17th.
- The Major Event Grant program is open for applications until September 27th.
- The 2024 Business Survey will go live in October. It will assess the current state of business in Canmore and identify areas of support and focus for Business Retention and Expansion efforts.
- Economic Development is partnering again with the Bow Valley Chamber of Commerce for the third year of Peer Mastermind, which supports local entrepreneurs through peer mentorship.
- The Digital Services Squad partnership with Airdrie, Crossfield, Cochrane, Kananaskis Improvement District, and Rocky View is wrapping up. This program was funded by the province and local municipalities to support small business in improving their digital processes. As of July 2024, a total of 42 businesses received one-on-one coaching and support on digital processes, technology and online marketing, promotion, e-commerce and more.
- Arts and Culture:
 - The Town of Canmore's Public Art collection has been undergoing scheduled maintenance and repairs this summer. Conservation work on the collection, including the iconic pieces '*Ceanmore*' (Big Head) and Portal XII, will continue through September and October.
 - 'Round Dance in the Rockies' event will take place in recognition of National Day for Truth and Reconciliation. The event will take place in Canmore on Saturday, September 28.
 - Three Sisters Gallery is calling for 2D artwork for their "Imagine" exhibition, exploring nature through the microcosm. Deadline for submissions is September 25.
 - Events season continues to end of October. Highlights include Terry Fox Run (Sept 26), Strides Road Race (Oct 12) and the final Mountain markets will take place on Oct 3 and 12.
 - Supervisor, Arts and Culture provided letter of support to Folk Festival in application for a \$100,000 grant to the Canada Council's Arts Across Canada - Public Outreach program. The grant application proposes that a Winter Festival take place in Canmore in Winter 2025, with Folk Festival as lead producer and the Town as supporting partner.

C. CORPORATE SERVICES

1. Human Resources

- The Employee Engagement Survey is currently live and responses are being collected until September 13, after which time the 3rd party consultant Impact HR will compile results and prepare a report for administration, to be delivered towards the end of October.
- We continue to maintain facilitated training in support of business plan priorities around Reconciliation, Equity, Diversity and Inclusion (OKR G3/O1/KR1), and mental health/resiliency.
- Training in July/August included:
 - July 3, 17. Aug 7, 21 – New Employee Orientation - facilitated by HR
 - July 24. Aug 28 – Benefits Information Session – facilitated by Brenda Roberts

Scheduled training for September includes:

- Sept 4, 18 – New Employee Orientation - facilitated by HR
- Sept 5 – Indigenous Cultural Awareness 1.0 – facilitated by SevGen
- Sept 11 – Fierce Conversations – facilitated by Fierce
- Sept 17 – The Working Mind Employee Session
- Sept 25 – Benefits Information Session – facilitated by Brenda Roberts
- Six members of the HR team will be relocating their offices to the Senior's Centre building, occupying the former CCH offices. This will enhance privacy and confidentiality for employees while HR is serving the internal organization. Many thanks to Facilities and IT for the work in creating a functional (and quite beautiful) workspace.

2. Communication

- A new webpage for the Bow Valley Community Fireguard has been created: [Bow Valley Community Fireguard: Town of Canmore](#). Further communication will continue in the coming months as the grant and project progress.
- **Connect Downtown Engagement – Options Phase**
 - From July 15 – Aug. 12, 2024, we welcomed the public and other interest-holders to participate in the second phase of engagement for the downtown Area Redevelopment Plan. Earlier this year, we gathered public input about our community's values and priorities. In our second phase of engagement, we invited additional input on potential options to advance those priorities.
 - We received over 1,800 online survey submissions, engaged in approximately 100 direct conversations, collected 500 written responses at a three-week pop-up at Elevation Place, received 60 email submissions, and collected input from a stakeholder workshop representing 16 community organizations.
 - We are currently reviewing the feedback and will release a comprehensive "What We Heard" report this fall. As we prepare the draft plan for additional input in early 2025, please note that the concepts presented were preliminary and may evolve. Learn more at mycanmore.ca/connectdowntown

3. I.T.

- The Council Chambers audio visual system update was completed in August. Some bugs are still being addressed but the system as a whole is a significant improvement to the previous system which was at the end of its life.

4. Municipal Clerk

- The municipal clerk's office is accepting applications from public members to sit on boards and committees. Interested individuals may apply online at <https://www.canmore.ca/your-government/council/boards-and-committees/apply-for-a-committee>. The deadline for applying is midnight on Sunday, September 22.
- In July and August two members of the team assisted our neighbours in Banff by working as deputy returning officers at their vote of the electors.

D. MUNICIPAL INFRASTRUCTURE

1. Planning & Development

- Three staff members attended the Canadian Institute of Planners annual conference, held in Edmonton this July.

2. Engineering Services

- Jasper Secondment: The Town of Jasper administration submitted a request to administration for a short-term secondment to backfill a key role in their Emergency Coordination Centre (ECC). Administration agreed to send the Manager of Engineering to fill the role through September 20th in support of their transition from response to recovery. This is an opportunity to support a neighboring mountain town at a time of need and to bring back learnings in support of our community's own emergency preparedness. Staffing costs and expenses for the secondment will be recovered through Jasper's ECC.
- Alberta Drought and Flood Protection Program
The Drought and Flood Protection Program (DFPP) has been created to support communities in the development of long-term resilience, while supporting integrated planning and healthy, functioning watersheds.
 - Administration applied to the first round of grant in June 2024 for the protection of the Waste Water Treatment Plant (WWTP) and two lift stations. The total cost of the project is estimated at \$3 million, which includes improvements to the WWTP roads and the berming of the WWTP to minimize flooding risks; re-armoring the banks of the Bow River in the WWTP reach that had been damaged in 2013; and flood protection for two lift stations. The work was identified as part of flood recovery efforts and will provide resiliency for critical infrastructure when completed.
 - Canmore's grant application was approved by Alberta Environment and Protected Areas in early August for \$2.1 million, or 70% of the total estimated costs. It is expected that the agreement will be circulated to the Town of Canmore in September 2024 and that the grant will be valid until March 2028. The project will be considered as part of the budget process this fall to determine priority, 30% funding sources and timing.
- Cougar Creek Long-term Mitigation (1545): Concrete pours on the spillway weir and stilling basin are ongoing. Drilling for instrumentation underway. Electrical work underway. Construction of the final major component of the structure, a permanent access road on the

downstream side of the structure that carries construction traffic to the top of the structure, will begin in September. Site cleanup ongoing. The project is on schedule for substantial completion this fall.

- Bow Valley Trail and Teepee Town Rehab and Utilities (7297, 7323, 7324): Water and sanitary deep utilities are complete, commissioned, and functioning. Shallow utilities and stormwater infrastructure are progressing and will be completed by mid-September. Surface work is progressing, concrete sidewalk and cycle paths as well as asphalt work will be completed by late September. All civil work will be completed around the end of September. Landscaping work will begin around the middle of September and continue until weather conditions no longer permit. Some landscaping will be completed in the spring of 2025.
- Bus Stop Improvements (7301): Bus stop civil work is ongoing at multiple locations. Five shelters will be installed in September, five in October, and the remaining six will be installed in Spring 2025.
- Street and Drainage Rehabilitation (7357): Palliser Trail rehabilitation completed. Excessive speeding on fresh pavement has been noted by the RCMP. Signage has been added to reinforce speed limits, and enforcement is ongoing.

3. Facilities

- Elevation Place Cooling Project (7291): Procurement complete. Implementation expected this fall.
- Civic Centre Cooling Project (7227): Procurement complete. Implementation expected next year mainly due to time required for equipment supply/delivery. Province has been notified that an extension will be needed, and Administration is awaiting the response.
- Canmore Recreation Centre Lifecycle Maintenance Project (7009): Progress with additional scopes of work approved by Council earlier this year with remaining funding: extra sport flooring installed in Thelma Crowe Arena, snow dump pit coils replaced in Thelma Crowe Arena, CO2 sensors have been replaced, and drywall crack repairs and exterior wall insulation scopes are in the procurement stage.
- Elevation Place Water Slide Repair (7376): Procurement complete. Implementation expected this fall.
- Elevation Place Building Condition Assessment & Priority Repairs (7349): Priority items are already being implemented in Elevation Place and synchronized with the annual aquatic centre shut down, such as re-grouting of the lap pool, gutter waterproofing on three of four walls of the lap pool, and gutter grate replacements.
- Boom Lift Replacement (7351): Unit model being considered for purchased is being rented during the annual aquatic centre shut down at Elevation Place.
- Canmore Recreation Centre Ice Resurfacers Replacement (7350): Electric unit was ordered in January of 2024, but will likely be delivered in 2025. The existing units required significant unplanned maintenance this summer, but this will likely provide assurance that they will function reliably until their replacements (second unit replacement is tentatively budgeted in 2026).
- Recreation Facility Feasibility Study (7377): Project chartering stage initiated.
- Fire Station Construction (7229): Warranty period for the building ends at the end of October. Landscaping warranty ends in 2025.

