



TOWN OF CANMORE

AGENDA

Special Meeting of Council

Council Chamber at the Civic Centre, 902 – 7 Avenue

Tuesday, December 10, 2024 at 9:00 a.m.

Times are estimates only.

9:00 – 9:05

A. CALL TO ORDER AND APPROVAL OF AGENDA

1. Land Acknowledgement
2. Agenda for the December 10, 2024 Special Meeting of Council

B. PUBLIC HEARINGS – none

C. DELEGATIONS – none

D. APPROVAL OF MINUTES – none

E. BUSINESS ARISING FROM THE MINUTES – none

F. UNFINISHED BUSINESS – none

G. BYLAW APPROVAL

9:05 – 9:15

1. Utility Rate Bylaw Amendments 2024-34 and 2024-35

Recommendation:

- 1) That Council give first reading to Water Bylaw Amendment 2024-34 – Rate Adjustment.
- 2) That Council give second reading to Water Bylaw Amendment 2024-34 – Rate Adjustment.
- 3) That Council give leave for third reading of Water Bylaw Amendment 2024-34 – Rate Adjustment.
- 4) That Council give third reading to Water Bylaw Amendment 2024-34 – Rate Adjustment.
- 5) That Council give first reading to Sewerage Use Bylaw Amendment 2024-35 – Rate Adjustment.
- 6) That Council give second reading to Sewerage Use Bylaw Amendment 2024-35 – Rate Adjustment.
- 7) That Council give leave for third reading of Sewerage Use Bylaw Amendment 2024-35 – Rate Adjustment.
- 8) That Council give third reading to Sewerage Use Bylaw Amendment 2024-35 – Rate Adjustment.

9:15 – 9:25

2. Recyclables and Waste Disposal Bylaw Amendment 2024-36 – Rate Adjustment

Recommendation:

- 1) That Council give first reading to Recyclables and Waste Disposal Bylaw Amendment 2024-36 – Rate Adjustment.
- 2) That Council give second reading to Recyclables and Waste Disposal Bylaw Amendment 2024-36 – Rate Adjustment.
- 3) That Council give leave for third reading of Recyclables and Waste Disposal Bylaw Amendment 2024-36 – Rate Adjustment.
- 4) That Council give third reading to Recyclables and Waste Disposal Bylaw Amendment 2024-36 – Rate Adjustment.

9:25 – 10:00

H. NEW BUSINESS

1. 2025 Interim Budget Approval, 2025 Master Fee Schedule, and cancellation of capital projects

Recommendation:

- 1) That Council approve the previously approved 2025 Operating Plan as the 2025 interim operating budget.
- 2) That Council approve the previously approved 2025 Capital Plan as the 2025 interim capital budget.
- 3) That Council approve the 2025 and 2026 Master Fee Schedule as presented.
- 4) That Council direct administration to cancel capital projects CAP 7183, CAP 7259, CAP 7292, CAP 7293, CAP 7335, and CAP 7372.

10:00 – 10:10

Meeting Break

10:10 – 10:40

2. Livability Tax Program Budget Approval

Recommendation: That Council approve the Livability Tax Program budget as presented.

10:40 – 10:50

3. First Response Fire Agreement with the MD of Bighorn

Recommendation: That Council authorize the Mayor and CAO to execute the First Response Fire Agreement with the MD of Bighorn as attached for a five-year term beginning January 1, 2025.

I. REPORTS FROM ADMINISTRATION – none

J. NOTICES OF MOTION – none

K. CLOSED SESSION – none

10:50

L. ADJOURNMENT



Request for Decision

DATE OF MEETING: December 10, 2024 **Agenda #: G 1**

To: Council

SUBJECT: Utility Rate Bylaw Amendments 2024-34 and 2024-35

SUBMITTED BY: Andreas Comeau, Manager of Public Works

RECOMMENDATIONS: That Council give first reading to Water Bylaw Amendment 2024-34 – Rate Adjustment.

That Council give second reading to Water Bylaw Amendment 2024-34 – Rate Adjustment.

That Council give leave to third reading of Water Bylaw Amendment 2024-34 – Rate Adjustment.

That Council give third reading to Water Bylaw Amendment 2024-34 – Rate Adjustment.

That Council give first reading to Sewerage Use Bylaw Amendment 2024-35 – Rate Adjustment.

That Council give second reading to Sewerage Use Bylaw Amendment 2024-35 – Rate Adjustment.

That Council give leave for third reading of Sewerage Use Bylaw Amendment 2024-35 – Rate Adjustment.

That Council third reading to Sewerage Use Bylaw Amendment 2024-35 – Rate Adjustment.

EXECUTIVE SUMMARY

Council is being presented with the Finance Committee utility rate increases effective January 1, 2025, and January 1, 2026. The overall impact on the proposed rate increases is:

- Residential: In 2025 and 2026, the increase of \$15.28/month or \$183.36/year (12.9%) and \$19.61/month or \$235.36/year (14.6%) respectively, is based on 15 m³ of water consumption per residence per month; and
- Commercial: In 2025, the increase is between 12.3% and 13.2%. and in 2026, there is an increase between 14.6% and 14.7% based on average consumption.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Bylaw 39-2003 prescribes rules and regulations for the operation of the Town's waterworks system, including terms and conditions related to the sale and distribution of water.

Bylaw 2015-18 addresses revenue collected in the operating, maintaining, and enhancement of the sewerage system.

DISCUSSION

The Utility Rate Model (URM) is used each budget cycle to determine utility rates for the coming years. Once all known operational and capital expenses are included, along with some conservative forecasting, the model is used to determine the required utility rates to ensure the financial health of the utility. The model is further adjusted to ensure the utility reserve balance hits the reserve target by year six (2030).

There are new, costly pressures on the Utility in the forecast that can be categorized as follows:

Effluent Limit Regulatory Changes

The province is imposing new effluent limits for the Wastewater Treatment Plant (WWTP) and the Town must meet these new limits by 2031. Unfortunately, the current WWTP technology is incapable of achieving these new limits therefore a new treatment system must be determined and constructed over the coming 5-6 years. The cost implications are estimated to be \$75 million with the intent to secure grants to help reduce the required financing.

Neighbourhood Deep Utilities Replacement Program

The water and sanitary pipes along the valley bottom were installed in the mid-1960s and they have a lifespan of 75 years. They will reach their end of life by 2041, so a new program is proposed to begin replacing aging pipes beginning 2025 and continue annually at a cost of \$3.5 million per year.

Escalating Construction Costs

Since COVID, construction costs have continued to escalate having an impact on budgets and rates. In some cases, these increases have included 20% per year increases for labour and materials.

Corporate Administration Transfer Fee

New this year is the addition of a Corporate Administration Transfer fee to recognize the costs for corporate administrative costs outside those currently charged directly, which support the water and wastewater utility - for example, human resources, information technology, and finance. This equates to approx. \$246 thousand for 2025 and annual increases based on inflation. The calculation is 20% of the Utility budget once the value of the EPCOR contract and financing costs are removed.

Options

Two initiatives are included in the URM that Council may consider to be optional. The first is a capital project to accelerate the water meter replacement program. Replacing the existing 'wand' meters with radio transmission meters would reduce the read time of Town meters from four weeks to one to two days. This would see an operating cost savings of approximately \$100,000 annually. The status quo replacement program costs \$150,000 per year and is expected to take about twelve years. The accelerated program costs \$660,000 in 2025, and \$700,000 in each of 2026 and 2027.

The second initiative is an increase to the inflow and infiltration detection and repair system and is included in the operating budget. The proposed increase amounts to \$200,000 in 2025 and \$202,000 in 2026 (adjusted for inflation) and would benefit the Town in addressing inflow and infiltration challenges in wastewater deep utilities, particularly on the valley floor.

FINANCIAL IMPACTS

The proposed rate increases will have the following impacts in 2025 and 2026:

- Residential: In 2025 and 2026, the increase of \$15.28/month or \$183.36/year (12.9%) and \$19.61/month or \$235.36/year (14.6%) respectively, is based on 15 m³ of water consumption per residence per month; and
- Commercial: In 2025, the increase is between 12.3% and 13.2%. and in 2026, there is an increase between 14.6% and 14.7% based on average consumption.

The proposed rate increases will come into effective on January 1 for each year. The combined water and wastewater reserve balance target for 2030 is \$8.0 million the reserve balance is projected to be \$12.6 million by 2030.

However, in the short term, the reserve balance for 2026 and 2027 is \$753,000 and \$812,000 respectively, lower than what has been customary in the past. This is a risk for the short term, especially if approved projects costs are greater than anticipated and additional funds are required to complete the work.

ALTERNATIVE ANALYSIS

Council could decide to not proceed with the two options identified above. In that case, it is recommended that rather than adjusting the rate model to account for removing these initiatives, the utility rates are kept at the level proposed in the bylaw, with a resulting increase to the reserves in the short term. This could offset the risk outlined above. A motion would be needed to direct Administration to remove the accelerated water meter replacement and the increased inflow and infiltration detection and repair system from the workplan and put the revenue associated with this change into reserves.

Council could also decide to not proceed with the two options identified and to reduce the rate model accordingly. This would require deferring approval of the utility rate amending bylaws and returning in the new year with the changes incorporated.

INTEREST HOLDER ENGAGEMENT

The Council approved rate increases will be posted on the Town of Canmore website and an information bulletin will be inserted into the next utility bills.

ATTACHMENTS

- 1) Water Bylaw Amendment 2024-34 – Rate Adjustment
- 2) Sewerage Use Bylaw Amendment 2024-35 – Rate Adjustment

AUTHORIZATION

Submitted by:	Andreas Comeau Manager of Public Works	Date:	<u>November 28, 2024</u>
Approved by:	Chelsey Gibbons Manager of Financial Services	Date:	<u>December 4, 2024</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date:	<u>December 4, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>December 5, 2024</u>



BYLAW 2024-34

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO
AMEND WATER BYLAW 39-2003**

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

TITLE

- 1 This bylaw shall be known as “Water Bylaw Amendment 2024-34 – Rate Adjustment.”

INTERPRETATION

- 2 Words defined in Bylaw 39-2003 shall have the same meaning when used in this bylaw.

PROVISIONS

- 3 Schedule 1 of Bylaw 39-2003 is repealed and replaced with Schedule 1 of this bylaw.

ENACTMENT/TRANSITION

- 4 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
- 5 Schedule 1 forms part of this bylaw.
- 6 Bylaw 2023-39 is repealed.
- 7 This bylaw comes into force on the date it is passed.

FIRST READING:

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Manager, Municipal Clerk’s Office

Date

SCHEDULE 1

2025 and 2026 Water Rates

Water Meter Size	2025 Fixed Rate (\$/Month)	2026 Fixed Rate (\$/Month)
15 mm	\$31.90	\$36.51
20 mm	\$47.85	\$54.77
25 mm	\$79.75	\$91.28
38 mm	\$159.49	\$182.56
50 mm	\$255.19	\$292.09
75 mm	\$478.47	\$547.67
100 mm	\$797.46	\$912.78
Variable Rate	\$1.451 / m³	\$1.667 / m³

Rate Type	2025 Rate	2026 Rate
Monthly Fixed and Variable Rate for Multi-Unit Dwelling	\$31.90/Unit + \$1.451/m ³	\$36.51/Unit + \$1.667/m ³
Monthly Water Bleeder Rate (November 1 – April 30)	\$31.90 + (\$1.451 x average consumption)	\$36.51 + (\$1.667 x average consumption)
Monthly Fixed Rate / Dwelling Charge	\$31.90 + (\$1.451 x 25 m ³)	\$36.51 + (\$1.667 x 25 m ³)
Water Meter – Supply and Installation	\$115.00 + Meter Cost	\$115.00 + Meter Cost
Water Meter – Testing (removal, transport and testing and reinstall)	Actual cost + 15% administration fee	Actual cost + 15% administration fee
Extra Water Meter Read	\$67.00 / visit	\$68.00 / visit
Hydrant Flow Test – Customer Request	\$225.00 / request	\$230.00 / request
Hydrant Meter Deposit Fee	\$850.00	\$850.00
Hydrant Use – Variable Rate	\$4.600 / m ³	\$4.700 / m ³
Seasonal Water Meter Installation & Removal	\$167.00 / visit	\$169.00 / visit
Missed Appointment Fee	\$100.00	\$100.00
48 Hour Notice Charge	\$100.00 / visit	\$100.00 / visit
Frozen Service Charge	\$465.00	\$475.00

15 mm Meter Accounts – Incline Block Rate	2025 Variable Rate	2026 Variable Rate
< 47.2 m ³ / 2 Month Bill	\$1.451 / m ³	\$1.667 / m ³
> 47.2 m ³ / 2 Month Bill	\$1.741 / m ³	\$2.000 / m ³

Bylaw approved by: _____



BYLAW 2024-35

**A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO
AMEND SEWERAGE USE BYLAW 2015-18**

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

TITLE

- 1 This bylaw shall be known as “Sewerage Use Bylaw Amendment 2024-35 – Rate Adjustment.”

INTERPRETATION

- 2 Words defined in Bylaw 2015-18 shall have the same meaning when used in this bylaw.

PROVISIONS

- 3 Schedule A of Bylaw 2015-18 is repealed and replaced with Schedule A of this bylaw.

ENACTMENT/TRANSITION

- 4 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
- 5 Schedule A forms part of this bylaw.
- 6 Bylaw 2023-40 is repealed.
- 7 This bylaw comes into force on the date it is passed.

FIRST READING:

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Manager, Municipal Clerk’s Office

Date

SCHEDULE A

2025 and 2026 Sewerage System User Rates

Water Meter Size	2025 Fixed Rate (\$/Month)	2026 Fixed Rate (\$/Month)
15 mm	\$47.85	\$54.77
20 mm	\$71.78	\$82.16
25 mm	\$119.63	\$136.93
38 mm	\$239.26	\$273.86
50 mm	\$382.82	\$438.17
75 mm	\$717.78	\$821.57
100 mm	\$1,196.30	\$1,369.28
Variable Rate	\$2.177 / m³	\$2.500 / m³

Rate Type	2025 Rate	2026 Rate
Monthly Fixed and Variable Rate for Multi-Unit Dwelling	\$47.85/Unit + \$2.177/m ³	\$54.77/Unit + \$2.500/m ³
Monthly Water Bleeder Rate (November 1 – April 30)	\$47.85 + (\$2.177 x average consumption)	\$54.77 + (\$2.500 x average consumption)
Monthly Fixed Rate / Dwelling Charge	\$47.85 + (\$2.177 x 25 m ³)	\$54.77 + (\$2.500 x 25 m ³)
Septic Sewage Disposal at Wastewater Treatment Plan	\$250.00 + (\$11.50 / m ³ x volume of truck body)	\$265.00 + (\$12.00 / m ³ x volume of truck body)

15 mm Meter Accounts – Incline Block Rate	2025 Variable Rate	2026 Variable Rate
< 47.2 m ³ / 2 Month Bill	\$2.177 / m ³	\$2.500 / m ³
> 47.2 m ³ / 2 Month Bill	\$2.612 / m ³	\$3.000 / m ³

Other Fees and Surcharges

1. Connection Fee: \$300.00 / connection
2. Temporary Disconnection and Reconnection Fee: \$400.00 / disconnection and reconnection of same meter

Sewer Service Surcharge

The formula for determining the surcharge to be levied for 2025 and 2026 is: $R = 0.1786 B + 0.1416 S + 0.2410 G$

where “R” means rate in cents per cubic metre;

“B” means the amount in milligrams per litre by which the BOD of the sewer tested exceeds three hundred milligrams per litre;

“S” means the amount in milligrams per litre by which the TSS of the sewer exceeds three hundred milligrams per litre; and

“G” means the amount expressed in milligrams per litre by which the FOG content of the sewer tested exceeds one hundred fifty milligrams per litre.