- Elk Run Road Maintenance Facility Repairs & Maintenance (7348): A roofing expert is currently scoping the shingle replacement component of the project. If there is sufficient time before winter conditions, the project will be implemented this year.
- Operations
 - Thelma Crowe Arena shut down went well this summer. The staff worked hard to complete many deep cleaning, fix/finish and maintenance items. A highlight was the rust removal and re-painting of all the structural beams that has not been done since construction completion in 2005. This has significantly brightened the space.
 - Aquatic Centre Annual Shutdown: Implementation of annual maintenance, deep cleaning and repairs has begun. This year, these tasks will be coordinated with the many large capital projects also occurring in the area during the same time. Estimated graduated re-opening dates are provided below:
 - Sept. 20: Leisure Pool, Hot Tub, and Steam Room
 - Oct. 7: Lap Pool
 - Space in the Seniors Centre formerly occupied by Canmore Community Housing (CCH) has been re-purposed and made available to Family Community Centre and a portion of the Human Resources staff to better accommodate their space and program needs.
 - Discussions with the RCMP are ongoing related to the development of a new detachment. A preliminary staffing plan, spatial analysis, land size estimation and budget have been provided to Administration for review.

4. Public Works

- Parks
 - South Millennium Reclamation Project: The province has directed the Town to reclaim the leased land back to its natural state. The area, pictured below, was used as a dumping site around the 1990's. The Town received its first non-compliance notice in 2016, and this issue has been raised again this year due to the lack of progress or action taken to address it.
 - Staff completed some investigative work and met with provincial authorities over the past several months to address the non-compliance issues. Administration will be proposing a capital project as part of the upcoming budget process to meet the provincial conditions.



- Staffing: The Team managed maintenance activities despite operating with a reduced team this year utilizing external contractors to help balance the workload and maintain service levels.
- Residential FireSmart Concerns: Residents are overwhelming the Parks department with requests to remove public trees adjacent to their properties. As a response, staff are directing residents to new information posted on the Town’s website ([Bow Valley Community Fireguard](#)) to assist concerned residents with FireSmart guidelines and planned Fireguard work.

- Streets and Roads

- Material usage, collection and recoveries for the Town’s street sweeping program

SNIC Season (Oct 15 - April 15)	Material Used on Roads for SNIC (metric tonnes)	Material Recovered From Street Sweeping - April 1 - June 15 (metric tonnes)	Percentage of SNIC Material recovered
2023-2024	1996	956	48%
2022-2023	2381	832	35%
2021-2022	2231	603	27%

- Run-off causes material to enter the utility; the goal is to keep it out of the utility network through efficient collection by street sweepers

- Solid Waste Services

- Extended Producer Responsibility – Administration has begun compensation negotiations for the delivery of residential recycling services in Canmore. This compensation will cover some of the costs associated with delivering residential recycling services. Administration is planning to present to Council in November 2024 on the proposed compensation and service contracts for Extended Producer Responsibility.

- Utilities

- Regulatory: No contraventions to report
- Service Updates
 - Sewer Backup: On July 31, a residential property along Railway Avenue experienced a sewer backup. EPCOR responded and cleared the blockage. There has been 4 blockages found along the Railway Avenue sewer line over the past month. The blockage material found include plastic bags and construction debris, not typically found in a sewer system. The full line is scheduled to be inspected and EPCOR will conduct biweekly checks until there are no more issues.
 - Cemetery Irrigation: Parks was having water pressure issues at the cemetery and EPCOR adjusted the pressure reducing valve to have the system function as designed.
 - Curb Stop GPS Plotting: The Town and EPCOR began a program to locate and GPS every curb stop (e.g. water valve to shut water off to a home). This detail will be helpful during a water emergency when a curb stop must be turned off quickly (i.e. water leak). To date, 537 valves have been recorded.
 - Turbidity Event: On August 8th, The Town and EPCOR received calls regarding ‘cloudy’ water in the downtown area. EPCOR visited 5 homes and conducted flushing of nearby hydrants and residential taps plus collected bacteriological samples and tested for chlorine and turbidity levels. All samples were within the Drinking Water Guidelines and / or tested negative. This turbidity event highlights the need for a thorough watermain flushing program to remove sediment that has collected overtime.

- Sustainability
 - Regional Human Wildlife Coexistence communication campaign kicked off in July 2024. The campaign is a collaborative effort between the Town of Canmore, Town of Banff, MD of Bighorn, Alberta Parks, Banff National Park and the Biosphere. The campaign focuses on three key themes: Pets on leash, properly storing garbage and giving wildlife space.
 - The Keep Wildlife Alive Ambassadors have been travelling door to door in Cougar Creek since June talking with homeowners about the importance of removing wildlife attractants.
 - As of August 21, 59 fruit trees have been removed from Town land through the Council approved 5-year operational budget to remove town owned fruit trees. Administration focused on the removal of crabapple trees in South Canmore, Larch, Riverside Park and fruit bearing vegetation along the Cougar Commuter.
 - Fruit Tree Incentive: As of August 21st, 44 fruit trees have been removed from 31 properties through the 2024 fruit tree incentive program. An additional 27 households have expressed interest in the program.
 - Sustainability Reserve Incentives:
 - Affordable Services Home Upgrade Program and E-Bike Discounts: completed and a summary will be provided as a presentation during Committee of the Whole.
 - Commercial and Multi Family Solar Incentive: 9 applicants, 3 projects selected by lottery (\$20,000 each), projects will be complete by early 2025.
 - Residential Solar Incentive: 31 applicants, 20 incentives selected by lottery (\$1,250 each), projects will be complete by end of 2024.
 - Multi Family Electric Vehicle Readiness Pilot: 4 applicants, all 4 selected but one has since dropped out. Projects will be complete by early 2025 and final incentive amounts will be determined based on project costs.
 - The Building for Sustainability conference put on by BOWDA and the Biosphere will run on October 27 and 28. The conference will include presentations by Mayor Krausert as well as an offsite tour of the new Fire Station. <https://www.buildingforsustainability.ca/>
 - Community Cruisers' Bike All Winter Program is open for applications from September 15 to October 15. Participants receive assistance to winterize their bike, including free or subsidized winter bicycle tires, lights and fenders, training on winter bike riding, as well as a Bike All Winter Mentor in exchange for a commitment to ride their bike in winter. Environment and Sustainability provides funding to this program to support Affordable Services Program members and lower income residents to participate. <https://communitycruisers.ca/bike-all-winter/>.

2024 Community Grant Recipient List			
Applicant	Project Name	Project Description	Amount Funded
St Michael Anglican Church	Community Food and Friends	Weekly community meals and connection	5,000.00
Canmore Folk Music Festival Society	Festival Friday	Celebration of local music, culture and community held free of charge as an inclusive event intended to create sense of belonging and community building.	2,500.00
Homelessness Society of the Bow Valley	Clothing and Gear Swaps	Expansion of Clothing and Gear Swaps- community donates and participants access free clothing and outdoor gear. In partnership with Canmore Public Library.	2,500.00
Canmore Pride Society	Canmore Pride Festival 2024 - Community Collaborations	Free and low-barrier collaborative community events with five new community partner organizations (based in Canmore) for the 2024 Pride festival. Each organization will have autonomy to determine what type of event they'd like to organize.	2,500.00
The Bow Valley Society for the Prevention of Cruelty to Animals	The Shed Shop Replacement	The Shed Shop provides the Bow Valley with access to extremely low cost used (and some new) non-food pet supplies and promotes recycling of goods in this retail sector. The Shed Shop accepts donations from the local community of used pet supply items and sells them to the public at extremely low costs.	2,500.00
YWCA Banff	Community Dialogues for Respect & Right Relations	Host a series of up to four events (community dialogues and panel discussions) for residents of Canmore to come learn from and engage with members of the Mîni' Thnî community on topics that contribute to building a safe and inclusive culture for all.	2,500.00
Bow Valley Music Festival Society	Bow Valley Music Festival	The festival provides students with an opportunity to perform before their peers, family, and friends in an encouraging master-class atmosphere. The festival takes the form of adjudicated non-competitive performance classes led by accredited professional adjudicators who offer constructive advice and feedback to individual students	2,500.00
Canmore Museum Centennial Society	Canmore Museum Youth Education Programs Revitalization	This project will result in the revitalization of the Canmore Museum's youth education programs to better align with the current Alberta K to 6 curriculum, local histories, and student needs.	2,000.00

Canmore Young Adult Network (CYAN)	CYAN Community Nights	A series of community nights throughout 2024, featuring both bi-monthly pasta nights at Canmore Miners Hall and Community movie nights at Riverside Park. These events aim to provide opportunities for full community involvement in connecting, resource sharing, and community engagement, catering to a diverse audience including families, young adults, and other community members	2,000.00
Canmore Nordic Ski Club	Canada Day Fun Run & Walk	This grass-roots family event is a Canmore tradition that kick-starts Canada Day celebrations. The Canada Day Fun Run/Walk starts from Centennial Park and winds along the Bow River, offering 3, 5 and 10km distances. Over the last few years we've regularly had 500-600 people taking part, with a mix of permanent Canmore residents, Bow Valley locals, part-time Canmore residents, and visitors from all over the world. Funds raised go directly to local athlete and youth development.	1,500.00
Ralph Connor United Church	The Outfitting the Upper Room for all of Canmore Project	Outfitting of a recently renovated community meeting space that would be available to non-profits and community groups free of charge.	1,500.00
Pine Tree Players	Visible inclusion of folks who are neurodivergent and folks in the 2SLGBTQIA+ Community	The aim of this initiative is to ensure neurodivergent folks feel supported when they engage with Pine Tree Players (PTP) as audience members or participants in our productions, as well as increase the visibility of PTP's inclusion of neurodivergent folks and the 2SLGBTQIA+ community. This shall include the design and facilitation a Neuro-Inclusion Creativity Session, the development of an inclusion strategy, and a marketing/social media strategy that aligns with current DEI best practices.	1,500.00
Ukrainian Canadian Congress Bow Valley Association	Independency Festival	Ukrainian Independence Day Festival aims to highlight the multifaceted beauty of Ukraine beyond its tragic conflicts. The goal is to showcase the rich tapestry of Ukrainian culture and traditions to our local community, particularly recognizing the significant Ukrainian heritage locally.	1,500.00
Total Funded			30,000.00



2024-08-12

S/Sgt. Greg Tulloch
Detachment Commander
Canmore, AB

Dear Mayor and Council,

Please find attached the quarterly Community Policing Report for the period from April 1st to June 30th, 2024. This report provides a detailed overview of human resources, financial data, and crime statistics for the Canmore Detachment.