Bylaw approved by: _____



Request for Decision

DATE OF MEETING: December 10, 2024 **Agenda #: G 2**

To: Council

SUBJECT: Recyclables and Waste Disposal Bylaw Amendment 2024-36 – Rate Adjustment

SUBMITTED BY: Andreas Comeau, Manager of Public Works

RECOMMENDATIONS: That Council give first reading to Recyclables and Waste Disposal Bylaw Amendment 2024-36 – Rate Adjustment.

That Council give second reading to Recyclables and Waste Disposal Bylaw Amendment 2024-36 – Rate Adjustment.

That Council give leave for third reading of Recyclables and Waste Disposal Bylaw Amendment 2024-36 – Rate Adjustment.

That Council give third reading to Recyclables and Waste Disposal Bylaw Amendment 2024-36 – Rate Adjustment.

EXECUTIVE SUMMARY

Council is being presented with the rates shared at Finance Committee for the recyclables and waste disposal rates to generate the revenue required to support Solid Waste Services and ensure it meets its reserve target. In summary, the residential recycling rate is unchanged for both 2025 and 2026, and the commercial recycling and residential waste collection rates are increasing by 4.0% each year.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Bylaw 2016-11 regulates disposal of recyclables and waste in the Town, including dedicating revenues collected to the operating, maintenance and enhancement of the recyclables and waste disposal and collection system.

DISCUSSION

The two key changes to the Solid Waste Services department budget are the beginning of an Extended Producer Responsibility agreement in April 2025, and the addition of a Corporate Administration Transfer fee.

Extended Producer Responsibility (EPR)

The province mandated a province wide Extended Producer Responsibility program that would have municipal governments compensated for their respective residential recycling programs costs to collect, process and sell packaging waste. The Town signed such an EPR agreement in November 2024 that is projected to receive approx. \$1 million per year and grow with inflation. The program will begin April 1, 2025.

Corporate Administration Transfer Fee

New this year is the addition of a Corporate Administration Transfer fee to recognize the costs for corporate administrative costs outside those currently charged directly to the utility, which support Solid Waste Services - for example, human resources, information technology, and facilities. This equates to approx. \$534 thousand for 2025 with annual increases based on inflation. The calculation is 20% of the SWS budget once the value of the long-haul waste contract and financing costs are removed.

FINANCIAL IMPACTS

The rate model was utilized to determine the 2025 and 2026 waste and recycling rates based on developing the operating and capital budget while ensuring the reserve balance remains above the approved target. The following table details the proposed rates and its impact on customers:

Rate / Account / Month	2024	2025	% Change	2026	% Change
Residential – Waste	\$22.74	\$23.65	4%	\$24.60	4%
Residential – Recycling	\$18.21	\$18.21	0%	\$18.21	0%
Commercial – Recycling	\$26.58	\$27.65	4%	\$28.76	4%

The overall impact on each residential account, when combining the waste and recycling rates is 2.2% and 2.3% in 2025 and 2026 respectively or less than a \$1 a month increase for both years.

INTEREST HOLDER ENGAGEMENT

The approved rate increases will be posted on the Town of Canmore website and as an information ‘stuffer’ in the next utility bill cycles.

ATTACHMENTS

- 1) Recyclables and Waste Disposal Bylaw Amendment 2024-36 – Rate Adjustment

AUTHORIZATION

Submitted by:	Andreas Comeau Manager of Public Works	Date:	<u>November 28, 2024</u>
Approved by:	Chelsey Gibbons Manager of Financial Services	Date:	<u>December 4, 2024</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date:	<u>December 4, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>December 5, 2024</u>



BYLAW 2024-36

A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO AMEND RECYCLABLES AND WASTE DISPOSAL BYLAW 2016-11

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

TITLE

- 1 This bylaw shall be known as “Recyclables and Waste Disposal Bylaw Amendment 2024-36 – Rate Adjustment”

INTERPRETATION

- 2 Words defined in 2016-11 shall have the same meaning when used in this bylaw.

PROVISIONS

- 3 Schedule A of Bylaw 2016-11 is repealed and replaced with Schedule A of this bylaw.

ENACTMENT/TRANSITION

- 4 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
- 5 Schedule A forms part of this bylaw.
- 6 Bylaw 2023-35 is repealed.
- 7 This bylaw comes into force on the date it is passed.

FIRST READING:

SECOND READING:

THIRD READING:

Approved on behalf of the Town of Canmore:

Sean Krausert
Mayor

Date

Cheryl Hyde
Manager, Municipal Clerk’s Office

Date

SCHEDULE A

2025 and 2026 Rates for Recyclables and Waste Collection

Residential Collection	2025	2026
Recyclables	\$18.21 / Residential Unit / Month	\$18.21 / Residential Unit / Month
Waste	\$23.65 / Residential Unit / Month	\$24.60 / Residential Unit / Month

Commercial Collection	2025	2026
Recyclables	\$27.65 / Commercial Unit / Month	\$28.76 / Commercial Unit / Month

Bylaw approved by: _____



Request for Decision

DATE OF MEETING: December 10, 2024 **Agenda #: H 1**

TO: Council

SUBJECT: 2025 Interim Budget Approval, 2025 Master Fee Schedule, and cancellation of capital projects

SUBMITTED BY: Chelsey Gibbons, Manager of Finance

RECOMMENDATION: That Council approve the previously approved 2025 Operating Plan as the 2025 interim operating budget.

That Council approve the previously approved 2025 Capital Plan as the 2025 interim capital budget.

That Council approve the 2025 and 2026 Master Fee Schedule as presented.

That Council direct administration to cancel capital projects CAP 7183, CAP 7259, CAP 7292, CAP 7293, CAP 7335, and CAP 7372.

EXECUTIVE SUMMARY

With the later scheduled Finance Committee meetings this year, the final budget approval is not scheduled until February. The Municipal Government Act requires Councils to adopt an operating budget for each calendar year. A council may adopt an interim operating budget for part of a calendar year. The passing of the interim budget allows Town services to continue to be delivered pending final budget approval in 2025.

Each budget cycle, the Master Fee Schedule is reviewed to ensure the fees charged by the Town are up to date. Approval of the Master Fee Schedule allows for the rates to be in effect for January 1st, rather than requiring fee updates partway through the year.

There are also six current capital projects that will not have been initiated in 2024 and will require Council approval to cancel.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

On December 20, 2022, by motion 314-2022, Council approved the 2023 Operating Budget for \$68,302,946 and 2024 Operating Budget for \$73,216,109 and adopted the 2025-2026 Operating Plans as presented.

On December 5, 2023, by motion 309-2023 Council approved the 2024 Operating Budget (Tax-Supported and Utility-Supported) of \$77,000,537 and the 2025-2026 Operating Plan Amendments as presented.

On December 5, 2023, by motion 303-2023 Council approved the 2024 Amended Capital Budget of \$21,284,000 and adopted the 2025-2028 Capital Plans as presented.

FIN-001 Budget Amendments Policy, effective December 4, 2018, provides direction to Administration on changes to capital projects.

DISCUSSION

Typically, Finance Committee meetings have been held in November, with final budget approval in December. Due to other factors impacting organizational workload this fall, Finance Committee meetings did not start until late in November, and did not allow for sufficient time for approval in December. Final approval of the 2025 and 2026 operating and capital budgets, and adoption of the accompanying four- and six-year operating and capital plans, are proposed to be sought in February. Some municipalities pass an interim budget by December 31 and then adopt the final annual budget in the early part of the next year. Under the Municipal Government Act, expenditures may only be made when included in the budget, for an emergency, when legally required or when otherwise authorized by Council. Section 242(2) enables Councils to adopt an interim operating budget for part of a calendar year.

As there is a currently approved plan in place for 2025, Administration recommends that the 2025 plan that was approved as part of the 2023 budget process and amended with the 2024 amendments be approved as the interim budget. This will allow for the critical services and programs provided by the Town to continue uninterrupted.

Each budget cycle, the Master Fee Schedule is reviewed to ensure the fees charged by the Town are up to date. The fees are reviewed to ensure they are in alignment with current department plans, and sometimes fees are removed if no longer charged, or new fees are added in accordance with other service or program changes. Additionally, the amounts of the fees are reviewed. As most of the fees are intended as a recovery of internal staff time or other required supplies, the fees are generally increased in accordance with our inflationary expectations, in this case 3.9% was used for each year, generally rounded to the nearest dollar, unless another more appropriate estimate can be established. The Master Fee Schedule is included as Attachment 1 and approval for that schedule is being requested to allow the 2025 Master Fee Schedule to be effective January 1, 2025.

Capital Projects to Cancel: In accordance with Council’s Budget Amendments Policy FIN-001, there are six current capital projects that have not been, and will not be, started in 2024 that require Council approval to cancel. The projects and reasons for recommending cancellation are as follows:

Project No.	Project Name	Reason for Cancelling	Original Budget
7183	Stoneworks Creek Phase II	As work has not been undertaken to date, this project will be cancelled, and a new project will be included in the 2025-2026 Capital Budget brought forward.	\$2,800,000
7259	Utility Renewable Energy Study	This work will be revisited if the energy coordinator position to be included on the options list is approved.	\$100,000
7292	Facilities - Accessibility Study	There is not sufficient funding available to support the recommendations this project	\$75,000

		will provide. In addition, no projects are currently approved to address any recommendations from this study, and so the study is recommended to be cancelled until funding capacity is available.	
7293	Universal Public Washroom Study	There is not sufficient funding available to support the recommendations this project will provide. In addition, no projects are currently approved to address any potential recommendations from this study, and so the study is recommended to be cancelled until funding capacity is available.	\$75,000
7335	Tourism Economic Impact Assessment	A report was completed in 2023 by Canmore, Jasper and Banff, so this is no longer required.	\$40,000
7372	Elk Run Sewer Main Replacement - Design	Construction will occur in a future year, so the current project will be cancelled and brought back in a future budget cycle once the timing has been finalized.	\$200,000

ANALYSIS OF ALTERNATIVES

N/A

FINANCIAL IMPACTS

The approval of the interim budget will ensure funds are available for important services, programs, and capital projects to proceed or continue until Council approves the final budget.

Approval of the Master Fee Schedule will permit the intended fees to be in place for the entire 2025 calendar year.

Formally cancelling projects in accordance with the policy allows for those projects that are still recommended or required but haven't started to be re-submitted and evaluated by Council as part of the upcoming capital budget considerations, or for projects no longer required or recommended, for committed funds to potentially be re-directed to new identified organizational priorities or needs.

INTEREST HOLDER ENGAGEMENT

N/A

ATTACHMENTS

- 1) Previously Adopted 2025 Operating Plan for 2025 Interim Budget
- 2) Previously Adopted 2025 Capital Plan for 2025 Interim Budget
- 3) 2025 and 2026 Master Fee Schedule – With 2024 comparison and redlined
- 4) 2025 and 2026 Master Fee Schedule – Clean Copy
- 5) Capital Detail Sheet cancellations: CAP 7183 – Stoneworks Creek Phase II; CAP 7259 – Utility Renewable Energy Study; CAP 7292 – Facilities – Accessibility Study; CAP 7293 – Universal Public Washroom Study; CAP 7335 – Tourism Economic Impact Assessment; CAP 7372 – Elk Run Sewer Main Replacement - Design

AUTHORIZATION

Submitted by:	Chelsey Gibbons Manager of Financial Services	Date: <u>December 4, 2024</u>
Approved by:	Therese Rogers GM of Corporate Services	Date: <u>December 5, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>December 5, 2024</u>

Amended 3-year Operating Budget and Plan

Overall Summary Including Utilities & SWS

	Amended Budget 2024	Amended Plan 2025	Amended Plan 2026
Revenues			
Municipal Taxes	34,881,584	37,784,987	39,409,887
Sales and Rentals	30,724,533	32,927,518	35,129,546
Permits and Fines	3,787,771	4,006,733	4,263,767
Internal Transfers	2,373,719	2,464,790	2,571,659
Grants	1,525,710	1,545,710	1,565,710
Transfers and Other	3,707,220	2,867,232	3,027,245
Total Revenue	77,000,537	81,596,970	85,967,814
Expenditures			
Salaries, Wages and Benefits	26,594,973	27,945,622	28,867,693
Admin and General Services	2,864,822	2,993,383	3,081,734
Contracted Services	19,989,033	20,825,284	21,445,962
Supplies and Energy	4,847,896	4,975,565	5,137,522
Borrowing Costs	5,866,080	6,828,078	7,243,078
Other	94,970	96,970	96,970
Transfer to Capital	1,385,000	1,385,000	1,385,000
Transfer to Reserve	10,952,012	11,999,478	13,994,947
Internal Transfers	2,373,719	2,464,790	2,571,658
Transfer to Affiliated Orgs	2,032,032	2,082,800	2,143,250
Total Expenditures	77,000,537	81,596,970	85,967,814
Net Surplus / Deficit	0	0	0

Capital Plan

Capital Planning Summary for the Planning Period 2024 - 2028

						5 YEAR TOTAL METHOD OF FUNDING					
	2024	2025	2026	2027	2028	Grants	Operating	Reserve	Debenture	Other	Unfunded
Administration, Economic Development, CSD											
Business Transformation (2024)	100,000						100,000				
Business Transformation (Future)			75,000	75,000	75,000		225,000				
Main Street Pedestrian Zone (2024)	40,000							40,000			
Property Tax Taskforce	75,000							75,000			
Indigenous Consultation Support	50,000						50,000				
Tourism Economic Impact Assessment	40,000							40,000			
Long Term Financial Strategy Update	100,000						100,000				
Interactive Placemaking Artwork		210,000						210,000			
Winter City Strategy		100,000						100,000			
Canmore Made Hub		35,000						35,000			
Downtown Enhancement Tree Grates				40,000				40,000			
Administration, Economic Development, CSD Total	405,000	345,000	75,000	115,000	75,000		475,000	540,000			
Information Technology											
TownSquare (2024)	25,000						25,000				
TownSquare (Future)		20,000	20,000	20,000	20,000		80,000				
Data Center Migration (2024)	50,000						50,000				
CityView (2024)	50,000						50,000				
CityView (Future)		25,000	10,000				35,000				
PC Lifecycle & New Equipment (2024)	65,000						65,000				
PC Lifecycle & New Equipment (Future)		60,000	60,000	60,000	60,000		240,000				
IT Infrastructure Lifecycle & New Equipment (2024)	50,000						50,000				
IT Infrastructure Lifecycle & New Equipment (Future)		50,000	50,000	50,000	50,000		200,000				
eServices (2024)	80,000						80,000				
eServices (Future)		80,000					80,000				
Information Security (2024)	25,000						25,000				
Information Security (Future)		20,000	20,000				40,000				
IT Strategic Improvements (2025)		15,000					15,000				
Asset Management Software Needs Assessment		50,000					50,000				
Asset Management Software Implementation			300,000				45,000	255,000			
Finance System Migration Needs Assessment		50,000					50,000				
Finance System Migration Implementation			300,000					300,000			
Recreation Systems Enhancements (2025)		10,000					10,000				
Recreation Systems Enhancements (Future)			10,000	5,000	5,000		15,000	5,000			
Information Technology Total	345,000	380,000	770,000	135,000	135,000		1,205,000	560,000			
Protective Services											
Municipal Enforcement Radio Upgrades	18,000						10,000	8,000			
Ladder Truck Replacement			1,300,000			1,000,000	300,000				
Fire Service Master Plan			60,000				60,000				
Protective Services Total	18,000		1,360,000			1,000,000	370,000	8,000			
Recreation											
Recreation Master Plan				100,000			100,000				
Climbing Gym Floor Replacement & Wall Resurfacing				150,000			130,000	20,000			
Recreation Total				250,000			230,000	20,000			
Facilities											
Elk Run Maintenance Facility Repairs & Maintenance	600,000							600,000			
EP Condition Assessment and Priority Repairs (2024)	500,000						300,000	200,000			
CRC - Olympia Ice Resurfacer Replacement	195,000					195,000					
Boom Lift Replacement	100,000					100,000					
EP - Waterslide Area Repairs	200,000							200,000			
Recreation Facility Feasibility Study	200,000						105,000	95,000			
Union Hall Repairs & Maintenance		150,000						150,000			
CRC - Roof Top Unit Replacements		125,000						125,000			
DT Washroom (New) - Concept Study		75,000					75,000				
DT Washrooms (Existing) - Replacement & Enhancement			1,500,000					1,500,000			
DT Washroom (Existing) - Demolishment				150,000			150,000				
Facilities - Building Condition Assessment		200,000					200,000				
CRC - Dehumidifier Replacement			265,000					265,000			
Boulder Maintenance Facility Repairs & Maintenance			100,000					100,000			
CC Repairs & Maintenance			250,000				250,000				
CRC - Olympia Ice Resurfacer Replacement			195,000				165,000	30,000			
PW Building Design				200,000	800,000	1,000,000					
CRC - Scissor Lift - Replacement				52,000				52,000			
CRC - Roof Maintenance					350,000		165,000	185,000			
Roundhouse Repairs & Maintenance					500,000		350,000	150,000			
Facilities Total	1,795,000	550,000	2,310,000	402,000	1,650,000	1,295,000	1,760,000	3,652,000			
Engineering - Flood Projects											
Hazard Mitigation Three Sisters Creek Construction			4,225,000			3,877,000		348,000			
Steep Creek Hazard Mitigation Program			2,500,000	7,500,000		7,027,000		1,168,000		1,805,000	
Hazard Mitigation Stone Creek			500,000			410,000		90,000			
Engineering - Flood Total			7,225,000	7,500,000		11,314,000		1,606,000		1,805,000	