As we progress through summer, I would like to reflect on the 2023 wildfire season, which was one of the most devastating in Alberta's history. In preparation for the 2024 wildfire season, the Alberta RCMP has ensured that we are well-prepared to meet the needs of the communities we serve. This proactive approach involved early staffing of our Division Emergency Operations Center to facilitate the processing of information and the deployment of additional resources to communities under threat. Although the moderate weather in May and June resulted in fewer wildfires compared to 2023, we have observed an increase in wildfire activity towards the end of July. The Alberta RCMP remains vigilant and ready to respond as these wildfires continue to threaten our citizens and communities.

Additionally, the recently announced G7 meeting scheduled to take place in Kananaskis in 2025 will require significant coordination and effort. While the specific dates have yet to be released, planning is already underway. As more information becomes available regarding the event and the expectations for the Alberta RCMP, we will keep our communities informed.

Thank you for your ongoing support and engagement. I am always available to discuss your community-identified policing priorities and any ideas you may have to enhance our service delivery. As the Chief of Police for your community, please do not hesitate to contact me with any questions or concerns.

Staff Sergeant Greg Tulloch
Detachment Commander
Canmore Detachment





RCMP Municipal Policing Report

Detachment Information

Name of Detachment

Canmore

Name of Detachment Commander

S/Sgt. Greg Tulloch

Quarter

Q1

Date of Report (yyyy-mm-dd)

2024-08-12

FTE Utilization Plan

2024/25

Community Consultations

Consultation No. 1

Date (yyyy-mm-dd)

2024-05-17

Meeting Type

Meeting with Stakeholder(s)

Topics Discussed

Crime Reduction

Notes /Comments

Meeting with Protective Services Manager and CPO regarding problem residences.

Consultation No. 2

Date (yyyy-mm-dd)

2024-05-23

Meeting Type

Meeting with Stakeholder(s)

Topics Discussed

Regular Reporting and Information Sharing

Notes /Comments

Meeting with Town Senior Admin and RCMP Property Management on New Detachment

Consultation No. 3

Date (yyyy-mm-dd)

2024-06-13

Meeting Type

Meeting with Stakeholder(s)

Topics Discussed

Regular Reporting and Information Sharing

Notes /Comments

Meeting with Emergency Services personnel and others to provide/receive updates.

Consultation No. 4

Date (yyyy-mm-dd)

2024-08-18

Meeting Type

Meeting with Elected Officials

Topics Discussed

Regular Reporting and Information Sharing

Notes /Comments

Tour of the newly renovated detachment provided for Town staff and Councilors.



Community Priorities

Priority No. 1

Priority
Traffic

Current Status and Results

Canmore Detachment continues to set traffic safety initiatives through ongoing community consultation, the Alberta Traffic Safety Calendar and data from crashes, automated traffic enforcement, members visualization and traffic complaints. During Q1, Canmore RCMP issued 78 tickets, 39 warning and 4 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
Community Engagement

Current Status and Results

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. The Positive Ticketing Program will be starting up again during Q2 and more initiatives focusing on bike, trail and water safety will be completed in coordination with partner agencies.

Priority No. 3

Priority
Crime Reduction

Current Status and Results

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 Statistics¹

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	April - June			January - December		
	2023	2024	% Change Year-over-Year	2022	2023	% Change Year-over-Year
Persons Crime	53	32	-39.62 %	203	217	7 %
Property Crime	168	161	-4.2 %	764	674	-12 %
Other Criminal Code	97	73	-24.7 %	543	415	-24 %
Total Criminal Code	318	266	-16.4 %	1,510	1,306	-14 %
Drugs Offences	5	1	-80 %	8	13	63 %
Total Federal Acts	9	2	-77.8 %	15	22	47 %
Total Provincial Acts	108	110	1.9 %	465	455	-2 %
Municipal By-Laws	78	48	-38.5 %	340	251	-26 %
Motor Vehicle Collisions	74	43	-41.9 %	272	316	16 %
Provincial Code Traffic	342	318	-7 %	1,292	1,066	-17 %
Other Traffic	2	3	50 %	2	6	200 %
Criminal Code Traffic	12	14	16.7 %	38	30	-21 %
Total Traffic Offences	356	335	-5.9 %	1,332	1,102	-17 %

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

Trend / Points of Interest

Statistics indicate a general downward trend in reported crimes with a small increase specific to theft related violations. Wildfire season is in full swing and there has been some pressure to support other areas of the Province with Human Resources adding some strain on current resources.



Municipal Overview: Human Resources²

Staffing Category	Established Positions	Working	Special Leave ³	Hard Vacancies ⁴	Revised Plan at Q1	2024/25 FTE Utilization Plan
Police Officers	19	14	4	1	16	16
Detachment Support						

2. Data extracted on June 30, 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

Police Officers:

Of the 19 established positions, 14 officers are currently working. There are four officers on special leave (one Graduated Return to Work, two Medical and one Leave Without Pay). There is one hard vacancy at this time.

The annual plan for Canmore Municipal Detachment is based on 16.00 working members.



Municipal Overview: Financial / Operations & Maintenance

Municipal Overview	Year to Date Expenditures ⁵	Revised Plan at Q1	2024/25 Financial Plan
Direct Costs			
Pay	409,491	2,226,018	2,226,018
Extra Duty Pay	25,200	155,530	155,530
Equipment	18,098	96,256	96,256
Training	2,456	27,332	27,332
Unit Operations and Maintenance	35,448	250,000	250,000
Commissionaires (Guarding)	*	*	*
Other	11,229	125,000	125,000
Total Direct Costs at 100%	501,922	2,880,136	2,880,136
Total Indirect Costs at 100%	440,001	1,398,031	1,398,031
Total Costs Prior to Final Adjustments at 100%	945,923	4,093,167	4,093,167
Total Costs After Final Adjustments (at applicable cost share)	920,080	3,958,850	3,958,850

5. Includes expenditures up to June 30, 2024.

Comments

*Note: The financial plan for Commissionaire costs (if applicable) are currently captured under the Financial Plan for Unit Operations & Maintenance. Commissionaire projections will be provided separately for the next quarterly update. The Financial Plan also includes estimated costs associated with Member Pay Raise for the current year and Retro Pay for the previous fiscal year. Should you have any questions regarding Retro Pay, please connect directly with Public Safety Canada at the following email: ps.cmcseccgesec.sp@ps-sp.gc.ca.

The financial figures as identified above are in alignment with the updated Multi-Year Financial Plan (MYFP), which has been forwarded to your Detachment Commander for distribution and signature. If you have any questions or concerns with the Financial Plan, please do not hesitate to connect with your Detachment Commander, or directly with OSB, to discuss.

Quarter 1 invoicing for the 2024-25 fiscal year, as well as the prior-year reconciliation package, will be distributed before the end of the month.

The Alberta 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

FTE Utilization	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.
2024/25 FTE Utilization Plan	Reflects the number of working FTEs planned to be in place for the current fiscal year.
Revised Plan at Q1	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 / Operations & Maintenance

2024/25 Financial Plan	Reflects the initial financial plan set for each category of expenditure for the current fiscal year.
Revised Plan at Q1	Reflects any adjustments to the forecasted spending plan for the relevant category, to better align with realized expenditures throughout the year.
Year-To-Date (YTD) Expenditures	YTD expenditures reflect the actual expenditures within each category, as of the date of the report.
Direct Costs	Reflects unit-controlled costs related to overtime, travel, fuel, etc., as well as divisionally-controlled costs such as pay, police vehicles, training, and so on, that are billable to Municipal Partners.
Pay	Includes salary costs and associated allowances for police officers and (if applicable) civilian RCMP employees.
Extra Duty Pay	Includes direct overtime costs for police officers and (if applicable) civilian RCMP employees.
Equipment	Includes expenditures for operational and technology equipment, police vehicles and the fit-up of those vehicles.
Training	This category includes training and seminar costs for RCMP employees in each detachment, in accordance with approved learning plans and funding levels.
Unit Operations and Maintenance	Reflects all unit operating costs, including items such as travel, fuel and vehicle repair.
Commissionaires (Guarding)	Reflects the costs of guarding prisoners within detachments.
Other	Includes all remaining expenditures including applicable training costs, secret expenditures and so on.
Indirect Costs	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, special leaves and health services.
Total Costs Prior to Final Adjustments	Reflects total costs of all categories of expenditures prior to any adjustments at 100%.
Total Costs After Final Adjustments	Reflects total costs of all expenditure categories and any cost adjustments at the applicable contract partner share.



Canmore Municipal Detachment Crime Statistics (Actual) April - June: 2020 - 2024

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

July 5, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	1	0	0	0	N/A	N/A	-0.1
Drug Enforcement - Possession		2	3	1	3	1	-50%	-67%	-0.2
Drug Enforcement - Trafficking		3	3	2	2	0	-100%	-100%	-0.7
Drug Enforcement - Other		0	1	0	0	0	N/A	N/A	-0.1
Total Drugs		5	8	3	5	1	-80%	-80%	-1.1
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		9	4	2	4	1	-89%	-75%	-1.6
TOTAL FEDERAL		14	12	5	9	2	-86%	-78%	-2.7
Liquor Act		25	23	12	17	13	-48%	-24%	-3.0
Cannabis Act		2	3	1	2	1	-50%	-50%	-0.3
Mental Health Act		52	35	45	36	45	-13%	25%	-1.3
Other Provincial Stats		72	84	57	53	51	-29%	-4%	-7.3
Total Provincial Stats		151	145	115	108	110	-27%	2%	-11.9
Municipal By-laws Traffic		3	6	4	7	7	133%	0%	0.9
Municipal By-laws		76	87	104	71	41	-46%	-42%	-8.6
Total Municipal		79	93	108	78	48	-39%	-38%	-7.7
Fatals		0	0	1	1	0	N/A	-100%	0.1
Injury MVC		2	4	4	5	8	300%	60%	1.3
Property Damage MVC (Reportable)		43	40	37	63	19	-56%	-70%	-2.5
Property Damage MVC (Non Reportable)		6	4	7	5	16	167%	220%	2.1
TOTAL MVC		51	48	49	74	43	-16%	-42%	1.0
Roadside Suspension - Alcohol (Prov)		0	4	6	8	7	N/A	-13%	1.8
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
Total Provincial Traffic		506	706	334	342	318	-37%	-7%	-74.0
Other Traffic		2	4	0	2	3	50%	50%	0.0
Criminal Code Traffic		10	10	6	12	14	40%	17%	1.0
Common Police Activities									
False Alarms		18	26	30	35	45	150%	29%	6.3
False/Abandoned 911 Call and 911 Act		20	34	34	63	46	130%	-27%	8.1
Suspicious Person/Vehicle/Property		66	47	47	38	66	0%	74%	-0.9
Persons Reported Missing		6	1	6	7	11	83%	57%	1.6
Search Warrants		1	0	0	0	0	-100%	N/A	-0.2
Spousal Abuse - Survey Code (Reported)		34	26	39	19	34	0%	79%	-0.7
Form 10 (MHA) (Reported)		3	10	8	2	2	-33%	0%	-1.0



Canmore Municipal Detachment Crime Statistics (Actual) April - June: 2020 - 2024

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

July 5, 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	0	0	N/A	N/A	0.0
Robbery		0	0	1	2	0	N/A	-100%	0.2
Sexual Assaults		2	2	2	6	2	0%	-67%	0.4
Other Sexual Offences		0	2	0	2	1	N/A	-50%	0.2
Assault		43	30	21	28	18	-58%	-36%	-5.2
Kidnapping/Hostage/Abduction		0	0	0	0	1	N/A	N/A	0.2
Extortion		1	0	1	1	0	-100%	-100%	-0.1
Criminal Harassment		12	15	10	3	5	-58%	67%	-2.6
Uttering Threats		15	9	7	11	5	-67%	-55%	-1.8
TOTAL PERSONS		73	58	42	53	32	-56%	-40%	-8.7
Break & Enter		7	5	10	6	7	0%	17%	0.1
Theft of Motor Vehicle		5	7	7	3	7	40%	133%	0.0
Theft Over \$5,000		2	3	14	3	5	150%	67%	0.6
Theft Under \$5,000		47	36	95	37	49	4%	32%	0.5
Possn Stn Goods		7	6	12	7	3	-57%	-57%	-0.7
Fraud		25	24	37	29	25	0%	-14%	0.5
Arson		0	1	0	0	1	N/A	N/A	0.1
Mischief - Damage To Property		19	31	32	26	25	32%	-4%	0.7
Mischief - Other		31	41	35	57	39	26%	-32%	3.2
TOTAL PROPERTY		143	154	242	168	161	13%	-4%	5.0
Offensive Weapons		0	0	5	3	1	N/A	-67%	0.5
Disturbing the peace		37	45	106	56	38	3%	-32%	1.3
Fail to Comply & Breaches		8	34	30	26	23	188%	-12%	2.2
OTHER CRIMINAL CODE		9	8	12	12	11	22%	-8%	0.8
TOTAL OTHER CRIMINAL CODE		54	87	153	97	73	35%	-25%	4.8
TOTAL CRIMINAL CODE		270	299	437	318	266	-1%	-16%	1.1

Council Resolution Action List

G1

Motion #	Agenda Item	Resolution	Council Mtg Date	Service Area	Action Status	Last Update	Date Complete
99-2021	MOU with Stoney Nakoda	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	Advancing Truth and Reconciliation with the Stoney Nakoda Nation	Direct administration to work with the Stoney Nakoda Nation to identify lands within the Town of Canmore boundaries that would be appropriate for cultural ceremonies and assist with any necessary agreements for the use of these lands.	7-Sep-21	CST	Work is ongoing. The next step for this item rests with the Stoney Nakoda Nation.	1-May-24	
16-2023FIN	2024 Operating Budget Motion	Direct administration to return in the 2025 budget process with options to no longer use the photo radar reserve to fund equivalent of 1.5 RCMP officers.	31-Oct-23	CST	Will be included as part of the options presented to finance committee during the 2025-2026 budget process	4-Sep-24	
122-2023	Housing Action Plan	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	Housing Action Plan	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	2023 Capital Budget Amendment Large Item Collection Vehicle	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	Will be included as part of the options presented to finance committee during the 2025-2026 budget process	4-Sep-24	
200-2023	Retail Gap Analysis and Light Industrial and Commercial Land Review	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	2-Jul-24
208-2023	LUB Amendment 2023-20 – CPC Authority and Referrals and Subdivision Authority, Development Authority (DA), and CPC Establishment Bylaw Amendment 2023-28 – DA and CPC	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 in the first quarter of 2025.	27-Aug-24	
254-2023	Committee Appointments	Direct administration to bring a Code of Conduct for Council Appointees to Council for consideration.	24-Oct-23	CST	A bylaw was approved by Council at the September 3, 2024 business meeting.	4-Sep-24	4-Sep-24
8-2024COW	Code of Conduct Bylaw Review	Recommend that administration research examples of acceptable sanctions from other municipalities beyond the sanctions listed in the Municipal Government Act.	19-Mar-24	CST	A revised bylaw will be brought to Council at the October 1 business meeting	4-Sep-24	
9-2024COW	Code of Conduct Bylaw Review	Recommend that Council consider requiring the Investigator to provide a copy of the complaint to all members of Council if the complainant is a member of Council.	19-Mar-24	CST	A revised bylaw will be brought to Council at the October 1 business meeting	4-Sep-24	
10-2024COW	Code of Conduct Bylaw Review	Recommend that administration research examples of specific alternative dispute resolution processes from other municipalities to be added to the Code.	19-Mar-24	CST	A revised bylaw will be brought to Council at the October 1 business meeting	4-Sep-24	
11-2024COW	Code of Conduct Bylaw Review	Recommend that Council consider having the Investigator provide the investigation report to all members of Council.	19-Mar-24	CST	A revised bylaw will be brought to Council at the October 1 business meeting	4-Sep-24	
12-2024COW	Code of Conduct Bylaw Review	Recommend that Council direct administration to research and recommend practices for reporting investigation outcomes to the complainant.	19-Mar-24	CST	A revised bylaw will be brought to Council at the October 1 business meeting	4-Sep-24	
13-2024COW	Code of Conduct Bylaw Review	Recommend that Council consider having the Investigator provide a preliminary report to the respondent and complainant for their response within a limited time, before the final report being provided to Council.	19-Mar-24	CST	A revised bylaw will be brought to Council at the October 1 business meeting	4-Sep-24	
14-2024COW	Code of Conduct Bylaw Review	Recommend that Council consider adding the decision-making process proposed in administration's March 19, 2024 briefing to the Committee of the Whole to the Code.	19-Mar-24	CST	A revised bylaw will be brought to Council at the October 1 business meeting	4-Sep-24	
114-2024	Fireworks Ban and Fire Bylaw Amendment 2024-11 - Community Safety	Direct administration to include increased cultural programming for Canada Day and New Year's Eve celebrations as an option for finance committee during the 2025-2026 budget process.	4-Jun-24	CST	Will be included as part of the options presented to finance committee during the 2025-2026 budget process	4-Sep-24	

130-2024	Council Remuneration Committee	Direct administration to return to Council with options for a Council Maternity / Parental Leave Bylaw.	18-Jun-24	CST	Administration intends to bring forward results and option in the fall of 2024.	18-Jun-24	
131-2024	Council Remuneration Committee	Direct administration to return to Council with options for a Council Medical Leave Policy.	18-Jun-24	CST	Administration intends to bring forward results and option in the fall of 2024.	18-Jun-24	
132-2024	Council Remuneration Committee	Direct administration to return to Council with an update to the Council Remuneration Policy as recommended by the Council Remuneration Review Committee.	18-Jun-24	CST	Administration intends to bring forward results and option in the fall of 2024.	18-Jun-24	



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR115101

June 10, 2024

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

Dear Mayor Krausert:

Thank you for your letter of May 15, 2024, to the Honourable Danielle Smith, Premier of Alberta, and me, regarding Alberta's introduction of Bill 20: the *Municipal Affairs Statutes Amendment Act, 2024*, and Bill 18: the *Provincial Priorities Act*. I am pleased to respond on behalf of the Government of Alberta.