Capital Planning Summary for the Planning Period 2024 - 2028

						5 YEAR TOTAL METHOD OF FUNDING					
	2024	2025	2026	2027	2028	Grants	Operating	Reserve	Debtenture	Other	Unfunded
	Engineering										
Transportation Safety and Accessibility (2024)	150,000							150,000			
Transportation Safety and Accessibility (Future)		150,000	150,000	150,000	150,000		600,000				
Bridge Asset Management (2024)	150,000							150,000			
Bridge Asset Management (Future)		50,000	2,700,000	400,000	575,000	2,700,000		1,025,000			
Engine Bridge Pier Replacement		3,400,000				3,200,000		200,000			
Street and Drainage Rehabilitation (2024)	1,650,000					900,000		750,000			
Street and Drainage Rehabilitation (Future)		1,500,000	1,000,000	1,000,000	1,500,000	4,360,000	100,000	540,000			
Pathway Network Connectivity (2024)	865,000					450,000	200,000			215,000	
Pathway Network Connectivity (Future)		250,000	250,000	250,000	250,000	150,000	500,000	222,000		128,000	
Complete Street Improvements Railway to Main	6,000,000					3,300,000		2,700,000			
Parking Management Implementation	140,000							140,000			
Bus Stop Improvements (Future)		250,000	250,000	250,000	250,000	500,000	250,000	250,000			
GIS Plan Implementation (Future)		45,000	20,000	20,000	40,000		125,000				
Complete Street Improvements Railway Ave North - Design			700,000			400,000		300,000			
Complete Street Improvements Town Centre West				1,600,000		400,000		400,000		800,000	
Complete Street Improvements Bow Bridge Corridor - Design				1,500,000		750,000				750,000	
Teepee Town 2nd Ave Rehab Construction			350,000	1,600,000		1,650,000		300,000			
Palliser Pedestrian Crossing			550,000		14,000,000	7,275,000				7,275,000	
Engineering Total	8,955,000	5,645,000	5,970,000	6,770,000	16,765,000	26,035,000	1,775,000	7,127,000		9,168,000	
Public Works											
Climate Emergency Action Plan - Implement 2024	50,000							50,000			
Climate Emergency Action Plan - Implement Future		50,000	50,000	50,000	50,000			200,000			
Human-Wildlife Coexistence - Implement 2024	100,000						100,000				
Human-Wildlife Coexistence - Implement Future		50,000	100,000	50,000	100,000		300,000				
Utility Tractor Replacement F-79	280,000					280,000					
Utility Equipment Replacements (Future)		125,000	50,000	160,000				335,000			
EV Charger Install Town Facilities	40,000						40,000				
Parks Equipment Lifecycle 2024	31,000						10,000	21,000			
Parks Equipment - Lifecycle (Future)			25,000	37,000	22,000			84,000			
Construction Renovation & Demolition Waste Study and Plan	25,000						25,000				
Snow Management Facility		3,000,000				500,000			2,500,000		
Cemetery Expansion - Phase 2		360,000					360,000				
Trail Surface Rehabilitation (Future)		300,000		300,000				600,000			
Playground Lifecycle (Future)		300,000		300,000				600,000			
Playground Rubber Surface Lifecycle (Future)		160,000		100,000				260,000			
Light Fleet Replacements (Future)		190,000	270,000	250,000	340,000		200,000	850,000			
Climbing Wall Rubber Surface Install		65,000						65,000			
Multi-modal Fleet Implementation		25,000	50,000				75,000				
Street Sweeper Replacement F-101			475,000					475,000			
Parks One Tonne Replacement F-110			150,000					150,000			
Hooklift Replacement				350,000				350,000			
Backhoe Replacement				150,000				150,000			
Outdoor Ice Re-surfacer F-65					200,000			200,000			
Public Works Total	526,000	4,625,000	1,170,000	1,747,000	712,000	780,000	1,110,000	4,390,000	2,500,000		
Town Ops Total	12,044,000	11,545,000	18,880,000	16,919,000	19,337,000	40,424,000	6,925,000	17,903,000	2,500,000	10,973,000	
Water Utility - SWS											
SWS											
Container Replacement 2024	150,000							150,000			
Container Replacement 2027				150,000				150,000			
Pedestrian Container Replacement 2024	150,000							150,000			
Pedestrian Container Replacement 2027				150,000				150,000			
Boulder Crescent Redevelopment Construction		800,000						800,000			
3 Tonne Collection Vehicle Replacement	350,000							350,000			
3 Tonne Collection Vehicle Replacement		350,000						350,000			
Large Item Clean Up Collection Vehicle - Replacement - 2025		85,000						85,000			
Skid Steer Replacement		80,000						80,000			
Utility Truck Replacement			80,000					80,000			
Waste Management Centre - Building Condition Repairs			200,000					200,000			
3 Tonne Collection Vehicle Replacement				425,000				425,000			
Small Collection Vehicle Replacement				300,000				300,000			
3 Tonne Collection Vehicle Replacement					400,000			400,000			
Water Utility											
WWTP - Odour Control - Construction	2,000,000							400,000	1,600,000		
Railway Avenue Wastewater Upgrade	1,750,000							875,000	875,000		
Elk Run Sewer Main Replacement - Design	200,000							200,000			
Elk Run Boulevard - Wastewater Upgrade Construction		2,000,000						200,000	1,800,000		
WWTP - Influent Screen Capacity Upgrade	900,000							600,000	300,000		
Utility Vehicle Replacement (Vector Truck)	900,000							900,000			
WWTP Upgrade - Conceptual Design	600,000							600,000			
WWTP Upgrade - Pilot		850,000						850,000			
WWTP Upgrade - Detailed Design		2,750,000						2,750,000			
Railway Ave Water Line Replacement - Construction Phase 1	1,800,000							1,800,000			
Teepee Town Water Line Upgrade (1Ave Mountain Ave Laneway)	440,000							440,000			
WTP 1 - Chlorine Gas Upgrade		1,000,000						1,000,000			
WWTP Scum Removal Piping		720,000						720,000			
Grassi Reservoir Booster Station Capacity Upgrade Ph1 - Design		230,000						230,000			
Grassi Reservoir Booster Station Capacity Upgrade Ph1 -			2,080,000					2,080,000			
WWTP Utility Renewable Energy Retrofit		200,000	200,000	200,000	200,000			800,000			
Water Treatment and Supply Study		200,000						200,000			
Railway Ave Water Line Replacement - Design Phase 2 (North)		50,000						50,000			
Railway Ave Water Line Replacement - Construction Phase 2			750,000					750,000			
WWTP Water Heating System & MUA Replacement			2,170,000					2,170,000			

Capital Planning Summary

Capital Planning Summary for the Planning Period 2024 - 2028

						5 YEAR TOTAL METHOD OF FUNDING					
	2024	2025	2026	2027	2028	Grants	Operating	Reserve	Debenture	Other	Unfunded
WWTP Grit Separator Replacement			1,010,000					1,010,000			
Teepee Town Water Line Upgrade (1 Ave to BVT)			900,000					720,000	180,000		
BVT Wastewater Upgrade - Design Phase III			200,000					200,000			
BVT Wastewater Upgrade - Construction Phase III				1,800,000				774,000	1,026,000		
Pumphouse 3 - Decommission			250,000					250,000			
WWTP Inlet Lift Station Upgrade				5,240,000				525,000	4,715,000		
Lift Station 3 - Lifecycle Replacement				1,500,000				1,500,000			
7th Avenue - Wastewater Upgrade				2,700,000				500,000	2,200,000		
LS11 - Upgrade Phase 1				2,290,000				300,000	1,990,000		
Canyon Ridge Booster Station Decommissioning				1,200,000				1,200,000			
WWTP - Intermediate Transfer Pump Capacity Upgrade				1,000,000				100,000	900,000		
WWTP Headworks Channel Valves				530,000				530,000			
Silvertip Trail Waterline Looping					1,290,000			200,000	1,090,000		
South Canmore - Fire Flow Upgrade					900,000			900,000			
WWTP - UV Disinfection Capacity Upgrade					500,000			200,000	300,000		
Water Utility - SWS Total	9,240,000	9,315,000	7,840,000	17,485,000	3,290,000			30,194,000	16,976,000		
Grand Total	21,284,000	20,860,000	26,720,000	34,404,000	22,627,000	40,424,000	6,925,000	48,097,000	19,476,000	10,973,000	
Proposed projects that will require subsequent funding source and council approval											
Salt Shed - Rooftop Solar Installation		550,000									550,000
RCMP Facility (New) - Concept Plan					200,000						200,000
Larch Area Redevelopment Plan		150,000									150,000
Noise Abatement Study		50,000									50,000
Parking Lot Rehabilitation		400,000	500,000	150,000	500,000						1,550,000
Street and Drainage Rehabilitation (Future) Unfunded		1,000,000	1,500,000	1,500,000	1,000,000						5,000,000
Bow Valley Trail A&W to Roundabout			1,250,000								1,250,000
Complete Street Improvements Railway Ave North - Construction				5,000,000							5,000,000
Teepee Town Enhancement				2,000,000							2,000,000
Complete Street Improvements Bow Bridge Corridor - Construction					10,000,000						10,000,000
Parks Washroom - Fitzgerald Rise Playground	230,000										230,000
Dog Park - Spring Creek	120,000										120,000
Parks Washrooms (Future)		400,000		250,000							650,000
Natural Asset Inventory, Assessment and Plan		100,000									100,000
Municipal Services Vehicle - Parking Enforcement		100,000									100,000
Off Leash Dog Parks (Future)			100,000		100,000						200,000
Ride-on Mower - New				135,000							135,000

Town of Canmore
2025 and 2026 Draft Master Fee Schedule with 2024 Comparison and Redline

01 FINANCE						
Item Code	Description/Title	Unit Measure	2024 Fee	2025 Fee	2026 Fee	Notes
1.00	Finance Fees					
1.01	Finance/Services - Photocopies	per copy	1.00	1.00	1.00	
1.02	Mortgage Report	per roll	22.00	23.00	24.00	
1.03	Tax Certificate - Manual	per certificate	56.00	58.00	60.00	
1.04	Tax Certificate - Online	per certificate	27.00	28.00	29.00	
1.05	Non Sufficient Funds (cumulative) - TIPP/PUPP (first default at no charge)	per event	27.00	28.00	29.00	
1.06	Non Sufficient Funds (cumulative) - Cheque	per event	56.00	58.00	60.00	
1.07a	Foreign Funds Processing Fee	per event	56.00	58.00	60.00	
1.07b	Wire Transfer Surcharge & Fax Notification Fee (variable per bank service fee)	variable per event	-	-	-	
1.08	Duplicate Payment/ Refund Processing Fee - Refund by EFT	per event	27.00	28.00	29.00	
1.09	Duplicate Payment/ Refund Processing Fee - Refund by Cheque	per event	56.00	58.00	60.00	
1.10	Non-payment Transfer and Collection Fee (cumulative)	per event	56.00	58.00	60.00	
1.11	Tax Notification and Discharge Fee	per title	56.00 + costs	58.00 + costs	60.00 + costs	
1.12	Reprint of Prior Years' Documents (including CEIP Agreements) - no charge for current calendar year documents or those available online	per document	12.00	12.00	12.00	
1.13	Confirmation of Taxes Paid	per document	27.00	28.00	29.00	
1.14a	Property Assessment Report - Current Year	per property	30.00	31.00	32.00	
1.14b	Property Assessment Information (section 299/300 of MGA)	per property	65.00 per hour - minimum charge of 1 hour plus photocopying charges	67.00 per hour - minimum charge of 1 hour plus photocopying charges	70.00 per hour - minimum charge of 1 hour plus photocopying charges	

02 FIRE-RESCUE SERVICES						
Item Code	Description/Title	Unit Measure	2024 Fee	2025 Fee	2026 Fee	
2.00	Fire Response, Rescue and Inspection Fees					
2.01	Document Fee / File Copy	per/copy	180.00	187.00	194.00	
2.02	Search of Records	per/hour	34.00	35.00	36.00	
2.03	Occupant Load Permit Fee	per permit	138.00	143.00	149.00	
2.04	Fire Chief	per hour	166.00	172.00	179.00	
2.05	Deputy Fire Chief	per hour	138.00	143.00	149.00	
2.06	Lock Box Fee	per box	120.00	125.00	130.00	
2.07	Additional Firefighter Fee	per hour	49.00	51.00	53.00	
2.08	Fire Permit Fee	per permit	138.00	143.00	149.00	
2.09	Fireworks Permit Fee	per permit	138.00	143.00	149.00	
2.10	Fire Support Unit (Light duty crew cab, pickup truck, or crew cab flatbed with 2 staff members)	per hour	204.00	212.00	220.00	
2.11	Fire Support Unit (Light duty crew cab, pickup truck, or crew cab flatbed with 2 staff members) - AB Infrastructure	per hour	204.00	212.00	220.00	
2.12	Pumper Truck Response	per hour	827.00	859.00	893.00	
2.13	Pumper Truck Response - AB Infrastructure	per hour	678.00	704.00	731.00	
2.14	Rescue Truck Response	per hour	827.00	859.00	893.00	
2.15	Rescue Truck Response - AB Infrastructure	per hour	678.00	704.00	731.00	
2.16	Aerial Response	per hour	938.00	975.00	1,013.00	
2.17	Aerial Response-AB Infrastructure	per hour	678.00	704.00	731.00	
2.18	Command Trailer - comes with Fire Support Unit	per hour	408.00	424.00	441.00	
2.19	Shoring Trailer plus Goods Used - comes with Fire Support Unit	per hour	408.00	424.00	441.00	
2.20	Hazmat Trailer plus Goods Used - comes with Fire Support Unit	per hour	408.00	424.00	441.00	
2.21	Sprinkler Protection Unit - comes with Fire Support Unit	per hour	408.00	424.00	441.00	