As you are aware, Bill 20 recently passed and will modify two key pieces of legislation for Alberta municipalities – the *Municipal Government Act (MGA)* and the *Local Authorities Election Act (LAEA)*. Bill 20 will help municipalities accelerate housing development, strengthen provincial oversight, and update the rules for local elections and locally elected officials. I realize there has been much misinformation about the contents and intent of this bill, and I am pleased to respond.

Under Canada's Constitution, there are two levels of government that are defined: provincial and federal. All municipal matters fall under provincial jurisdiction. The Government of Alberta has delegated significant authority to locally elected municipal governments under the *MGA*, to make decisions of a local nature on behalf of their residents. This said, all municipal jurisdictions are subject to provincial legislation and authority.

Through the powers in the Constitution and the *MGA*, the provincial government has always had the ability to dismiss a councillor, and it is a process that is not taken lightly. As you may be aware, I recently made the decision to dismiss a mayor and several councillors. More information on that situation is available at www.alberta.ca/chestermere-municipal-inspection.

This process was done through a municipal inspection and ministerial order. While this process may be appropriate for most cases, there may be situations that require an expedited process as outlined in Bill 20. I strongly believe in local decision-making, but like all governments, municipalities must focus on matters within their delegated responsibility when making their decisions.

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Similarly, the province's authority to repeal or amend bylaws is not new. The *MGA* already provides Cabinet the ability to intervene in planning and development bylaws; however, this ability has never been used. In 2022, the government introduced Bill 4, which amended the *MGA* to repeal bylaws related to face mask mandates in the City of Edmonton. This was an example of a municipal bylaw that was contrary to provincial public health advice. The changes in Bill 20 will enable government to repeal bylaws through a more expedited process; however, it remains that this would be only used in rare circumstances.

On May 23, I tabled additional amendments, to further clarify the intent of this bill. The amendments can be found at www.alberta.ca/strengthening-local-elections-and-councils. I encourage you to review the bill with amendments directly for more information on the contents of Bill 20.

Bill 20 will maintain the municipal ability to govern affairs within local jurisdiction while allowing Cabinet to step in when municipal bylaw crosses into provincial jurisdiction. This will ensure that municipal councils remain focused on municipal issues that their constituents elected them to address. Cabinet's authority to intervene in municipal bylaws will be considered as a last resort; I anticipate that this power will be used very rarely, if ever.

In addition, the updates to the *MGA* and the *LAEA* will enhance transparency and ensure that local elected officials are held accountable to the Albertans they represent. We are strengthening public trust in local elections by eliminating the use of electronic tabulators. It is important for Albertans to feel they can trust the methods and results of local elections and requiring all ballots to be counted by hand will give Albertans that assurance.

Bill 20 will also enable the option to have criminal record checks as a part of candidate nomination packages and will allow local candidates to identify with local political parties without direct affiliation to provincial or federal parties. I have publicly stated my intention to implement the option to include municipal political party affiliation on ballots only in the cities of Edmonton and Calgary.

Currently, municipal candidates are able to organize into political parties or slates without any rules around their organization. Adding rules around political parties will increase transparency for electors. I will also note that no candidate will be required to join a political party – they will always remain voluntary and local.

Bill 20 will also increase transparency in campaign financing. In 2018, the government at the time banned corporation and union donations to individual candidates. Rather than taking the "big money" out of local elections, donations shifted to third-party advertisers. For example, Calgary's Future raised \$1.7 million to endorse nine specific candidates who were elected in the 2021 municipal election. By enabling corporation and union donations at a cap of \$5,000 per municipality, voters will have public records of the unions, corporations, and individuals supporting candidates. We are also introducing an expense cap for municipal campaigns to limit donations collected and keep local campaigns focused on the current election.

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Albertans deserve to have faith in their local governments, and Albertans expect municipal leaders to behave responsibly to reflect the interests and needs of the community. Occasionally, the provincial government is asked to look into the management of an Alberta municipality and the leadership of its elected officials. We always treat such requests with the due diligence they deserve. Albertans deserve a provincial government that can respond promptly to extraordinary situations that occur within a municipality.

Bill 20 also includes amendments to the *MGA* that will encourage housing development in municipalities. Affordable and attainable housing has become one of the most urgent concerns across the country, and the Government of Alberta is unlocking options for municipalities to consider as they take local action to address housing affordability. The amendments to the *MGA* will create balance between appropriate engagement with residents and stakeholders and prompt municipal planning and development decisions. This ensures that municipalities have greater flexibility to tackle their housing priorities while providing residents with the opportunity to have their say about development plans in their communities.

This bill was informed by feedback my ministry received from Albertans in 2021-23. The results of the consultation surveys can be found at www.alberta.ca/local-elections-and-councillor-accountability-engagement. I appreciate your feedback and your participation in the discussion of this important piece of legislation. Alberta's government remains committed to fairness and due process and will continue working with local authorities to ensure Albertans have the effective local representation they deserve.

As you are aware, Bill 18 also recently passed and will support the Government of Alberta in pushing back against overreach by the federal government. Bill 18 will ensure the federal government is not undermining the provincial jurisdiction to make decisions about what is best for Alberta.

I strongly believe that Albertans are not only entitled to their fair share of federal funding, but also deserve to have that money spent on the priorities that matter to them. This legislation will help prevent the federal government's overreach into areas of provincial jurisdiction, ensuring federal funding is aligned with Alberta's priorities, rather than priorities that run counter to our interests.

Alberta is not alone in having concerns about the current funding arrangements with Ottawa. At last November's Council of the Federation meeting, Premiers from across Canada agreed to explore legislative frameworks similar to Quebec's that require provincial authorization before the federal government can enter into agreements with municipalities or public agencies.

The *Provincial Priorities Act* will do exactly that. This is one more way our government is protecting Albertans' interests and fighting against federal overreach into areas of provincial authority. It is critical to ensuring our province can apply federal funding in a way that reflects our own needs and priorities.

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Now that Bills 18 and 20 have passed, Municipal Affairs will be engaging with municipalities and stakeholders over the coming months to explain the changes each will require at a local level, and develop regulations as required. Bill 18 will be implemented through supporting regulations, which will set out the approval process, any requirements that must be met before an organization can enter into an agreement with federal government, as well as any exemptions to this legislation. These regulations will be developed through a stakeholder engagement process, which is expected to take place this summer. For more information, please visit www.alberta.ca/defending-albertas-provincial-priorities and www.alberta.ca/strengthening-local-elections-and-councils.

Thank you again for writing.

Sincerely,

A handwritten signature in blue ink that reads "Ric McIver". The signature is written in a cursive, flowing style.

Ric McIver
Minister

cc: Honourable Danielle Smith
Premier of Alberta

June 20, 2024

The Honourable Demetrios Nicolaides

Minister of Education

Government of Alberta

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

Dear Minister Nicolaides,

RE: Provincial Requisition for Education

I am writing to you on behalf of our community and its residents regarding the impacts of the education requisition in Canmore.

The province's calculation based on assessment value has increasingly disproportionately impacted the residents of Canmore due to the higher property assessment growth in our community when compared to the rest of the province. Canmore's rates of increase have been among the highest in the province, resulting in an increase year-over-year in the requisition by 23% for 2024, totaling an additional \$5,600,000 to collect on behalf of the province from our residents. This rate of growth in our portion of the education tax has not been matched by population growth, or increased investments in the education system here in our community.

We are increasingly hearing from our residents regarding affordability challenges and their surprise and concern surrounding their year-over-year property tax increases, only a portion of which is within local control. This dynamic is particularly challenging when the messaging from the province has been that the provincial education tax rates were frozen. Many residents are not aware of the connection that while rates may be frozen, the growth in assessment values have resulted in double digit increases for our community's requisition overall, leading to confusion and concern when the tax notices are received.

While the assessed property values in our community have increased, for many long-term residents, this value will only be realized upon selling, and many are struggling with affordability challenges related to staying in their homes. This is particularly true for seniors on fixed incomes who want to remain in the community.

We hope that these factors will be considered for future allocations for the education tax in this province. To this end, I would very much appreciate the opportunity to meet with you to discuss.

Sincerely,

A handwritten signature in blue ink, appearing to read "Krausert", with a large, sweeping flourish extending to the right.

Sean Krausert (he/him)
Mayor

*cc via email: Honourable Nate Horner, President of Treasury Board and Minister of Finance
Honourable Ric Mclver, Minister of Municipal Affairs
MLA Sarah Elmeligi, Banff-Kananaskis
Dr. Sally Caudill, CAO for the Town of Canmore
Canmore Town Council*



ALBERTA
EDUCATION

*Office of the Minister
MLA, Calgary - Bow*

AR 125363

July 30, 2024

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

Dear Mayor Krausert:

Thank you for your letter regarding the impact of the education property tax on residents in the Town of Canmore. I have consulted with my colleague, the Honourable Ric McIver, Minister of Municipal Affairs, and I am pleased to respond.

Property assessment values are used as the basis for calculating education property tax in order to provide a fair and transparent education tax system for all of Alberta's property owners. For 2024/25, education property tax rates are frozen at the same rates as last year. While rates are frozen, strong growth in property values and increased development mean education property tax revenue is expected to grow. This revenue increase will help mitigate the cost pressures of rising enrolment in our schools and bring the proportion of education operating costs funded by the education property tax closer to the historical levels of almost 30 per cent. There are no plans to change the framework for education property tax at this time. You can find more information in the Alberta government's education property tax fact sheet, available at www.open.alberta.ca/publications/ecucation-property-tax.