2.22	Jet Boat - comes with Fire Support Unit	per hour	408.00	424.00	441.00
2.23	Fire Inspection-Construction Sites and Plan Review	per hour	138.00	143.00	149.00
2.24	Fire Investigation	per hour	138.00	143.00	149.00
2.25	First & Second Fire Inspection upon Request (up to 2 hours)	per inspection	138.00	143.00	149.00
2.26	Fire Inspections - additional hours over the two hour base rate	per hour	138.00	143.00	149.00
2.27	First & Second Fire Inspection Department Initiated (up to 2 hours)	per inspection	-	-	-
2.28	Third and Subsequent Fire Inspections - both requested & department initiated (up to 2 hours)	per inspection	276.00	287.00	298.00
03	ENGINEERING				
Item Code	Description/Title	Unit Measure	2024 Fee	2025 Fee	2026 Fee
3.00	Site Developments where D.P.'s are Required (as per 2020 Engineering Design Guidelines, Drawings Section 1.2)				
3.01	Project/Small - Layout Plans (Utilities & Surface)	base fee	473.00	491.00	510.00
3.02	Project/Intermediate - Layout Plans (Utilities & Surface)	base fee	1,890.00	1,964.00	2,041.00
3.03	Project/Large - Layout Plans (Utilities & Surface)	base fee	5,565.00	5,782.00	6,007.00
3.04	Project/Large - Storm Water Management Report	base fee	263.00	273.00	284.00
3.05	Project/Large - Traffic Impact Assessment	base fee	394.00	409.00	425.00
3.06	Project/Medium/Large - Wellhead Protection Area Impact Report	base fee	263.00	273.00	284.00
3.07	Project/Medium/Large - Railway Risk Assessment	base fee	263.00	273.00	284.00
3.08	Project/Medium/Large - Noise Impact Assessment	base fee	158.00	164.00	170.00
3.09	Project/Medium/Large - Steep Creek Site Specific Risk Assessment	base fee	525.00	545.00	566.00
3.10	Miscellaneous Engineering	per hour	105.00	109.00	113.00
3.20	Drawing Reviews (in addition to the above)				
3.21	Third + Review (additional charge)	per/review	683.00	710.00	738.00
3.22	Record Drawings (additional charge for errors or omissions)	per/review	525.00	545.00	566.00
3.23	Request for Variance (additional charge for each variance to Subdivisions & Site Developments)	per/review	137.00	142.00	148.00
3.30	Inspections (in addition to the above), Water Main Pressure Test / Development Completion Certificate / Construction Completion Certificate / Final Acceptance				
3.31	CCC, FAC (DCC as applicable) - no fee for first inspection	per/inspection	788.00	819.00	851.00
3.32	Non-compliance Notice & Re-inspection (each occurrence)	per/inspection	131.00	136.00	141.00
3.33	Stop Work Order & Re-inspection (each occurrence)	per/inspection	315.00	327.00	340.00
3.34	General Engineering Site Visit &/or Inspection	per/inspection	121.00	126.00	131.00
3.40	Single Family / Duplex - Building Permit Application Review & Servicing Inspection where no D.P. is Required				
3.41	Review & First Inspection	per/inspection	368.00	382.00	397.00
3.42	Each Additional Inspection/Failed Test	per/inspection	210.00	218.00	227.00
3.43	CCTV Review in Support of Service Replacement Exemption Request	per/inspection	525.00	545.00	566.00
3.50	Miscellaneous Permits				
3.51	Excavation Permit Fee, Completion Inspection & Deposit Release	per/permit	604.00	628.00	652.00
3.52	Excavation Permit Fee Security Deposit	security fee	5,933.00	6,164.00	6,404.00
3.53	Blasting Permit Fee	per/permit	473.00	491.00	510.00
3.54	Franchise Utilities Excavation Permit Fee, Completion Inspection & Deposit Release	per/permit	604.00	628.00	652.00
3.55	Excavation Permit Fee Security Deposit	security fee	per agreement	per agreement	per agreement
3.56	Demolition Permit, Demolition Permit with Mobile Home Move	per/permit	158.00	164.00	170.00
3.57	Demolition Permit with Simple House Move (minimal community impacts)	per/permit	525.00	545.00	566.00
3.58	Demolition Permit with Complex House Move (i.e. impacts to utilities, traffic, ROAM or emergency services)	per/permit	1,050.00	1,091.00	1,134.00
3.59	Utility Line Assignment (base fee)	per application	263.00	273.00	284.00
3.60	Utility Line Assignment (per length of utility exceeding 10m)	per linear meter	11.00	11.00	11.00
3.61	Road Use Permit - occupation of parking stall in the Town Centre (in-street patios excluded)	per stall per day	21.00	22.00	23.00
3.62	Road Use Permit - occupation of parking stall outside the Town Centre (in-street patios excluded)	per stall per day	11.00	11.00	11.00
3.70	Miscellaneous Publications & Items for Sale (Transportation Plans, Utility Plans, Engineering Guidelines Available)				
3.71	Map Requests 36"X24" Addressing, road network, legal basemap, Land Use Bylaw. Available electronically through open data and online. Paper maps may be purchased.	per sheet	21.00	22.00	23.00
3.72	Public Tender Documents	per copy	Free	Free	Free
3.80	Digital Products for Sale (Licensing Agreement Required)				
3.81	All digital information is provided free of charge through open data. Visit website for details.	digital copy	Free	Free	Free
3.82	Technician time for support with open data, or other digital information	per hour	79.00	82.00	85.00

3.90	Mapping & Modelling Services				
3.91	Custom Mapping work - to be quoted (\$79.00 Minimum)	per hour	79.00	82.00	85.00
04	PUBLIC WORKS				
Item Code	Description/Title	Unit Measure	2024 Fee	2025 Fee	2026 Fee
4.00	Parks & Cemetery				
4.01	Transfer of Certificate of Easement	per/certificate	76.00	79.00	82.00
4.02	Locate Fees	per/locate	135.00	140.00	145.00
4.03	Memorial Erecting Permit	permit	164.00	170.00	177.00
4.04	Memorial Removal / Engraving Permit	permit	75.00	78.00	81.00
4.05	Certificate of Easement - Single Plot Resident, Indigents (Social Services) Resident, Field of Honour Resident (Approval required by Canmore Legion for FOH interment)	per/plot	2,913.00	3,027.00	3,145.00
4.06	Certificate of Easement - Single Plot Non-Resident, Indigents (Social Services) Non-Resident, Field of Honour Non-Resident (Approval required by Canmore Legion for FOH Interment)	per/plot	6,115.00	6,353.00	6,601.00
4.07	Certificate of Easement - Field of Honour - Resident - Approval required from Canmore Legion / First Post	per/plot	2,913.00	3,027.00	3,145.00
4.08	Certificate of Easement – Half Single Plot Resident (4 urns only/flat marker only), Indigents (Social Services) Resident, Field of Honour Resident (Approval required by Canmore Legion for FOH interment)	per half plot	1,456.50	1,513.00	1,572.00
4.09	Certificate of Easement – Half Single Plot Non-Resident (4 urns only/flat marker only), Indigents (Social services) Non-Resident, Field of Honour Non-Resident (Approval required by Canmore Legion for FOH Interment)	per half plot	3,057.50	3,177.00	3,301.00
4.10	Casket/Interment Fees - Summer	per/plot	1,452.00	1,509.00	1,568.00
4.11	Casket/Interment Fees - Winter	per/plot	2,312.00	2,402.00	2,496.00
4.12	Casket Disinterment - Summer / Winter	based on invoice	invoice cost	invoice cost	invoice cost
4.13	Urn /Interment Fees - Single Urn 2ft - Summer	per/urn	1,080.00	1,122.00	1,166.00
4.14	Urn /Interment Fees - Single Urn 2ft - Winter	per/urn	1,410.00	1,465.00	1,522.00
4.15	Urn /Interment Fees - Single Urn 4ft - Summer	per/urn	1,474.00	1,531.00	1,591.00
4.16	Urn /Interment Fees - Single Urn 4ft - Winter	per/urn	2,033.00	2,112.00	2,194.00
4.17	Urn /Interment Fees - Two Urns 4ft Stacked - Summer (e.g.: stacked position 1&5)	per/permit	1,540.00	1,600.00	1,662.00
4.18	Urn /Interment Fees - Two Urns 4ft Stacked - Winter (e.g.: stacked positions 1&5)	per/permit	2,097.00	2,179.00	2,264.00
4.19	Urn /Interment Fees -Two Urns 4ft side by side- Summer (e.g.: position 5&6)	per/permit	1,750.00	1,818.00	1,889.00
4.20	Urn /Interment Fees - Two Urns 4ft side by side - Winter (e.g.: position 5&6)	per/permit	2,465.00	2,561.00	2,661.00
4.21	Urn /Interment Fees - Two Urns 2ft side by side - Summer (e.g.: position 1&2)	per/permit	1,498.00	1,556.00	1,617.00
4.22	Urn /Interment Fees - Two Urns 2ft side by side - Winter (e.g.: position 1&2)	per/permit	2,157.00	2,241.00	2,328.00
4.23	Certificate of Easement - Columbarium Niche Resident, Indigents (Social Services) Resident, Field of Honour Resident (Approval required by Town/Canmore Legion for FOH Interment in the	per niche	1,888.00	1,962.00	2,039.00
4.24	Certificate of Easement - Columbarium Niche Non Resident - Non Resident / Indigent (Social Services)/ Field of Honour (Approval required by Town/Canmore Legion for FOH Interment in	per niche	3,830.00	3,979.00	4,134.00
4.25	Columbarium Niche Opening / Closing - Single Urn (Interment / Disinterment)	per permit	224.00	233.00	242.00
4.26	Columbarium Niche Opening / Closing - Two Urns (Same day in same Niche / Interment / Disinterment)	per permit	288.00	299.00	311.00
4.27	Columbarium Niche Door - New Replacement	per door	353.00	367.00	381.00
4.28	Gate Access Permit	permit	70.00	73.00	76.00
4.29	Cross Reserve Permit	permit	176.00	183.00	190.00
4.30	Niche Cover Erecting / Removal Permit	permit	76.00	79.00	82.00
4.31	Labour after 4.30pm Weekdays - Full Casket / Urn in ground / Urn Niche	per hour per person	113.00	117.00	122.00
4.32	Labour Sat/Sun/STAT Holiday - Casket/Urn dig or backfill / Niche open and closing (minimum of 3 hours charge)	per hour per person	139.00	144.00	150.00
4.33	Town Security Lock Key- loss or replacement of town lock key	per lock	56.00	58.00	60.00
4.34	Town of Canmore Parks Lock- installation of new, loss or replacement lock	per lock	276.00	287.00	298.00
4.40	Weed Control				
4.41	Weed Inspections (above and beyond the first Local Authority or Inspectors Notice)	per hour per person	146.00	152.00	158.00
4.42	Weed control - Mechanical Removal / Hand Pulling (includes tools/labour/supplies)	per hour per person	79.00	82.00	85.00
4.43	Weed Control - Herbicide Control Application (includes labour/product)	110% invoice cost	invoice cost	invoice cost	invoice cost
4.44	Weed Control - Reclamation / Overseeding (includes labour/tools/supplies)	110% invoice cost	invoice cost	invoice cost	invoice cost

We do not use this fee. Can be removed.

These items are not available at the moment and will not be until approx 2027.

These items are not available at the moment and will not be until approx 2027.

4.45	Weed Control - Appeal	per appeal	551.00	572.00	594.00
4.50	Memorial Plaque Program				
4.51	Memorial Plaques - Addition of a second plaque (max total 2 plaques per bench or Picnic Table)	per/plaque	525.00	545.00	566.00
4.52	Memorial Plaque Program - Bench Plaque - 10 Years	per bench plaque	3,203.00	3,328.00	3,458.00
4.53	Memorial Plaque Program - Bench Plaque - 20 Years	per bench plaque	5,775.00	6,000.00	6,234.00
4.54	Memorial Plaque Program - Picnic Table Plaque - 10 Years	per picnic table plaque	3,833.00	3,982.00	4,137.00
4.55	Memorial Plaque Program - Picnic Table Plaque - 20 Years	per picnic table plaque	7,088.00	7,364.00	7,651.00
4.60	Public Works Labour Rates				
4.61	* Operator / Labourer	per/hour	47.00	49.00	51.00
4.62	* Operator / Labourer Overtime Premium	per/hour	23.00	24.00	25.00
4.63	Heavy Duty Mechanic	per/hour	89.00	92.00	96.00
4.64	Foreman / Supervisor	per/hour	76.00	79.00	82.00
4.65	Department Manager	per/hour	92.00	96.00	100.00
* Note non-scheduled and weekend overtime will be billed at a three (3) hour minimum					
5.00	Heavy Fleet Equipment Rates				
5.01	Units # 0114 & 0125 Tandem Truck c/w gravel box, flat deck	per/hour	143.00	149.00	155.00
5.02	Tandem axle hooklift truck with attachments	per/hour	185.00	192.00	199.00
5.03	One Tonne hooklift truck with attachments	per/hour	161.00	167.00	174.00
5.04	Grader	per/hour	231.00	240.00	249.00
5.05	NEW Unit # 117-5600 Tooleat turbo c/w bucket	per/hour	123.00	128.00	133.00
5.06	Unit # 117-5600 Tooleat turbo w/all other powered attachments (sweeper broom, snow blower)	per/hour	141.00	146.00	152.00
5.07	Unit # 71-JCB 225 c/w bucket/plow	per/hour	127.00	132.00	137.00
5.08	Unit # 71-JCB 225 w/all other powered attachments (sweeper broom)	per/hour	146.00	152.00	158.00
5.09	Unit # 79 Wille 365 with bucket/plow	per/hour	123.00	128.00	133.00
5.10	Unit # 79 Wille 365 with powered attachments (sweeper broom, snow blower)	per/hour	141.00	146.00	152.00
5.11	Unit # 79 Wille 465 with bucket/plow	per/hour	132.00	137.00	142.00
5.12	Unit # 79 Wille 465 with powered attachments (sweeper broom, snow blower)	per/hour	154.00	160.00	166.00
5.14	Street Sweeper	per/hour	187.00	194.00	202.00
5.15	Backhoe	per/hour	147.00	153.00	159.00
Rates change when the new Equipment Rental Rates Guide from Alberta Roadbuilders & Heavy Construction Association is published					
5.20	Light Fleet Equipment Rates				
5.21	1/2 ton - 3/4 ton trucks 4X4's	per/hour	39.00	41.00	43.00
5.22	1-ton trucks w/ dump body	per/hour	39.00	41.00	43.00
5.23	1-ton trucks with snow plow/slide in sander	per/hour	53.00	55.00	57.00
5.24	Utility Trailer	per/day	93.00	97.00	101.00
5.25	Salt/Gravel mix	per/tonne	66.00	69.00	72.00
5.26	Chain Saw	per/day	19.00	20.00	21.00
5.27	Small Barricades - wire legged barricades with wooden cross piece	per/day	6.00	6.00	6.00
5.28	Large Barricades - 8' long wood, "Road Closed" barricade	per/day	13.00	14.00	15.00
5.29	Event fencing - black metal market fencing	per/day	13.00	14.00	15.00
5.30	Signage & A-Frame stand	per/day	7.00	7.00	7.00
5.31	Traffic Safety Cone	per/day	6.00	6.00	6.00
5.32	Warning Lights for Barricades, per light	per/day	6.00	6.00	6.00
5.33	Salt Brine	per/liter	-	-	-
5.34	Message Boards Trailer Mounted (slide in letters)	per/day	76.00	79.00	82.00
5.35	Portable Electronic Message sign/trailer - Solar Powered	per/day	192.00	199.00	207.00
5.36	Portable Generator 2500 watt/Gas included	per/day	117.00	122.00	127.00
5.37	Animal Proof Waste/Recycling Container (delivery extra, must contract crane)	per/event	66.00	69.00	72.00
5.38	Recycling Trailer (delivery & pick-up included)	per/event	662.00	688.00	715.00
5.39	Pedestrian Animal Proof Waste Container	per/event	22.00	23.00	24.00
5.40	Use of Residential Waste Container for Special Events	per/tonne	254.00	264.00	274.00
5.41	Garbage Bags (50/case)	case	83.00	86.00	89.00
5.42	Mutt Mitts (Dog waste bags, 2000/case)	case	83.00	86.00	89.00

Remove

NEW

Remove

Remove

Remove

Remove

Remove

Remove

Remove

Remove

Remove

Remove

Remove

Remove

Remove - the trailer is no longer in use

6.00	Solid Waste Services - Labour Rates				
6.01	Waste Transfer Fee when delivered to Waste Management Centre	per/tonne	207.00	215.00	223.00
6.02	Collection - Commercial food waste 1 cart	per/ cart tip	12.00	13.00	14.00
6.03	Collection - Commercial food waste 2 or 3 carts	per/ cart tip	12.00	13.00	14.00
6.04	Collection - Commercial food waste 4 or more carts	per/ cart tip	12.00	13.00	14.00
NEW	Collection - Commercial food waste contaminated load/inaccessible cart	per/ cart tip		20.00	20.00
6.05	Collection - Commercial Waste	per/tip	96.00	100.00	104.00
6.06	Collection - Commercial Recycling	per/tip	12.00	13.00	14.00
6.07	Collection - Event Waste	per/hour	116.00	121.00	126.00
6.08	Collection - Event Recycling	per/hour	116.00	121.00	126.00
6.09	Collection - Event Organics	per/hour	116.00	121.00	126.00
6.10	Organics Transfer Fee	per/tonne	166.00	172.00	179.00
6.11	Contaminated recycling load delivered to Waste Management Centre - penalty	per/delivery	221.00	230.00	239.00
6.12	Fibre Processing/Transfer	per/tonne	144.00	150.00	156.00
6.13	Plastic and Metal Processing/Transfer	per/tonne	772.00	802.00	833.00
6.14	Glass Transfer Fee	per/tonne	110.00	114.00	118.00
7.00	Water Utility				
7.01	Water Utility Account Adjustment Administration Fee	per occurrence	166.00	172.00	179.00
7.02	Utility Operator Base Rate	per hour		142.00	148.00
7.03	Utility Operator Overtime Rate	per hour		213.00	221.00
7.04	Utility Flushing Truck	per hour		340.00	353.00
7.05	3rd Party Services			Cost + 15%	Cost + 15%

New
New
New
New

8 FACILITIES

Item Code	Description/Title	Unit Measure	2024 Fee	2025 Fee	2026 Fee
8.00	Labour Rates				
8.01	*Building Service Base Rate Worker	per/hour	30.00	31.00	32.00
8.02	*Building Service Worker Rate for Statutory Holidays & Overtime (1.5 x base rate)	per/hour	46.00	48.00	50.00
8.03	*Facility Operator Base Rate	per hour	34.00	35.00	36.00
8.04	*Facility Operator Overtime Premium for Statutory Holidays & Overtime (1.5 x base rate)	per hour	49.00	51.00	53.00
8.05	*Facility Maintenance Technician Base Rate	per/hour	39.00	41.00	43.00
8.06	*Facility Maintenance Technician Premium for Statutory Holidays & Overtime (1.5 x base rate)	per hour	58.00	60.00	62.00
<i>*Labour will be billed at a three (3) hour minimum for all weekend, statutory holidays and overtime.</i>					
8.10	Contractor Services				
8.11	Cleaning Services	per washroom building per cleaning	78.00	81.00	84.00
Any other required contractor services will be billed as per their invoice					
8.20	Supplies				
8.21	Janitorial	per day/washroom building	56.00	58.00	60.00
8.30	Equipment				
8.31	Additional Tables**	per/table	8.00	8.00	8.00
8.32	Additional Chairs**	per/chair	5.00	5.00	5.00
8.33	Carpet Runners	per/runner	12.00	12.00	12.00
8.34	Barbeque***	per/day	56.00	58.00	60.00
<i>**Note: Tables & Chairs are only supplied to Town of Canmore buildings & Seniors Lodge</i>					
<i>***Note: Barbeque renters to clean barbeque after use and re-fill propane tank</i>					

9 COMMUNITY SOCIAL DEVELOPMENT

Item Code	Description/Title	Unit Measure	2024 Fee	2025 Fee	2026 Fee
9.00	Community Social Development Services				
9.01	Meals on Wheels	per/meal	6.00	6.00	6.00
9.02	Neighbourhood Block Party (also requires \$50 deposit which is returned to user)	per rental	27.00	28.00	29.00

9.03	Movie Kit (also requires \$50 deposit which is returned to user)	per rental	27.00	28.00	29.00
------	--	------------	-------	-------	-------

10 ECONOMIC DEVELOPMENT (INCLUDING ARTS AND EVENTS)

Item Code	Description/Title	Unit Measure	2024 Fee	2025 Fee	2026 Fee
10.00	Film				
10.01	Film Permit - Production Crew 1 - 6	per permit	110.00	114.00	118.00
10.02	Film Permit - Production Crew 7 - 15	per permit	221.00	230.00	239.00
10.03	Film Permit - Production Crew 16 - 30	per permit	441.00	458.00	476.00
10.04	Film Permit - Production Crew 31 - 99	per permit	1,103.00	1,146.00	1,191.00
10.05	Film Permit - Production Crew 100+	per permit	2,205.00	2,291.00	2,380.00
10.06	Location Fee - Production Crew 1 - 6	per day	-	-	-
10.07	Location Fee - Production Crew 7 - 15	per day	276.00	287.00	298.00
10.08	Location Fee - Production Crew 16 - 30	per day	551.00	572.00	594.00
10.09	Location Fee - Production Crew 31 - 99	per day	1,103.00	1,146.00	1,191.00
10.10	Location Fee - Production Crew 100+	per day	2,205.00	2,291.00	2,380.00
10.11	Annual Film Permit - Production crew 1-6 (only)	per permit	1,323.00	1,375.00	1,429.00
10.12	Annual film permit will be prorated based on monthly increments of	monthly	110.00	114.00	118.00
10.13	In Street Patios and Food Trucks				
10.14	In Street Non-Structural Patio (post and cable patio; table and chairs)	per permit	450.00	460.00	470.00
10.15	In Street Solid Structure Patio (platform with enclosure) - received prior to April 10th each year*	per permit	105.00	105.00	105.00
10.16	In Street Solid Structure Patio (platform with enclosure) - received after April 10th each year*	per permit	315.00	315.00	315.00
10.17	License of Occupation	per year	1,000.00	1,000.00	1,000.00
10.18	Main Street Pedestrian Zone Permit (other than patios)	per permit	210.00	210.00	210.00

*Please note additional fees may apply (e.g. building permit fees for tents or gazebos, etc.)

11 PLANNING AND DEVELOPMENT

Item Code	Description/Title	Unit Measure	2024 Fee	2025 Fee	2026 Fee
11.00	Document and Search Requests				
11.01	Property Information Search (plans/documents viewing request)	Residential per hour	75.00	78.00	81.00
11.02	Environmental / General Search	per hour	80.00	83.00	86.00
11.10	Professional Advice, Pre-Application Meetings & Appeal Requests				
11.11	Pre-Application Meeting	1 hour multi-discipline meeting	535.00	556.00	578.00
		1 hour planning department-only meeting	115.00	119.00	124.00
11.12	General Planning	per hour	115.00	119.00	124.00
11.13	Professional Advice	External expertise required	At cost	At cost	At cost
11.14	Appeal - Subdivision and Development Appeal Board	Small scale developments (detached and/or duplex)	300.00	312.00	324.00
		Medium/Large scale developments (multi-unit residential, commercial, industrial, institutional)	500.00	520.00	540.00
11.20	Compliance & Agreement Requests^				
11.21	Stamp of Compliance	Residential per unit	105.00	109.00	113.00
		Non-Residential per application	125.00	130.00	135.00
11.22	Certificate of Conformance	Review of District, DP or Use	100.00	104.00	108.00
11.23	Confirmation of Zoning	Copy of District and Use	65.00	68.00	71.00
11.24	Agreements	Development Registration (Residential – max 6 units)	125.00	130.00	135.00
		Development Registration (Non-Residential or Residential of 7 units or more)	250.00	260.00	270.00
		Development Discharge Preparation*	25.00	26.00	27.00
		Encroachment / Maintenance / Restrictive Covenant / Right-Of-Way	360.00	374.00	389.00
		Amending Encroachment / Right-Of Way	560.00	582.00	605.00
11.25	Development Completion Certificate	1st and 2nd Inspection	No charge	No charge	No charge
		Additional Inspection	1,340.00	1,392.00	1,446.00

remove

Patio policy will update these fees in future

Patio policy will update these fees in future

Patio policy will update these fees in future

New row added

Footnote added

*Fee is applicable where Planning and Development prepares and submits documents to Land Titles. There is no charge where the owner or owner's representative handles document submission to Land Titles

^Where no fee is provided within the Fee Schedule for a request, the Manager of Planning & Development shall determine the fee in accordance with the estimated cost recovery and/or a similar fee provided

11.30 Residential Development Permits						
11.31	New Construction**	Addition	per application	220.00 plus 1.35 per m2	228.00 plus 1.40 per m2	237.00 plus 1.45 per m2
		Accessory Dwelling Unit/Building	per application	165.00	171.00	178.00
		Detached Dwelling/Duplex/Manufactured (includes one variance request)	per application	330.00 plus 155.00 per unit	343.00 plus 161.00 per unit	358.00 plus 167.00 per unit
		Townhouse/Apartment	per application	1,230.00 plus 260.00 per unit	1,277.00 plus 270.00 per unit	1,326.00 plus 280.00 per unit
11.32	Change of Use	Tourist Home	per application	330.00 plus 1.35 per m2	343.00 plus 1.40 per m2	358.00 plus 1.45 per m2
11.33	New Accessory Development	Deck, Balcony, Fence, Retaining Wall	per application	165.00	171.00	178.00
11.34	Home Business	Home Occupation	per application	294.00	305.00	317.00
		Home Occupation Renewal (max 3 years)	per application	225.00	234.00	243.00
		Bed & Breakfast	per application	855.00	888.00	923.00
		Bed & Breakfast Renewal (max 3 years)	per application	320.00	332.00	345.00
11.35	Variance Request	Discretion limited in LUB	per variance	340.00	353.00	367.00
		Discretion unlimited in LUB	per variance	210.00	218.00	227.00
11.36	Refund*	Prior to review	per application	75% to 90% of fee	75% to 90% of fee	75% to 90% of fee
		After review / circulation (prior to decision)	per application	10% to 25% of fee	10% to 25% of fee	10% to 25% of fee
		After decision	per application	0% of fee	0% of fee	0% of fee
11.37	Construction prior to permit issuance	All residential permits	per permit	Double the Development Permit fee	Double the Development Permit fee	Double the Development Permit fee
11.38	Decision Making Authority	Canmore Planning Commission/Council	per application, in addition to application fee	330.00	343.00	356.00

* The refund percentage shall be determined by the Manager of Planning & Development in accordance with cost recovery.

** Additional fee may be required. See Engineering Fee Schedule.

11.40 Non-Residential Development Permits						
11.41	New construction**	Accessory building	per application	330.00	343.00	356.00
		Commercial/Industrial/Institutional (Including mixed use construction of new residential floor space)	per application (0 – 49m2)	555.00 plus 1.35 per m2	576.00 plus 1.40 per m2	598.00 plus 1.45 per m2
			per application (>49 m2– 499m2)	770.00 plus 1.35 per m2	799.00 plus 1.40 per m2	830.00 plus 1.45 per m2
			per application (>499m2)	1,115.00 plus 1.35 per m2	1,157.00 plus 1.40 per m2	1,201.00 plus 1.45 per m2
		Storage/Transportation/Vehicle Display	In Addition to buildings	660.00 per ha	685.00 per ha	711.00 per ha
	Golf Course	In Addition to buildings	310.00 per ha	322.00 per ha	334.00 per ha	
11.42	New Accessory Development**	Deck, Balcony, Fence, Retaining Wall	per application	331.00	344.00	357.00
11.43	Internal/External Renovation/Repair	(per m of frontage fee waived where consistent with Community Architectural & Urban Design Standards of LUB or internal)	per application	450.00 plus 50.00 per m of frontage	467.00 plus 52.00 per m of frontage	485.00 plus 54.00 per m of frontage
11.44	Change of Use	Commercial / Industrial / Institutional	per application (0-49m2)	330.00 plus 1.35 per m2	343.00 plus 1.40 per m2	356.00 plus 1.45 per m2
			per application (>49 m2– 499m2)	555.00 plus 1.35 per m2	576.00 plus 1.40 per m2	598.00 plus 1.45 per m2
			per application (>499m2)	780.00 plus 1.35 per m2	810.00 plus 1.40 per m2	841.00 plus 1.45 per m2
11.45	Grading/Excavation/Logging**	(Professional fees additional)	per application	1,115.00	1,158.00	1,203.00
11.46	Variance Request***	Discretion limited in LUB	per variance	390.00	405.00	421.00
		Discretion unlimited in LUB	per variance	210.00	218.00	227.00
11.47	Refund*	Prior to review	per application	75% to 90% of fee	75% to 90% of fee	75% to 90% of fee

		After review / circulation (prior to decision)	per application	10% to 25% of fee	10% to 25% of fee	10% to 25% of fee
		After decision	per application	0% of fee	0% of fee	0% of fee
11.48	Construction prior to issue	All non - residential permits	per permit	Double the Development Permit fee	Double the Development Permit fee	Double the Development Permit fee
11.49	Decision Making Authority	Canmore Planning Commission / Council	per application, in addition to application	560.00	582.00	605.00
* The refund percentage shall be determined by the Manager of Planning & Development in accordance with cost recovery.						
** Additional fee may be required: See Engineering Fee Schedule.						
***At the discretion of the Manager of Planning & Development, where a variance is determined to be directly related to a site constraint or existing non-conforming building, the variance request fee may be reduced by 50%.						
11.50	Temporary and Development Permit Amendment Requests					
11.51	Seasonal Business (Maximum of 6 months)	Town Centre District	per month	340.00	353.00	367.00
		Gateway Districts	per month	290.00	301.00	313.00
		All other Commercial Districts	per month	235.00	244.00	254.00
11.53	Temporary Use	Maximum of 2 years	per application	50% of DP fee for permanent use (minimum fee)	50% of DP fee for permanent use (minimum fee)	50% of DP fee for permanent use (minimum fee)
11.54	Renewal of issued Development Permit	Max 2 year extension from original DP, received minimum 81 days prior to expiry	per request	50% of Development Permit fee	50% of Development Permit fee	50% of Development Permit fee
11.55	Amendment of issued Development Permit	Minor (generally in accordance with DP)	per review	90.00	94.00	98.00
		Major (e.g. height, floor area, façade etc.) (\$20.00 min)	per application	20%-50% of Development Permit fee	20%-50% of Development Permit fee	20%-50% of Development Permit fee
11.60	Signage Requests					
11.61	Permanent	Certificate of Conformance (no variances requested)	per application	105.00	109.00	113.00
		Development Permit (1 or more variances requested)	per application	195.00 plus 20.00 per sign	202.00 plus 21.00 per sign	210.00 plus 22.00 per sign
11.62	Temporary/Event	Certificate of Signage Conformance	per application	21.00	22.00	23.00
11.70	Subdivision Requests					
11.71	Subdivision	Full circulation required	per application	8,400.00 per ha (minimum fee 1,050.00)	8,719.00 per ha (minimum fee 1,090.00)	9,050.00 per ha (minimum fee 1,131.00)
		No Engineering circulation required	per application	4,725.00 per ha (minimum fee 850.00)	4,905.00 per ha (minimum fee 882.00)	5,091.00 per ha (minimum fee 916.00)
		Boundary Adjustment	per application	660.00	686.00	713.00
11.72	Endorsement	Condominium	per application	295.00 plus 30.00 per unit	306.00 plus 31.00 per unit	318.00 plus 32.00 per unit
		Fee Simple/Bareland Condominium	per application	345.00 plus 780.00 per ha	358.00 plus 810.00 per ha	372.00 plus 841.00 per ha
		Boundary Adjustment	per application	225.00	234.00	243.00
11.73	Time Extension		per application	3,150.00	3,273.00	3,401.00
11.80	Cash-in-Lieu					
11.81	Parking Cash-in-Lieu	Developers portion	per stall	42,000.00	43,638.00	45,340.00
11.82	Animal Proof Waste Container Cash-in-lieu	1-15 new or additional dwelling units	per dwelling unit	880.00	2,500.00	2,598.00
11.90	Building Permits					
11.91	Alberta Safety Codes Council	(ALSC) Minimum \$4.50; Maximum \$560.00	per building permit	4% of Building Permit Fee	4% of Building Permit Fee	4% of Building Permit Fee

Added the word "temporary"

The full site now includes 3 containers. The concrete footprint and fencing have increased due to the 3 containers. Additionally the construction/container costs have not been updated for over 5 years.