As you mention in your letter, in 2024, residential equalized assessment in Canmore grew by nearly 23 per cent due to increasing property values, which was above the provincial average of about 10 per cent. This resulted in an increase in Canmore's share of the provincial education property tax requisition. I understand that Canmore residents may be unaware of the connection between education tax rates and assessment values, resulting in confusion when they receive their tax notice.

Municipal Affairs developed a *Guide to Equalized Assessment* to provide a general explanation of equalized assessments and how they relate to the allocation of property taxes that support provincial and regional programs, including funding to the Kindergarten to Grade 12 education system. The guide is available at [www.municipalaffairs.alberta.ca/documents/as/Guide to Equalized Assessment.pdf](http://www.municipalaffairs.alberta.ca/documents/as/Guide%20to%20Equalized%20Assessment.pdf).

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His Worship Sean Krausert
Page 2

I understand the strain that this increase in property value can have for those living with fixed incomes. Alberta's government recognizes the unique financial situation of seniors and how property tax can impact the ability of a senior to maintain their home and age in place. The Seniors Property Tax Deferral Program enables senior homeowners to defer all or part of their property taxes, including the education property tax, through a low-interest home equity loan. Information about the program can be found at www.alberta.ca/seniors-property-tax-deferral-program.

Other programs in place to make life more affordable for seniors include the Alberta Seniors Benefit program and the Seniors Home Adaptation and Repair Program. Financial assistance is also available to enable seniors to remain in their homes longer. For more information on financial assistance programs for seniors, please contact the Alberta Supports Contact Centre at 1-877-644-9992 or visit www.alberta.ca/financial-assistance-for-seniors.

I appreciate your request for a meeting to discuss your concerns with me. Unfortunately, my schedule cannot accommodate a meeting. However, if you require additional information, I encourage you to contact Shanon Vergara, Finance Officer, Financial Reporting and Accountability, at shanon.vergara@gov.ab.ca or 780-427-2172 (toll free by first dialing 310-0000). I also encourage the Town of Canmore to share information about the resources mentioned in this letter with residents so they can have a better understanding regarding education property tax.

I hope this information is helpful, and I appreciate you taking the time to write.

Best,



Demetrios Nicolaidis ECA PhD
Minister of Education

cc: Honourable Nate Horner, President of Treasury Board and Minister of Finance
Honourable Ric Mclver, Minister of Municipal Affairs

June 19, 2024

The Honorable Joseph Schow
Minister of Tourism and Sport
Government of Alberta
Ministry of Tourism and Sport
Suite 500, 10055 - 106 Street
Edmonton, AB T5J 1G3

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

Dear Minister Schow,

RE: Payment of Destination Marketing Fees

I write to you today on behalf of the Town of Canmore regarding the Destination Marketing Fees (DMFs) within our region and the critical need for a legislative framework to address these issues.

As you are aware, tourism plays a vital role in the economic prosperity and cultural fabric of our community. Tourism Canmore Kananaskis (TCK), our dedicated Destination Management Organization (DMO), has been instrumental in promoting our beautiful destination to visitors from around the world. However, the current landscape of DMF collection and utilization presents significant challenges that hinder the sustainability and growth of our tourism sector.

The lack of a legal framework governing DMFs has resulted in instances of what appears to be mismanagement and non-transparent practices by some hotels and short-term vacation rentals within our region. I am informed that some establishments are charging guests a DMF but are not remitting the fee to the official destination organization, instead utilizing the fee as an additional profit line. It has also come to my attention that some hotels are charging a DMF which is then redirected to an organization entirely funded by the hotel group, supporting initiatives solely benefiting that hotel group.

In addition to the immediate need for transparency and accountability in DMF collection, there is a broader issue of ensuring sustainable funding for our DMO. TCK estimates that proper collection and remittance of DMFs could generate an additional \$1 million in annual revenue, which would be instrumental in advancing our community's tourism strategic plan and to enhance Canmore and Kananaskis as a four-season destination.

We believe that establishing a legal framework for DMFs, incorporating best practices from within Alberta and across Canada, is essential to addressing these challenges. Such a framework should encompass robust governance structures, dedicated use of funds for destination marketing purposes, consistency in fee implementation, transparent financial reporting, and comprehensive consumer information.

Moreover, it is imperative that regulatory changes align with the broader objectives outlined in the government's Tourism Sector Strategy, particularly regarding consumer protection and governance of destination fees.

As we work towards a more sustainable and equitable tourism industry in Alberta, I urge your support in championing legislation to address the issues surrounding DMFs. Collaboration between government, industry stakeholders, and local communities will be vital in ensuring the effectiveness and fairness of these regulations.

Thank you for your attention to this matter, and I would appreciate discussing it further with you soon.

Sincerely,



Sean Krausert (he/him)
Mayor

cc via email: *Deputy Minister David Goldstein, Tourism & Sport*
 MLA Sarah Elmeligi, Banff-Kananaskis
 Canmore Town Council
 Dr. Sally Caudill, CAO – Town of Canmore
 Andrew Shepherd, Chair - Tourism Canmore Kananaskis
 Rachel Ludwig, CEO - Tourism Canmore Kananaskis
 Bruce Marpole, Communications – Tourism Canmore Kananaskis



ALBERTA
Tourism and Sport

Office of the Minister
MLA, Cardston - Siksika

JUL 10 2024

His Worship Sean Krausert
Mayor
Town of Canmore
902 - 7 Avenue
Canmore, AB T1W 3K1

Dear Mayor Krausert:

Thank you for your letter about the collection and remittance of destination marketing fees (DMFs) in Alberta, and more specifically, in tourism-based communities such as Canmore. You raise an important issue.

As you mentioned, tourism plays a vital role in many communities across the province. Alberta strives to more than double our visitor economy revenues from \$10 billion to \$25 billion annually by 2035. This will ensure our destination marketing organizations have sustainable, predictable, reliable funding to drive growth and demand for their destinations.

The challenges Tourism Canmore Kananaskis is experiencing, where hoteliers charge a DMF to consumers but do not remit the proceeds back, are not unique to the Town of Canmore. This is why we are taking action to address this issue.

As you may be aware, earlier this year, I launched "Higher Ground: A Tourism Sector Strategy." A key component of this strategy is consumer protection related to destination fee governance. Through the transparent collection of local DMFs, we are developing a best practice governance approach to ensure predictable and stable funding for the visitor economy, while ensuring consumer protection and support for destination organizations. We are looking to begin broad consultations on this matter in the coming months.

Thank you again for taking the time to write. I am grateful for the town of Canmore's many contributions to Alberta's visitor economy.

Sincerely,

Hon. Joseph Schow
Minister

July 5, 2024

Via email:

premier@gov.ab.ca
minister.municipalaffairs@gov.ab.ca
SCSS.minister@gov.ab.ca

The Honourable Danielle Smith, MLA

Office of the Premier
Government of Alberta

The Honourable Ric McIver, MLA

Minister of Municipal Affairs
Government of Alberta

The Honourable Jason Nixon, MLA

Minister of Seniors, Community and Social Services
Government of Alberta

Dear Premier Smith, Minister McIver, and Minister Nixon:

RE: Setting the Record Straight re Housing Development in Canmore

It has become clear to me that there is a misunderstanding held by some in the Government of Alberta as to Canmore's supposed lack of openness to development, especially with respect to housing. I'm extremely grateful to Ministers McIver and Nixon, respectively, for making time to meet with me recently so that I could discuss this concern with them in person.

The purpose of this letter is to set the record straight by providing information about Canmore's situation and the bold efforts we are taking to address our very serious affordable housing crisis.

A. The Canmore Context

The beautiful natural surroundings in Canmore are appreciated and desired by people from all over the world. This global demand to own property in a location where land supply is limited results in extremely high land costs that translates into the highest cost of housing in Alberta. Consequently, lack of affordability equates to significant difficulty in attracting and retaining employees in all sectors and threatens the very fabric of our community.

Canmore desperately needs housing, but not any type of housing. As shown in Attachment 1, along with other statistics, median residential property assessment reached \$1,043,000 in 2024 (having risen a cumulative 39.2% over the last three years) and rental rates have dramatically increased year over year. We need income appropriate housing that our professionals, management employees, teachers, police officers, healthcare workers, hospitality industry,

administrative staff, and even some business owners can afford. *Unfortunately, nothing that has been placed on the market in Canmore has remained attainable to the average person beyond the first owner or two.*

B. The Canmore Solution

Town of Canmore Council has taken steps to address the housing crisis in recent years and the current Council is significantly accelerating those efforts and boldly taking steps towards many new initiatives. While private development will provide a welcome portion of the attainable housing needed over the coming years, most of the attainable housing required by the community in the short-term will have to be provided by the Town of Canmore and Canmore Community Housing on lands owned or sourced by the municipality.

Expanding Canmore Community Housing

Canmore Community Housing (CCH) is a non-profit corporation wholly owned by the Town of Canmore. CCH supports a more sustainable community by providing a range of housing that is appropriate for the community's needs. CCH's Vital Homes program offers **non-market** rental and ownership inventory.

Non-market housing are homes that are not subject to market appreciation, but rather are controlled by legal mechanism and/or policy which controls the re-sale price or sets rents below market. The current Council has initiated changes that will increase the capacity of CCH to produce more non-market units at a faster rate.