11.92	New Construction* (Construction cost includes: Labour; Fixtures; Materials)	Residential	per building permit	10.00 per 1,000.00 construction cost; plus ALSC and review fee (minimum fee 100.00)	10.00 per 1,000.00 construction cost; plus ALSC and review fee (minimum fee 100.00)	10.00 per 1,000.00 construction cost; plus ALSC and review fee (minimum fee 100.00)
		Commercial / Industrial / Institutional	per building permit	10.00 per 1,000.00 construction cost; plus ALSC and review fee (minimum fee 200.00)	10.00 per 1,000.00 construction cost; plus ALSC and review fee (minimum fee 200.00)	10.00 per 1,000.00 construction cost; plus ALSC and review fee (minimum fee 200.00)
11.93	New Construction* (Partial Building Permit)	Residential/Commercial/Industrial/Institutional	per building permit	590.00	613.00	637.00
11.94	Review Fee	Short	per review	42.00	44.00	46.00
		Standard (DP issued for Detached Dwelling, Duplex, Townhouse, Accessory Dwelling, Accessory Development, Bed & Breakfast, Change of Use, Exterior Renovation, New Construction 499 m2 or less, Minor Building Permit Amendment)	per review	90.00	94.00	98.00
		Comprehensive (DP not issued for Detached Dwelling or Duplex, New construction greater than 499 m2)	per review	125.00	130.00	135.00
		Post Building Permit Issue (Major amendment)	per review	15% of Building Permit fee (minimum fee 160.00)	15% of Building Permit fee (minimum fee 160.00)	15% of Building Permit fee (minimum fee 160.00)
11.95	Construction/Demolition prior to issuance	All Building Permits	per permit	Double Building Permit fee	Double Building Permit fee	Double Building Permit fee
11.96	Re-Inspection	Deficiencies noted in first inspection not corrected in second or subsequent inspections	per inspection	210.00	218.00	227.00
		Unable to obtain entry/access property	per inspection	105.00	109.00	113.00
11.97	Renewal of issued Building Permit	1 year	Per application prior to expiry	50% of Building Permit fee (minimum fee 200.00)	50% of Building Permit fee (minimum fee 200.00)	50% of Building Permit fee (minimum fee 200.00)
11.98	Green Building Performance Security	Occupancy prior to meeting energy efficiency requirements	Per request	\$4.00 per 1,000.00 (max 20,000.00)	\$4.00 per 1,000.00 (max 20,000.00)	\$4.00 per 1,000.00 (max 20,000.00)
11.99	Refund	See Building Permit Bylaw	Per permit	See Building Permit Bylaw	See Building Permit Bylaw	See Building Permit Bylaw
12.00	Demolition		Building Permit Fee (minimum 560.00 and maximum 5,100.00)	2.10 per m2 gross floor area; plus ALSC and review fee*	2.10 per m2 gross floor area; plus ALSC and review fee*	2.10 per m2 gross floor area; plus ALSC and review fee*

* Additional fee may be required: See Engineering Fee Schedule.

13.00	Statutory Document Requests*					
13.01	Area Structure/Redevelopment Plans	New	Per application	11,235.00 plus 1,650.00 per ha	11,662.00 plus 1,713.00 per ha	12,105.00 plus 1,778.00 per ha
		Amendment	Per application	3,430.00 plus 1,650.00 per ha	3,560.00 plus 1,713.00 per ha	3,695.00 plus 1,778.00 per ha
13.02	Concept/Outline Plan	New	Per application	5,670.00 plus 1,650.00 per ha	5,885.00 plus 1,713.00 per ha	6,109.00 plus 1,778.00 per ha
		Amendment	Per application	3,430.00 plus 1,650.00 per ha	3,560.00 plus 1,713.00 per ha	3,695.00 plus 1,778.00 per ha

13.03	Municipal Development Plan	Amendment	Per application	3,430.00 plus 1,650.00 per ha	3,560.00 plus 1,713.00 per ha	3,695.00 plus 1,778.00 per ha
		Text Amendment (Text only)	Per application	650.00	675.00	701.00
13.04	Land Use Bylaw	Land Use Amendment (District, Use, Density)	Per application	3,430.00 plus 620.00 per ha	3,560.00 plus 644.00 per ha	3,695.00 plus 668.00 per ha
13.05	Road Closure		Per request	2,890.00	3,003.00	3,120.00

**At the discretion of the Manager of Planning & Development, where multiple statutory documents are proposed or amended concurrently, only one 'per ha' fee may be required.*

Town of Canmore
2025 and 2026 Master Fee Schedule

01 FINANCE				
Item Code	Description/Title	Unit Measure	2025 Fee	2026 Fee
1.00	Finance Fees			
1.01	Finance/Services - Photocopies	per copy	1.00	1.00
1.02	Mortgage Report	per roll	23.00	24.00
1.03	Tax Certificate - Manual	per certificate	58.00	60.00
1.04	Tax Certificate - Online	per certificate	28.00	29.00
1.05	Non Sufficient Funds (cumulative) - TIPPP/PUPPP (first default at no charge)	per event	28.00	29.00
1.06	Non Sufficient Funds (cumulative) - Cheque	per event	58.00	60.00
1.07a	Foreign Funds Processing Fee	per event	58.00	60.00
1.07b	Wire Transfer Surcharge & Fax Notification Fee (variable per bank service fee)	variable per event	-	-
1.08	Duplicate Payment/ Refund Processing Fee - Refund by EFT	per event	28.00	29.00
1.09	Duplicate Payment/ Refund Processing Fee - Refund by Cheque	per event	58.00	60.00
1.10	Non-payment Transfer and Collection Fee (cumulative)	per event	58.00	60.00
1.11	Tax Notification and Discharge Fee	per title	58.00 + costs	60.00 + costs
1.12	Reprint of Prior Years' Documents (including CEIP Agreements) - no charge for current calendar year documents or those available online	per document	12.00	12.00
1.13	Confirmation of Taxes Paid	per document	28.00	29.00
1.14a	Property Assessment Report - Current Year	per property	31.00	32.00
1.14b	Property Assessment Information (section 299/300 of MGA)	per property	67.00 per hour - minimum charge of 1 hour plus photocopying charges	70.00 per hour - minimum charge of 1 hour plus photocopying charges

02 FIRE-RESCUE SERVICES				
Item Code	Description/Title	Unit Measure	2025 Fee	2026 Fee
2.00	Fire Response, Rescue and Inspection Fees			

2.01	Document Fee / File Copy	per/copy	187.00	194.00
2.02	Search of Records	per/hour	35.00	36.00
2.03	Occupant Load Permit Fee	per permit	143.00	149.00
2.04	Fire Chief	per hour	172.00	179.00
2.05	Deputy Fire Chief	per hour	143.00	149.00
2.06	Lock Box Fee	per box	125.00	130.00
2.07	Additional Firefighter Fee	per hour	51.00	53.00
2.08	Fire Permit Fee	per permit	143.00	149.00
2.09	Fireworks Permit Fee	per permit	143.00	149.00
2.10	Fire Support Unit (Light duty crew cab, pickup truck, or crew cab flatbed with 2 staff members)	per hour	212.00	220.00
2.11	Fire Support Unit (Light duty crew cab, pickup truck, or crew cab flatbed with 2 staff members) - AB Infrastructure	per hour	212.00	220.00
2.12	Pumper Truck Response	per hour	859.00	893.00
2.13	Pumper Truck Response - AB Infrastructure	per hour	704.00	731.00
2.14	Rescue Truck Response	per hour	859.00	893.00
2.15	Rescue Truck Response - AB Infrastructure	per hour	704.00	731.00
2.16	Aerial Response	per hour	975.00	1,013.00
2.17	Aerial Response-AB Infrastructure	per hour	704.00	731.00
2.18	Command Trailer - comes with Fire Support Unit	per hour	424.00	441.00
2.19	Shoring Trailer plus Goods Used - comes with Fire Support Unit	per hour	424.00	441.00
2.20	Hazmat Trailer plus Goods Used - comes with Fire Support Unit	per hour	424.00	441.00
2.21	Sprinkler Protection Unit - comes with Fire Support Unit	per hour	424.00	441.00
2.22	Jet Boat - comes with Fire Support Unit	per hour	424.00	441.00
2.23	Fire Inspection-Construction Sites and Plan Review	per hour	143.00	149.00
2.24	Fire Investigation	per hour	143.00	149.00
2.25	First & Second Fire Inspection upon Request (up to 2 hours)	per inspection	143.00	149.00
2.26	Fire Inspections - additional hours over the two hour base rate	per hour	143.00	149.00
2.27	First & Second Fire Inspection Department Initiated (up to 2 hours)	per inspection	-	-
2.28	Third and Subsequent Fire Inspections - both requested & department initiated (up to 2 hours)	per inspection	287.00	298.00

03 ENGINEERING

Item Code	Description/Title	Unit Measure	2025 Fee	2026 Fee
3.00	Site Developments where D.P.'s are Required (as per 2020 Engineering Design Guidelines, Drawings Section 1.2)			

3.01	Project/Small - Layout Plans (Utilities & Surface)	base fee	491.00	510.00
3.02	Project/Intermediate - Layout Plans (Utilities & Surface)	base fee	1,964.00	2,041.00
3.03	Project/Large - Layout Plans (Utilities & Surface)	base fee	5,782.00	6,007.00
3.04	Project/Large - Storm Water Management Report	base fee	273.00	284.00
3.05	Project/Large - Traffic Impact Assessment	base fee	409.00	425.00
3.06	Project/Medium/Large - Wellhead Protection Area Impact Report	base fee	273.00	284.00
3.07	Project/Medium/Large - Railway Risk Assessment	base fee	273.00	284.00
3.08	Project/Medium/Large - Noise Impact Assessment	base fee	164.00	170.00
3.09	Project/Medium/Large - Steep Creek Site Specific Risk Assessment	base fee	545.00	566.00
3.10	Miscellaneous Engineering	per hour	109.00	113.00
3.20	Drawing Reviews (in addition to the above)			
3.21	Third + Review (additional charge)	per/review	710.00	738.00
3.22	Record Drawings (additional charge for errors or omissions)	per/review	545.00	566.00
3.23	Request for Variance (additional charge for each variance to Subdivisions & Site Developments)	per/review	142.00	148.00
3.30	Inspections (in addition to the above), Water Main Pressure Test / Development Completion Certificate / Construction Completion Certificate /			
3.31	CCC, FAC (DCC as applicable) - no fee for first inspection	per/inspection	819.00	851.00
3.32	Non-compliance Notice & Re-inspection (each occurrence)	per/inspection	136.00	141.00
3.33	Stop Work Order & Re-inspection (each occurrence)	per/inspection	327.00	340.00
3.34	General Engineering Site Visit &/or Inspection	per/inspection	126.00	131.00
3.40	Single Family / Duplex - Building Permit Application Review & Servicing Inspection where no D.P. is Required			
3.41	Review & First Inspection	per/inspection	382.00	397.00
3.42	Each Additional Inspection/Failed Test	per/inspection	218.00	227.00
3.43	CCTV Review in Support of Service Replacement Exemption Request	per/inspection	545.00	566.00
3.50	Miscellaneous Permits			
3.51	Excavation Permit Fee, Completion Inspection & Deposit Release	per/permit	628.00	652.00
3.52	Excavation Permit Fee Security Deposit	security fee	6,164.00	6,404.00
3.53	Blasting Permit Fee	per/permit	491.00	510.00
3.54	Franchise Utilities Excavation Permit Fee, Completion Inspection & Deposit Release	per/permit	628.00	652.00
3.55	Excavation Permit Fee Security Deposit	security fee	per agreement	per agreement
3.56	Demolition Permit, Demolition Permit with Mobile Home Move	per/permit	164.00	170.00
3.57	Demolition Permit with Simple House Move (minimal community impacts)	per/permit	545.00	566.00
3.58	Demolition Permit with Complex House Move (i.e. impacts to utilities, traffic, ROAM or emergency services)	per/permit	1,091.00	1,134.00
3.59	Utility Line Assignment (base fee)	per application	273.00	284.00
3.60	Utility Line Assignment (per length of utility exceeding 10m)	per linear meter	11.00	11.00

3.61	Road Use Permit - occupation of parking stall in the Town Centre (in-street patios excluded)	per stall per day	22.00	23.00
3.62	Road Use Permit - occupation of parking stall outside the Town Centre (in-street patios excluded)	per stall per day	11.00	11.00
3.70	Miscellaneous Publications & Items for Sale (Transportation Plans, Utility Plans, Engineering Guidelines Available)			
3.71	Map Requests 36"X24" Addressing, road network, legal basemap, Land Use Bylaw. Available electronically through open data and online. Paper maps may be purchased.	per sheet	22.00	23.00
3.72	Public Tender Documents	per copy	Free	Free
3.80	Digital Products for Sale (Licensing Agreement Required)			
3.81	All digital information is provided free of charge through open data. Visit website for details.	digital copy	Free	Free
3.82	Technician time for support with open data, or other digital information	per hour	82.00	85.00
3.90	Mapping & Modelling Services			
3.91	Custom Mapping work - to be quoted (\$79.00 Minimum)	per hour	82.00	85.00

04 PUBLIC WORKS

Item Code	Description/Title	Unit Measure	2025 Fee	2026 Fee
4.00	Parks & Cemetery			
4.01	Transfer of Certificate of Easement	per/certificate	79.00	82.00
4.02	Memorial Erecting Permit	permit	170.00	177.00
4.03	Memorial Removal / Engraving Permit	permit	78.00	81.00
4.04	Certificate of Easement - Single Plot Resident, Indigents (Social Services) Resident, Field of Honour Resident (Approval required by Canmore Legion for FOH interment)	per/plot	3,027.00	3,145.00
4.05	Certificate of Easement - Single Plot Non-Resident, Indigents (Social Services) Non-Resident, Field of Honour Non-Resident (Approval required by Canmore Legion for FOH Interment)	per/plot	6,353.00	6,601.00
4.06	Certificate of Easement - Field of Honour - Resident - Approval required from Canmore Legion / First Post	per/plot	3,027.00	3,145.00
4.07	Casket/Interment Fees - Summer	per/plot	1,509.00	1,568.00
4.08	Casket/Interment Fees - Winter	per/plot	2,402.00	2,496.00
4.09	Casket Disinterment - Summer / Winter	based on invoice	invoice cost	invoice cost
4.10	Urn /Interment Fees - Single Urn 2ft - Summer	per/urn	1,122.00	1,166.00
4.11	Urn /Interment Fees - Single Urn 2ft - Winter	per/urn	1,465.00	1,522.00
4.12	Urn /Interment Fees - Single Urn 4ft - Summer	per/urn	1,531.00	1,591.00

4.13	Urn /Interment Fees - Single Urn 4ft - Winter	per/urn	2,112.00	2,194.00
4.14	Urn /Interment Fees - Two Urns 4ft Stacked - Summer (e.g.: stacked position 1&5)	per/permit	1,600.00	1,662.00
4.15	Urn /Interment Fees - Two Urns 4ft Stacked - Winter (e.g.: stacked positions 1&5)	per/permit	2,179.00	2,264.00
4.16	Urn /Interment Fees -Two Urns 4ft side by side- Summer (e.g.: position 5&6)	per/permit	1,818.00	1,889.00
4.17	Urn /Interment Fees - Two Urns 4ft side by side - Winter (e.g.: position 5&6)	per/permit	2,561.00	2,661.00
4.18	Urn /Interment Fees - Two Urns 2ft side by side - Summer (e.g.: position 1&2)	per/permit	1,556.00	1,617.00
4.19	Urn /Interment Fees - Two Urns 2ft side by side - Winter (e.g.: position 1&2)	per/permit	2,241.00	2,328.00
4.20	Certificate of Easement - Columbarium Niche Resident, Indigents (Social Services) Resident, Field of Honour Resident (Approval required by Town/Canmore Legion for FOH Interment in the Columbarium)	per niche	1,962.00	2,039.00
4.21	Certificate of Easement - Columbarium Niche Non Resident - Non Resident / Indigent (Social Services)/ Field of Honour (Approval required by Town/Canmore Legion for FOH Interment in the Columbarium)	per niche	3,979.00	4,134.00
4.22	Columbarium Niche Opening / Closing - Single Urn (Interment / Disinterment)	per permit	233.00	242.00
4.23	Columbarium Niche Opening / Closing - Two Urns (Same day in same Niche / Interment / Disinterment)	per permit	299.00	311.00
4.24	Columbarium Niche Door - New Replacement	per door	367.00	381.00
4.25	Gate Access Permit	permit	73.00	76.00
4.26	Cross Reserve Permit	permit	183.00	190.00
4.27	Niche Cover Erecting / Removal Permit	permit	79.00	82.00
4.28	Labour after 4.30pm Weekdays - Full Casket / Urn in ground / Urn Niche	per hour per person	117.00	122.00
4.29	Labour Sat/Sun/STAT Holiday - Casket/Urn dig or backfill / Niche open and closing (minimum of 3 hours charge)	per hour per person	144.00	150.00
4.30	Town Security Lock Key- loss or replacement of town lock key	per lock	58.00	60.00
4.31	Town of Canmore Parks Lock- installation of new, loss or replacement lock	per lock	287.00	298.00
4.40	Weed Control			
4.41	Weed Inspections (above and beyond the first Local Authority or Inspectors Notice)	per hour per person	152.00	158.00
4.42	Weed control - Mechanical Removal / Hand Pulling (includes tools/labour/supplies)	per hour per person	82.00	85.00
4.43	Weed Control - Herbicide Control Application (includes labour/product)	110% invoice cost	invoice cost	invoice cost
4.44	Weed Control - Reclamation / Overseeding (includes labour/tools/supplies)	110% invoice cost	invoice cost	invoice cost
4.45	Weed Control - Appeal	per appeal	572.00	594.00
4.50	Memorial Plaque Program			
4.51	Memorial Plaques - Addition of a second plaque (max total 2 plaques per bench or Picnic Table)	per/plaque	545.00	566.00
4.52	Memorial Plaque Program - Bench Plaque - 10 Years	per bench plaque	3,328.00	3,458.00
4.53	Memorial Plaque Program - Bench Plaque - 20 Years	per bench plaque	6,000.00	6,234.00

4.54	Memorial Plaque Program - Picnic Table Plaque - 10 Years	per picnic table plaque	3,982.00	4,137.00
4.55	Memorial Plaque Program - Picnic Table Plaque - 20 Years	per picnic table plaque	7,364.00	7,651.00
4.60	Public Works Labour Rates			
4.61	* Operator / Labourer	per/hour	49.00	51.00
4.62	* Operator / Labourer Overtime Premium	per/hour	24.00	25.00
4.63	Heavy Duty Mechanic	per/hour	92.00	96.00
4.64	Foreman / Supervisor	per/hour	79.00	82.00
4.65	Department Manager	per/hour	96.00	100.00
5.00	Heavy Fleet Equipment Rates			
5.01	Tandem axle hooklift truck with attachments	per/hour	192.00	199.00
5.02	One Tonne hooklift truck with attachments	per/hour	167.00	174.00
5.03	Grader	per/hour	240.00	249.00
5.04	Utility equipment with attachments	per/hour	160.00	166.00
5.05	Street Sweeper	per/hour	194.00	202.00
5.06	Backhoe	per/hour	153.00	159.00

Rates change when the new Equipment Rental Rates Guide from Alberta Roadbuilders & Heavy Construction Association is published

5.20	Light Fleet Equipment Rates			
5.21	1/2 ton - 3/4 ton trucks 4X4's	per/hour	41.00	43.00
5.22	Utility Trailer	per/day	97.00	101.00
5.23	Salt/Gravel mix	per/tonne	69.00	72.00
5.24	Chain Saw	per/day	20.00	21.00
5.25	Small Barricades - wire legged barricades with wooden cross piece	per/day	6.00	6.00
5.26	Large Barricades - 8' long wood, "Road Closed" barricade	per/day	14.00	15.00
5.27	Event fencing - black metal market fencing	per/day	14.00	15.00
5.28	Signage & A-Frame stand	per/day	7.00	7.00
5.29	Traffic Safety Cone	per/day	6.00	6.00
5.30	Warning Lights for Barricades, per light	per/day	6.00	6.00
5.31	Salt Brine	per/liter	-	-
5.32	Message Boards Trailer Mounted (slide in letters)	per/day	79.00	82.00
5.33	Portable Electronic Message sign/trailer - Solar Powered	per/day	199.00	207.00
5.34	Portable Generator 2500 watt/Gas included	per/day	122.00	127.00
5.35	Animal Proof Waste/Recycling Container (delivery extra, must contract crane)	per/event	69.00	72.00
5.36	Pedestrian Animal Proof Waste Container	per/event	23.00	24.00
5.37	Use of Residential Waste Container for Special Events	per/tonne	264.00	274.00

5.38	Garbage Bags (50/case)	case	86.00	89.00
5.39	Mutt Mitts (Dog waste bags, 2000/case)	case	86.00	89.00
6.00	Solid Waste Services - Labour Rates			
6.01	Waste Transfer Fee when delivered to Waste Management Centre	per/tonne	215.00	223.00
6.02	Collection - Commercial food waste 1 cart	per/ cart tip	13.00	14.00
6.03	Collection - Commercial food waste 2 or 3 carts	per/ cart tip	13.00	14.00
6.04	Collection - Commercial food waste 4 or more carts	per/ cart tip	13.00	14.00
6.05	Collection - Commercial food waste contaminated load/inaccessible cart	per/ cart tip	20.00	20.00
6.06	Collection - Commercial Waste	per/tip	100.00	104.00
6.07	Collection - Commercial Recycling	per/tip	13.00	14.00
6.08	Collection - Event Waste	per/hour	121.00	126.00
6.09	Collection - Event Recycling	per/hour	121.00	126.00
6.10	Collection - Event Organics	per/hour	121.00	126.00
6.11	Organics Transfer Fee	per/tonne	172.00	179.00
6.12	Contaminated recycling load delivered to Waste Management Centre - penalty	per/delivery	230.00	239.00
6.13	Fibre Processing/Transfer	per/tonne	150.00	156.00
6.14	Plastic and Metal Processing/Transfer	per/tonne	802.00	833.00
6.15	Glass Transfer Fee	per/tonne	114.00	118.00
7.00	Water Utility			
7.01	Water Utility Account Adjustment Administration Fee	per occurrence	172.00	179.00
7.02	Utility Operator Base Rate	per hour	142.00	148.00
7.03	Utility Operator Overtime Rate	per hour	213.00	221.00
7.04	Utility Flushing Truck	per hour	340.00	353.00
7.05	3rd Party Services		Cost + 15%	Cost + 15%

8 FACILITIES

Item Code	Description/Title	Unit Measure	2025 Fee	2026 Fee
8.00	Labour Rates			
8.01	*Building Service Base Rate Worker	per/hour	31.00	32.00
8.02	*Building Service Worker Rate for Statutory Holidays & Overtime (1.5 x base rate)	per/hour	48.00	50.00
8.03	*Facility Operator Base Rate	per hour	35.00	36.00
8.04	*Facility Operator Overtime Premium for Statutory Holidays & Overtime (1.5 x base rate)	per hour	51.00	53.00
8.05	*Facility Maintenance Technician Base Rate	per/hour	41.00	43.00

8.06	*Facility Maintenance Technician Premium for Statutory Holidays & Overtime (1.5 x base rate)	per hour	60.00	62.00
<i>*Labour will be billed at a three (3) hour minimum for all weekend, statutory holidays and overtime.</i>				
8.10	Contractor Services			
8.11	Cleaning Services	per washroom building per cleaning	81.00	84.00
Any other required contractor services will be billed as per their invoice				
8.20	Supplies			
8.21	Janitorial	per day/washroom building	58.00	60.00
8.30	Equipment			
8.31	Additional Tables**	per/table	8.00	8.00
8.32	Additional Chairs**	per/chair	5.00	5.00
8.33	Carpet Runners	per/runner	12.00	12.00
8.34	Barbeque***	per/day	58.00	60.00

***Note: Tables & Chairs are only supplied to Town of Canmore buildings & Seniors Lodge*

****Note: Barbeque renters to clean barbeque after use and re-fill propane tank*

9 COMMUNITY SOCIAL DEVELOPMENT

Item Code	Description/Title	Unit Measure	2025 Fee	2026 Fee
9.00	Community Social Development Services			
9.01	Meals on Wheels	per/meal	6.00	6.00
9.02	Neighbourhood Block Party (also requires \$50 deposit which is returned to user)	per rental	28.00	29.00
9.03	Movie Kit (also requires \$50 deposit which is returned to user)	per rental	28.00	29.00

10 ECONOMIC DEVELOPMENT (INCLUDING ARTS AND EVENTS)

Item Code	Description/Title	Unit Measure	2025 Fee	2026 Fee
10.00	Film			
10.01	Film Permit - Production Crew 1 - 6	per permit	114.00	118.00
10.02	Film Permit - Production Crew 7 - 15	per permit	230.00	239.00
10.03	Film Permit - Production Crew 16 - 30	per permit	458.00	476.00
10.04	Film Permit - Production Crew 31 - 99	per permit	1,146.00	1,191.00

10.05	Film Permit - Production Crew 100+	per permit	2,291.00	2,380.00
10.06	Location Fee - Production Crew 1 - 6	per day	-	-
10.07	Location Fee - Production Crew 7 - 15	per day	287.00	298.00
10.08	Location Fee - Production Crew 16 - 30	per day	572.00	594.00
10.09	Location Fee - Production Crew 31 - 99	per day	1,146.00	1,191.00
10.10	Location Fee - Production Crew 100+	per day	2,291.00	2,380.00
10.11	Annual Film Permit - Production crew 1-6 (only)	per permit	1,375.00	1,429.00
10.12	Annual film permit will be prorated based on monthly increments of	monthly	114.00	118.00
10.13	In Street Patios			
10.14	In Street Non-Structural Patio (post and cable patio; table and chairs)	per permit	460.00	470.00
10.15	In Street Solid Structure Patio (platform with enclosure) - received prior to April 10th each year*	per permit	105.00	105.00
10.16	In Street Solid Structure Patio (platform with enclosure) - received after April 10th each year*	per permit	315.00	315.00
10.17	License of Occupation	per year	1,000.00	1,000.00
10.18	Main Street Pedestrian Zone Permit (other than patios)	per permit	210.00	210.00

*Please note additional fees may apply (e.g. building permit fees for tents or gazebos, etc.)

11 PLANNING AND DEVELOPMENT

Item Code	Description/Title	Unit Measure	2025 Fee	2026 Fee	
11.00	Document and Search Requests				
11.01	Property Information Search (plans/documents viewing request)	Residential	per hour	78.00	81.00
11.02	Environmental / General Search		per hour	83.00	86.00
11.10	Professional Advice, Pre-Application Meetings & Appeal Requests				
11.11	Pre-Application Meeting	1 hour multi-discipline meeting	per application	556.00	578.00
		1 hour planning department-only meeting	per application	119.00	124.00
11.12	General Planning		per hour	119.00	124.00
11.13	Professional Advice	External expertise required	per request	At cost	At cost
11.14	Appeal - Subdivision and Development Appeal Board	Small scale developments (detached and/or duplex dwellings)	per appeal	312.00	324.00
		Medium/Large scale developments (multi-unit residential, commercial, industrial, institutional)	per appeal	520.00	540.00
11.20	Compliance & Agreement Requests^				

11.21	Stamp of Compliance	Residential	per unit	109.00	113.00
		Non-Residential	per application	130.00	135.00
11.22	Certificate of Conformance	Review of District, DP or Use	per unit	104.00	108.00
11.23	Confirmation of Zoning	Copy of District and Use	per unit	68.00	71.00
11.24	Agreements	Development Registration (Residential – max 6 units)	per request	130.00	135.00
		Development Registration (Non-Residential or Residential of 7 units or more)	per request	260.00	270.00
		Development Discharge Preparation*	per request	26.00	27.00
		Encroachment / Maintenance / Restrictive Covenant / Right-Of-Way	per request	374.00	389.00
		Amending Encroachment / Right-Of Way	per request	582.00	605.00
11.25	Development Completion Certificate	1st and 2nd Inspection	per inspection	No charge	No charge
		Additional Inspection	per inspection	1,392.00	1,446.00

*Fee is applicable where Planning and Development prepares and submits documents to Land Titles. There is no charge where the owner or owner's representative handles document submission to Land Titles

^Where no fee is provided within the Fee Schedule for a request, the Manager of Planning & Development shall determine the fee in accordance with the estimated cost recovery and/or a similar fee provided

11.30	Residential Development Permits				
11.31	New Construction**	Addition	per application	228.00 plus 1.40 per m2	237.00 plus 1.45 per m2
		Accessory Dwelling Unit/Building	per application	171.00	178.00
		Detached Dwelling/Duplex/Manufactured (includes one variance request)	per application	343.00 plus 161.00 per unit	358.00 plus 167.00 per unit
		Townhouse/Apartment	per application	1,277.00 plus 270.00 per unit	1,326.00 plus 280.00 per unit
11.32	Change of Use	Tourist Home	per application	343.00 plus 1.40 per m2	358.00 plus 1.45 per m2
11.33	New Accessory Development	Deck, Balcony, Fence, Retaining Wall	per application	171.00	178.00
11.34	Home Business	Home Occupation	per application	305.00	317.00
		Home Occupation Renewal (max 3 years)	per application	234.00	243.00
		Bed & Breakfast	per application	888.00	923.00
		Bed & Breakfast Renewal (max 3 years)	per application	332.00	345.00
11.35	Variance Request	Discretion limited in LUB	per variance	353.00	367.00
		Discretion unlimited in LUB	per variance	218.00	227.00
11.36	Refund*	Prior to review	per application	75% to 90% of fee	75% to 90% of fee

		After review / circulation (prior to decision)	per application	10% to 25% of fee	10% to 25% of fee
		After decision	per application	0% of fee	0% of fee
11.37	Construction prior to permit issuance	All residential permits	per permit	Double the Development Permit fee	Double the Development Permit fee
11.38	Decision Making Authority	Canmore Planning Commission/Council	per application, in addition to application fee	343.00	356.00
* The refund percentage shall be determined by the Manager of Planning & Development in accordance with cost recovery.					
** Additional fee may be required: See Engineering Fee Schedule.					
11.40	Non-Residential Development Permits				
11.41	New construction**	Accessory building	per application	343.00	356.00
		Commercial/Industrial/Institutional (Including mixed use construction of new residential floor space)	per application (0 – 49m2)	576.00 plus 1.40 per m2	598.00 plus 1.45 per m2
			per application (>49 m2– 499m2)	799.00 plus 1.40 per m2	830.00 plus 1.45 per m2
			per application (>499m2)	1,157.00 plus 1.40 per m2	1,201.00 plus 1.45 per m2
		Storage/Transportation/Vehicle Display	in addition to buildings	685.00 per ha	711.00 per ha
	Golf Course	in addition to buildings	322.00 per ha	334.00 per ha	
11.42	New Accessory Development**	Deck, Balcony, Fence, Retaining Wall	per application	344.00	357.00
11.43	Internal/External Renovation/Repair	(per m of frontage fee waived where consistent with Community Architectural & Urban Design Standards of LUB or internal)	per application	467.00 plus 52.00 per m of frontage	485.00 plus 54.00 per m of frontage
11.44	Change of Use	Commercial / Industrial / Institutional	per application (0–49m2)	343.00 plus 1.40 per m2	356.00 plus 1.45 per m2
			per application (>49 m2– 499m2)	576.00 plus 1.40 per m2	598.00 plus 1.45 per m2
			per application (>499m2)	810.00 plus 1.40 per m2	841.00 plus 1.45 per m2
11.45	Grading/Excavation/Logging**	(Professional fees additional)	per application	1,158.00	1,203.00
11.46	Variance Request***	Discretion limited in LUB	per variance	405.00	421.00
		Discretion unlimited in LUB	per variance	218.00	227.00
11.47	Refund*	Prior to review	per application	75% to 90% of fee	75% to 90% of fee

		After review / circulation (prior to decision)	per application	10% to 25% of fee	10% to 25% of fee
		After decision	per application	0% of fee	0% of fee
11.48	Construction prior to issue	All non - residential permits	per permit	Double the Development Permit fee	Double the Development Permit fee
11.49	Decision Making Authority	Canmore Planning Commission / Council	per application, in addition to application	582.00	605.00

* The refund percentage shall be determined by the Manager of Planning & Development in accordance with cost recovery.