Recent Approved Housing Related Initiatives

The current Council has approved housing related initiatives that will produce 7,616 units of housing (2,162 non-market units and 5,454 market units). *See Attachment 1 for details.*

As shown in Attachment 1, over the last five years building permits valued at \$552,800,250 have been approved, comprised of residential building permits valued at \$359,176,550 and non-residential building permits valued at \$193,623,700. During this time, a net 941 new dwelling units have been built in Canmore.

New Bold Initiatives

Beyond approval of housing related initiatives, Council recently appointed a Livability Task Force comprised of local experts and some members of Council to look at additional measures that can support solving Canmore's housing crisis. In January 2024, the Livability Task Force

recommended (i) limiting the expansion of tourist homes, (ii) using tax policy to encourage primary residence of our housing inventory (26% of which does not house a primary resident), and (iii) incentivizing private sector development of purpose-built rentals. *See Attachment 1 for details.*

Support from the Government of Alberta

We've appreciated land recently provided by the Province of Alberta in the Palliser Trail area, commonly referred to as the remaining half of the "moustache lands", which is expected to house 250-350 households.

In addition to land, we will continue to discuss with Minister McIver the need for an exemption/exception from municipal debt limits for municipal affordable or non-market housing projects. Housing projects have very different financial parameters than municipal infrastructure projects and become assets that provide security for the debt obligation.

C. Concerns We've Heard

Three Sisters Mountain Village ("TSMV") Development

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Thank-you for your time in reviewing this information. Please let me know if you would like to meet to discuss any of the above; and, if you find yourself in Canmore, please allow me to host you for lunch and give you a tour of everything that is happening in our incredible community.

Respectfully,



Sean Krausert (he/him)
Mayor

cc. *MLA Sarah Elmeligi, Banff-Kananaskis*
Canmore Town Council
Dr. Sally Caudill, CAO Town of Canmore

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Statistics & Supporting Information to the letter dated July 5, 2024,
“Setting the Record Straight re Housing Development in Canmore”

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B. The Canmore Solution

Accelerating Canmore’s Efforts - Recent Approved Housing Related Initiatives*

Project	Type	# Units Non- Market	# Units Market	# Units Total	Timing
McArthur Place	Rent	48	0	48	Completed in 2016 / 2017
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		2,234	5,849	8,083	

**Only includes initiatives that have come to Council for a decision. There is also significant housing in SilverTip, Spring Creek, and TSMV that are approved by the Town's Development Officers.*

***These numbers are approximate, being mid-range of the number of residential units projected in the respective area structure plans and will be built out over at least 30 years.*

Additional New Bold Initiatives

In January 2024, Council directed Administration to return with implementation plans for the following three initiatives recommended by the Livability Task Force.

Limit expansion of tourist homes. While current legal tourist homes will be allowed to continue to operate, this initiative would see no new tourist homes approved after a certain date (to be determined). Tourist homes tend to operate in residential areas, and this will then encourage residential usage in new residential areas while encouraging more traditional tourist accommodation to meet the need of visitors.

Primary Resident Program. This initiative will see properties that do not house a primary resident being taxed at a somewhat higher rate (to be determined). The rationale is two-fold. First, every residential unit in Canmore must be part of the housing crisis solution by either providing a home for a primary resident or by contributing to the funding for Canmore's non-market housing initiatives. Second, given that 26% of Canmore's residential units are not occupied by a primary resident, the Town of Canmore is deprived of population-based funding that could otherwise be used towards housing solutions.

Incentivizing private sector development of purpose-built rentals. Due to the high cost of land, the economics for purpose-built rentals by the private sector do not work well without some form of variance or incentive that make the economics work better. As has been seen in recent developments, this has taken the form of either height variances, parking relaxations, providing land, or property tax vacations. In addition to land-use bylaw changes that incorporate increased heights and relaxation of parking in certain areas, a formal policy is being created whereby 75% of municipal property taxes are

forgiven for new purpose-built rentals for a period of time provided that they are rented to primary residents.

C. Canmore Building Statistics 2019 – 2023

Year	New Res DU TOTAL	New SDD+	New Duplex+	New Accessory Suite	New Apartment/ Multi-Unit	New Townhomes+	DU Demo	Total DU Added (Net)
2019	338	18	20	6	221	73	-8	330
2020	129	15	18	7	80	9	-10	119
2021	236	32	16	15	145	28	-21	215
2022	167	37	24	7	63	36	-32	135
2023	175	9	18	4	101	43	-33	142
	1,045	111	96	39	610	189	-104	941

DU = Dwelling Unit

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2023	\$65,159,500	\$99,249,250	\$164,408,750
TOTAL:	\$359,176,550	\$193,623,700	\$552,800,250

July 11, 2024

Via email:
sean.fraser@parl.gc.ca

The Honourable Sean Fraser
Minister of Housing, Infrastructure and Communities
Government of Canada

Dear Minister Fraser,

RE: Setting the Record Straight re Housing Development in Canmore

It has become clear to me that there is a misunderstanding held by some in the Government of Canada as to Canmore's supposed lack of openness to development, especially with respect to housing.

The purpose of this letter is to set the record straight by providing information about Canmore's situation and the bold efforts we are taking to address our very serious affordable housing crisis.

A. The Canmore Context

The beautiful natural surroundings in Canmore are appreciated and desired by people from all over the world. This global demand to own property in a location where land supply is limited results in extremely high land costs that translates into the highest cost of housing in Alberta. Consequently, lack of affordability equates to significant difficulty in attracting and retaining employees in all sectors and threatens the very fabric of our community.

Canmore desperately needs housing, but not any type of housing. As shown in Attachment 1, along with other statistics, median residential property assessment reached \$1,043,000 in 2024 (having risen a cumulative 39.2% over the last three years) and rental rates have dramatically increased year over year. We need income appropriate housing that our professionals, management employees, teachers, police officers, healthcare workers, hospitality industry, administrative staff, and even some business owners can afford. *Unfortunately, nothing that has been placed on the market in Canmore has remained attainable to the average person beyond the first owner or two.*

B. The Canmore Solution

Town of Canmore Council has taken steps to address the housing crisis in recent years and the current Council is significantly accelerating those efforts and boldly taking steps towards many new initiatives. While private development will provide a welcome portion of the attainable housing needed over the coming years, most of the attainable housing required by the community in the short-term will have to be provided by the Town of Canmore and Canmore Community Housing on lands owned or sourced by the municipality.

Expanding Canmore Community Housing

Canmore Community Housing (CCH) is a non-profit corporation wholly owned by the Town of Canmore. CCH supports a more sustainable community by providing a range of housing that is appropriate for the community's needs. CCH's Vital Homes program offers **non-market** rental and ownership inventory.

Non-market housing are homes that are not subject to market appreciation, but rather are controlled by legal mechanism and/or policy which controls the re-sale price or sets rents below market. The current Council has initiated changes that will increase the capacity of CCH to produce more non-market units at a faster rate.

Recent Approved Housing Related Initiatives

The current Council has approved housing related initiatives that will produce 8,083 units of housing (2,234 non-market units and 5,849 market units). *See Attachment 1 for details.*

As shown in Attachment 1, over the last five years building permits valued at \$552,800,250 have been approved, comprised of residential building permits valued at \$359,176,550 and non-residential building permits valued at \$193,623,700. During this time, a net 941 new dwelling units have been built in Canmore.

New Bold Initiatives

Beyond approval of housing related initiatives, Council recently appointed a Livability Task Force comprised of local experts and some members of Council to look at additional measures that can support solving Canmore's housing crisis. In January 2024, the Livability Task Force recommended (i) limiting the expansion of tourist homes, (ii) using tax policy to encourage primary residence of our housing inventory (26% of which does not house a primary resident), and (iii) incentivizing private sector development of purpose-built rentals. *See Attachment 1 for details.*

Support from the Government of Alberta

We've appreciated land recently provided by the Province of Alberta in the Palliser Trail area, commonly referred to as the remaining half of the "moustache lands", which is expected to house 250-350 households.

In addition to land, we will continue to discuss with Minister McIver the need for an exemption/exception from municipal debt limits for municipal affordable or non-market housing projects. Housing projects have very different financial parameters than municipal infrastructure projects and become assets that provide security for the debt obligation.

C. Concerns We've Heard

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Canmore is committed to working with TSMV to bring on housing supply, including a minimum 10% affordable units and density bonusing initiatives. With the clarity provided by the Land & Property Rights Tribunal ruling that the proposed development aligns with the 1992 Natural Resource &

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Thank-you for your time in reviewing this information. Please advise when you would be able to meet virtually to discuss this matter; and, if you find yourself in Canmore, please allow me to host you for lunch and give you a tour of everything that is happening in our incredible community.

Respectfully,



Sean Krausert (he/him)
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cc. *MP Blake Richards*
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ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR115852

July 19, 2024

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

Dear Mayor Krausert:

Thank you for your letter of July 5, 2024, to the Honourable Danielle Smith, Premier of Alberta, Honourable Jason Nixon, Minister of Seniors, Community and Social Services, and me, outlining the efforts underway to support housing development in the Town of Canmore. I am pleased to respond on behalf of the Government of Alberta.

I appreciate the time and effort council has taken to examine the housing context in Canmore and the proactive measures being implemented to build more market and non-market housing units. Expanding the capacity of Canmore Community Housing to increase the number of non-market units and the approval of housing-related initiatives to produce several thousand additional housing units is a significant step forward.

I appreciate your recognition of the land provided by the Province of Alberta in the Palliser Trail area, your commitment to working with Three Sisters Mountain Village Development, and efforts to speed up permitting timelines. Affordable and attainable housing has become one of the most urgent concerns across the country, and the Government of Alberta is creating options for municipalities to consider as they take local actions to address housing affordability.

Changes in the recently passed Bill 20, the *Municipal Affairs Statutes Amendment Act, 2024*, will help municipalities accelerate housing development by balancing appropriate engagement with residents and stakeholders, and prompt municipal planning and development decisions. Furthermore, exempting non-profit housing from property taxation and enabling multi-year residential property tax exemptions provide tools for municipalities to increase housing supply based on local needs. This ensures municipalities have greater flexibility to tackle their housing priorities while providing residents with the opportunity to have their say about development plans in their communities.

I understand that non-profit housing projects have unique financial parameters compared to municipal infrastructure projects. In my letter of December 14, 2023, I encouraged the Town of Canmore to submit a debt extension request for housing projects. To date, I am not aware of a response by the Town of Canmore.

.../2

320 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

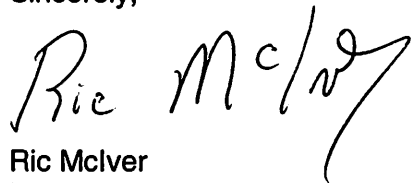
- 2 -

I would be pleased to find an opportunity to discuss housing development initiatives for Canmore in greater detail.

At your convenience, please reach out to my Acting Scheduling Coordinator, Carter Moroz, at Carter.Moroz@gov.ab.ca, to schedule a meeting.

Thank you again for writing and for sharing the great work being done in your community.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver". The signature is written in a cursive style with a long, sweeping tail on the letter "v".

Ric McIver
Minister

cc: Honourable Danielle Smith, Premier of Alberta,
Honourable Jason Nixon, Minister of Seniors, Community and Social Services
Carter Moroz, Acting Scheduling Coordinator for the Minister of Municipal Affairs

July 5, 2024

The Honourable Rebecca Schulz, MLA
 Minister of Environment and Protected Areas
 Government of Alberta

Sent via email: AEP.Minister@gov.ab.ca

Dear Minister Schulz,

RE: Wastewater Treatment Plant Required Upgrades

I request your assistance with an exemption to some of the new effluent approval limits or grant funding for a Provincially required upgrade to the Town of Canmore’s Wastewater Treatment Plant.

The Town of Canmore operates a wastewater treatment plant (WWTP) that discharges its treated effluent into the Bow River. The effluent quality is measured in both strength and loading on the Bow River. The Town received a new Approval to Operate for its wastewater treatment plant after lengthy negotiations with provincial regulators. The negotiations were primarily around the proposed changes to the future effluent limits, all within the context of the Town continually achieving effluent below the current limits and testing that shows the effluent has negligible effect on the health of the Bow River.

The new Approval to Operate includes changes to the effluent discharge limits and will come into effect in 2031. The primary changes to the approval are summarized in the table below:

Parameter	Current Effluent Limit	Future Effluent Limit
Carbonaceous Biological Oxygen Demand (CBOD5)	≤ 20 mg/L	≤ 10 mg/L
Total Suspended Solids (TSS)	≤ 20 mg/L	≤ 10 mg/L
Total Nitrogen (TN)	N/A	15 mg/L
Total Phosphorus (TP)	≤ 1.0 mg/L	≤ 0.5 mg/L

The most significant impact on the Town’s WWTP is the new Total Nitrogen (TN) limit of 15 mg/L and the reduction in the Total Phosphorous (TP) limit to 0.5 mg/L (highlighted in **bold**). Unlike many municipalities, the Town’s WWTP uses a Biological Aeration Filtration (BAF) treatment system and cannot achieve these new limits without significant upgrades and potentially adding a secondary treatment technology.

The following table demonstrates the recent performance of the Town’s WWTP between 2020 and 2022, showing annual average results prior to and during the discussions with the provincial regulators. Please note, the WWTP is consistently below the current effluent limits. Total Nitrogen (TN) was not tested as it is currently not an effluent limit. Total Ammonia Nitrogen (TAN) is somewhat similar and was included for comparison purposes. Overall, the Town’s WWTP plant does better than the current effluent limits and would satisfy the future limits except for being slightly over with respect to Phosphorus (TP).

Parameter	Average Effluent Characteristics (mg/L)			Effluent Approval Limit	
	2020	2021	2022	Current	Future
Carbonaceous Biological Oxygen Demand (CBOD5)	8.1	7.3	9.7	≤ 20 mg/L	≤ 10 mg/L
Total Suspended Solids (TSS)	6.3	8.9	6.9	≤ 20 mg/L	≤ 10 mg/L
Total Ammonia Nitrogen (TAN)	3.7 - 3.0	4.2 - 4.9	3.0 – 2.6	Oct-Jun: ≤ 10 mg/L Jul-Sep: ≤ 5 mg/L	Oct-Jun: ≤ 10 mg/L Jul-Sep: ≤ 5 mg/L
Total Phosphorus (TP)	0.56	0.64	0.61	≤ 1.0 mg/L	≤ 0.5 mg/L

As part of the negotiations with the provincial regulators, the Town shared its Instream Bow River Monitoring data, collected annually since 2013 as part of its Environmental Performance Plan (EPP). The EPP studied the impact of the WWTP’s effluent on the health of the Bow River with samples taken 100 metres upstream compared with samples taken 300 metres downstream of the plant’s discharge point. The results were compared with the Bow River Basin Council Water Quality Objectives and the Canadian Council of Ministers of the Environment (CCME) Guidelines for the Protection of Aquatic Life and found to be *below the limits*.

The Town of Canmore also performed toxicity tests beginning in 2013 to evaluate overall toxicity as per Wastewater System Effluent Regulations (WSER) requirements. The toxicity tests are performed on rainbow trout and are a conservative approach as it does not consider the dilution characteristics of the Bow River. The results have consistently *not demonstrated acute toxicity*.

Recently, the Town commissioned a technology assessment and a capacity evaluation study of its WWTP, in part to better understand the costs to meet the future effluent limits. The studies found the plant will require an estimated \$80M-\$90M upgrade within the next 10 years, with an estimated \$40M in capital cost and \$1.5M in additional annual operating costs attributed to the regulatory changes. This is a significant cost for a community of our size, a cost that will have to be borne by the rate payers. During the future effluent limit discussions, the Town made it known to the provincial regulators that completing the plant upgrade will not be possible without financial support from the Province.

The Town appreciates that the provincial regulators are striving for continuous improvement for communities along the river. As noted above, the Town has a long history of being below effluent limits and completing various tests to demonstrate it has negligible impact on the Bow River. The required WWTP upgrade will be very difficult for the Town to construct without financial support from the Province.

As noted, we are respectfully requesting either an exemption on some of the new effluent approval limits and/or a commitment from the Province to provide full grant funding for the regulatory portion of the upgrade. To this end, I request a meeting to discuss this situation at your earliest opportunity.

Sincerely,



Sean Krausert (he/him)
Mayor

*cc via email: Minister McIver, Municipal Affairs
MLA Elmeligi, Banff-Kananaskis
Dr. Sally Caudill, CAO – Town of Canmore
Canmore Town Council*



ALBERTA

ENVIRONMENT AND PROTECTED AREAS

Office of the Minister

July 23, 2024

His Worship Sean Krausert
Mayor
Town of Canmore
902 - 7 Avenue
Canmore AB T1W 3K1
sean.krausert@canmore.ca

Dear Mayor Krausert:

Thank you for your letter about the Town of Canmore's required wastewater treatment plant upgrades. I appreciate hearing your perspective on this matter.

As you may know, Environment and Protected Areas uses phosphorus and nitrogen as primary indicators to monitor the Bow River basin's health. These nutrients are important to control as they can contribute to nuisance levels of aquatic algae and plants that affect water treatment processes used by downstream water users and impact recreational uses. These effects on the water quality also impact the environment other organisms live in, such as fish and benthic invertebrate communities, with the potential to cause fish kills and a lack of biodiversity.

Due to these reasons, and over many years, the department has required upgraded wastewater treatment technologies for plants that discharge in the Bow River basin. This ensures that on a cumulative basis, the effects from nutrient loading can be better managed for all Albertans.

I understand the town commissioned technical studies and agreed to the limits that will be used for the future upgraded plant following much review and discussion between the town and the department. These limits will not be in effect until future upgrades in 2031, or an amended approval that authorizes changes to the wastewater treatment plant. I also understand the town is expecting significant growth, and a plant expansion for additional capacity will be needed in the coming years.

As previously mentioned to Town of Canmore officials, provincial funding for expansions and upgrades to water and wastewater infrastructure is provided through the Alberta Municipal Water/Wastewater Partnership. For more information, please visit alberta.ca and search for "Alberta Municipal Water/Wastewater Partnership." Applications are now open until November 30, 2024, and can be submitted every year until the project is approved for funding. I encourage the town to apply for the wastewater treatment plant's upgrades as well as the expansion, as the upgraded nutrient removal inclusion could potentially improve the chances of receiving program funding.

Thank you again for bringing your concerns to my attention.

Sincerely,

A handwritten signature in black ink, appearing to read "Rebecca Schulz". The signature is fluid and cursive, with the first name "Rebecca" written in a larger, more prominent script than the last name "Schulz".

Rebecca Schulz
Minister of Environment and Protected Areas

cc: Honourable Ric Mclver
Minister of Municipal Affairs