** Additional fee may be required: See Engineering Fee Schedule.

***At the discretion of the Manager of Planning & Development, where a variance is determined to be directly related to a site constraint or existing non-conforming building, the variance request fee may be reduced by 50%.

11.50	Temporary and Development Permit Amendment Requests				
11.51	Seasonal Business (Maximum of 6 months)	Town Centre District	per month	353.00	367.00
		Gateway Districts	per month	301.00	313.00
		All other Commercial Districts	per month	244.00	254.00
11.53	Temporary Use	Maximum of 2 years	per application	50% of DP fee for permanent use (minimum fee 300.00)	50% of DP fee for permanent use (minimum fee 300.00)
11.54	Renewal of issued Development Permit	Max 2 year extension from original DP, received minimum 81 days prior to expiry	per request	50% of Development Permit fee	50% of Development Permit fee
11.55	Amendment of issued Development Permit	Minor (generally in accordance with DP)	per review	94.00	98.00
		Major (e.g. height, floor area, façade etc.) (\$20.00 min)	per application	20%-50% of Development Permit fee	20%-50% of Development Permit fee
11.60	Signage Requests				
11.61	Permanent	Certificate of Conformance (no variances requested)	per application	109.00	113.00
		Development Permit (1 or more variances requested)	per application	202.00 plus 21.00 per sign	210.00 plus 22.00 per sign
11.62	Temporary/Event	Certificate of Signage Conformance	per application	22.00	23.00
11.70	Subdivision Requests				
11.71	Subdivision	Full circulation required	per application	8,719.00 per ha (minimum fee 1,090.00)	9,050.00 per ha (minimum fee 1,131.00)

		No Engineering circulation required	per application	4,905.00 per ha (minimum fee 882.00)	5,091.00 per ha (minimum fee 916.00)
		Boundary Adjustment	per application	686.00	713.00
11.72	Endorsement	Condominium	per application	306.00 plus 31.00 per unit	318.00 plus 32.00 per unit
		Fee Simple/Bareland Condominium	per application	358.00 plus 810.00 per ha	372.00 plus 841.00 per ha
		Boundary Adjustment	per application	234.00	243.00
11.73	Time Extension		per application	3,273.00	3,401.00
11.80	Cash-in-Lieu				
11.81	Parking Cash-in-Lieu	Developers portion	per stall	43,638.00	45,340.00
11.82	Animal Proof Waste Container Cash-in-lieu	1-15 new or additional dwelling units	per dwelling unit	2,500.00	2,598.00
11.90	Building Permits				
11.91	Alberta Safety Codes Council	(ALSC) Minimum \$4.50; Maximum \$560.00	per building permit	4% of Building Permit Fee	4% of Building Permit Fee
11.92	New Construction* (Construction cost includes: Labour; Fixtures; Materials)	Residential	per building permit	10.00 per 1,000.00 construction cost; plus ALSC and review fee (minimum fee 100.00)	10.00 per 1,000.00 construction cost; plus ALSC and review fee (minimum fee 100.00)
		Commercial / Industrial / Institutional	per building permit	10.00 per 1,000.00 construction cost; plus ALSC and review fee (minimum fee 200.00)	10.00 per 1,000.00 construction cost; plus ALSC and review fee (minimum fee 200.00)
11.93	New Construction* (Partial Building Permit)	Residential/Commercial/Industrial/Institutional	per building permit	613.00	637.00
11.94	Review Fee	Short	per review	44.00	46.00

		Standard (DP issued for Detached Dwelling, Duplex, Townhouse, Accessory Dwelling, Accessory Development, Bed & Breakfast, Change of Use, Exterior Renovation, New Construction 499 m2 or less, Minor Building Permit Amendment)	per review	94.00	98.00
		Comprehensive (DP not issued for Detached Dwelling or Duplex, New construction greater than 499 m2)	per review	130.00	135.00
		Post Building Permit Issue (Major amendment)	per review	15% of Building Permit fee (minimum fee 160.00)	15% of Building Permit fee (minimum fee 160.00)
11.95	Construction/Demolition prior to issuance	All Building Permits	per permit	Double Building Permit fee	Double Building Permit fee
11.96	Re-Inspection	Deficiencies noted in first inspection not corrected in second or subsequent inspections	per inspection	218.00	227.00
		Unable to obtain entry/access property	per inspection	109.00	113.00
11.97	Renewal of issued Building Permit	1 year	Per application prior to expiry	50% of Building Permit fee (minimum fee 200.00)	50% of Building Permit fee (minimum fee 200.00)
11.98	Green Building Performance Security	Occupancy prior to meeting energy efficiency requirements	Per request	\$4.00 per 1,000.00 (max 20,000.00)	\$4.00 per 1,000.00 (max 20,000.00)
11.99	Refund	See Building Permit Bylaw	Per permit	See Building Permit Bylaw	See Building Permit Bylaw
12.00	Demolition		Building Permit Fee (minimum 560.00 and maximum 5,100.00)	2.10 per m2 gross floor area; plus ALSC and review fee*	2.10 per m2 gross floor area; plus ALSC and review fee*
<i>* Additional fee may be required: See Engineering Fee Schedule.</i>					
13.00	Statutory Document Requests*				
		New	Per application	11,662.00 plus 1,713.00 per ha	12,105.00 plus 1,778.00 per ha

13.01	Area Structure/Redevelopment Plans	Amendment	Per application	3,560.00 plus 1,713.00 per ha	3,695.00 plus 1,778.00 per ha
		New	Per application	5,885.00 plus 1,713.00 per ha	6,109.00 plus 1,778.00 per ha
13.02	Concept/Outline Plan	Amendment	Per application	3,560.00 plus 1,713.00 per ha	3,695.00 plus 1,778.00 per ha
13.03	Municipal Development Plan	Amendment	Per application	3,560.00 plus 1,713.00 per ha	3,695.00 plus 1,778.00 per ha
		Text Amendment (Text only)	Per application	675.00	701.00
13.04	Land Use Bylaw	Land Use Amendment (District, Use, Density)	Per application	3,560.00 plus 644.00 per ha	3,695.00 plus 668.00 per ha
13.05	Road Closure		Per request	3,003.00	3,120.00

**At the discretion of the Manager of Planning & Development, where multiple statutory documents are proposed or amended concurrently, only one 'per ha' fee may be required.*

Budget Year:	2021	Budget:	\$2,800,000
Department:	Engineering	Project Type:	New Infrastructure
Questica Reference:	ENG-21-03	Priority:	A

Project Description:

This project will be combined with previously approved Stoneworks Creek Phase I design and construction projects to deliver a complete solution for the Stoneworks Creek fan, Palliser area, Trans Canada Highway, and the west side of the highway. Total value of the project including previous approvals is \$6,500,000.

The work includes enhancement of infrastructure to protect to a level required for future development on the Stoneworks Creek fan. These improvements will be funded in part by direct contributions from the landowners. As the mitigation is required to be constructed to a high level in order to protect significant risks to existing development, the incremental costs represent a relatively small portion of the Phase II scope.

As the Steep Creek Mitigation Program is a special program outside of the regular capital program in engineering, the budget includes \$150,000 in funding for a term project management position to offset department operating impacts of the steep creek mitigation program.

END

Budget Funding:

	2021	2022	2023	2024	2025	2026	Total
Federal Grants	\$2,250,000	0	0	0	0	0	\$2,250,000
General Capital Reserve	\$120,000	0	0	0	0	0	\$120,000
Other	\$400,000	0	0	0	0	0	\$400,000
WIP Debt Funds	\$30,000	0	0	0	0	0	\$30,000
Total	\$2,800,000	0	0	0	0	0	\$2,800,000

Operating Budget Impact:

Operating costs of the steep creek mitigation program include ongoing monitoring and inspection. These costs are funded by contributions to the Flood Mitigation reserve.

END

Project Rationale:

In 2018, the Town and MD of Bighorn received a federal grant approval for a program of steep creek mitigation in the Bow Valley. The grant will fund 40% of eligible project costs. In the fall of 2020, the Town received further approval from the Alberta Community Resiliency Program. This grant is for up to 90% of remaining eligible expenditures up to \$3,000,000 and for 70% of remaining eligible costs. The program runs through 2028 with creek projects proposed based on hazard and risk assessments and internal prioritization. There is a provincial request with the funding that the projects move forward expeditiously, in order to support economic recovery.

END

Options Considered:

Option analysis for mitigation on Stoneworks Creek was completed by Alpinfra as part of the original hazard and risk assessment process. The final design, which includes a sediment basin and armoured channel, was selected based on best value for cost, risk reduction, and community and environmental impacts.

END



Utility Renewable Energy Study

H1 Attachment 5

Project Summary

Project Number

7259

Budget Year:	2022
Department:	Utility - Water
Questica Reference:	UTI-22-01

Budget:	\$100,000
Project Type:	Studies
Priority:	B

Project Description:

Project is to complete a review of energy demands for the water and wastewater facilities and provide recommendations for reducing the utilities impact on GHGs.

END

Budget Funding:

	2022	2023	2024	2025	2026	2027	Total
Wastewater Utility Reserve	\$50,000	0	0	0	0	0	\$50,000
Water Utility Reserve	\$50,000	0	0	0	0	0	\$50,000
Total	\$100,000	0	0	0	0	0	\$100,000

Operating Budget Impact:

No direct operating impact however the recommendations will likely include significant capital investment to have a reasonable ROI by reducing operating costs.

END



Utility Renewable Energy Study

H1 Attachment 5

Project Summary

Project Number

7259

Project Rationale:

The collective water and wastewater treatment and conveyance facilities are the largest users of energy within the Town of Canmore. It is important to complete the study to determine opportunities and priorities to reduce the impact of the utility on the production of GHGs.

END

Options Considered:

Defer the project - this will extend the timeframe and delay potential benefits of reducing the utility/corporation's impact on GHGs.

END



Facilities - Accessibility Study

H1 Attachment 5

Project Summary

Project Number

7292

Budget Year:	2023	Budget:	\$75,000
Department:	Facilities - Administration	Project Type:	Studies
Questica Reference:	FAC-16-09	Priority:	B

Project Description:

Scope:
Assess accessibility in the most heavily used public municipal facilities (e.g. Elevation Place, Canmore Recreation Centre, Civic Centre, Seniors Centre, and Public Washrooms).

Background:
The Building Condition Assessment Study (CCI Group 2014/15) identified code related deficiencies, but oftentimes this is considered a basic minimum standard and does not fully address other factors that limit the accessibility of Town Facilities.

Municipal facilities are well used, and are in place to provide programs and services to the community. However, some members of the community may not be able to use Town facilities given accessibility challenges.

END.

Budget Funding:

	2023	2024	2025	2026	2027	2028	Total
Operating (Capital)	\$75,000	0	0	0	0	0	\$75,000
Total	\$75,000	0	0	0	0	0	\$75,000

Operating Budget Impact:

No impact to staffing levels.
May trigger future year capital or operating projects to implement study recommendations.
END.

Project Rationale:

This study will help ensure the most public municipal facilities are accessible to our diverse population. A study of this kind has not been undertaken by the municipality, and therefore is likely to identify a number of ways municipal facilities can become more accessible.

This project is in alignment with the following strategic goals set by Council:

Livability: Canmore is a place where all residents can thrive

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

END.

Options Considered:

1) Limit accessibility goals to minimum building standards only at time of new construction or renovation for existing facilities. (Not recommended since it may take decades before accessibility improvements would be addressed, and this study may identify short term and low budget options that would be significant positive accessibility improvements.)

2) Council has the option to defer this project to another year of their choice (Not recommended, since this project has previously been deferred by administration to address budget and workload constraints).

3) Reduced scope to only specific facilities as directed by Council (Not recommended since this study is already focused on highest use facilities).

END.



Universal Public Washroom Study

H1 Attachment 5

Project Summary

Project Number

7293

Budget Year:	2023
Department:	Facilities - Administration
Questica Reference:	FAC-23-01

Budget:	\$75,000
Project Type:	Studies
Priority:	B

Project Description:

SCOPE STATEMENT

Capital project to evaluate the feasibility and phasing requirements to convert gendered washrooms to universal washrooms in existing Town of Canmore facilities.

BACKGROUND:

Canmore prides itself in being an open and welcoming community. Progress has been made toward making public spaces more open and inclusive, and more progress is needed. It is recognized that gendered washrooms can exclude a segment of the population. New construction of public washrooms are more commonly including universal washrooms instead of gender specific washrooms.

The Town has public washrooms located in the following locations:

- Canmore Recreation Centre;
- Elevation Place;
- Civic Centre;
- artsPlace;
- Seniors Centre;
- Opera House;
- Centennial Park;
- Millennium Park;
- Lions Park;
- Elk Run Park; and
- Downtown.

Universal public washrooms are already available at the Canmore Recreation Centre, and vault toilets at various open spaces in town. The complexity and budgets to convert the existing gender specific washrooms would vary considerably in terms of their feasibility and budget.

STUDY DESCRIPTION:

The study will include an inventory of all public heated washrooms in Canmore, and will assess the feasibility of converting them into universal washrooms. It will identify any barriers to conversion, preliminary budgets, risks, prioritization and phasing plan.

END.

Budget Funding:

	2023	2024	2025	2026	2027	2028	Total
Operating (Capital)	\$75,000	0	0	0	0	0	\$75,000
Total	\$75,000	0	0	0	0	0	\$75,000

Operating Budget Impact:

Operating impact is limited to time needed among the internal stakeholder team: Facilities, CSD, Municipal Enforcement, Engineering, Finance, HR, CST, Recreation.

END.

Project Rationale:

Council has a strategic priority of supporting livability and community diversity. As such, Council has directed Administration to seek ways to make the community more universally accessible, and public washrooms provide known opportunities in this regard. However, converting gender specific washrooms into universal washrooms has a number of innate complexities associate with it, such as constructability, building codes, budget and human resource availability, and user safety requirements. As such, this study will assess options for existing public washrooms, assign priority for implementation, and provide initial budget estimates, which will aid in the implementation of this strategic priority.

END.

Options Considered:

Council could direct Administration to convert specific public washrooms. However, such an approach is not recommend as a systematic approach will likely direct future efforts to where they are most needed, with consideration for the costs associated with each site.

END.



Tourism Economic Impact Assessment

H1 Attachment 5

Project Summary

Project Number

7335

Budget Year:	2024	Budget:	\$40,000
Department:	Economic Development	Project Type:	Studies
Questica Reference:	ECO-22-01	Priority:	C

Project Description:

As outlined in the Community Tourism Strategy Bridging document, the Town committed to work with Tourism Canmore Kananaskis on the development of a Tourism Economic Impact Assessment in 2022. This project will provide a benchmark for the tourism industry, look to understand the economic impact of tourism, track progress of the strategic plan, and monitor tourism sector growth.

Given the COVID pandemic, the project was moved to 2023, during this time monitoring and responding to a changing labour market has taken priority, and in conversation with Tourism Canmore Kananaskis it was agreed to propose moving this project to 2024.

Where possible Economic Development will look for regional collaboration within the Bow Valley.

END

Budget Funding:

	2024	2025	2026	2027	2028	2029	Total
Economic Development Reserve	\$40,000	0	0	0	0	0	\$40,000
Total	\$40,000	0	0	0	0	0	\$40,000

Operating Budget Impact:

N/A

END

Project Rationale:

Town commitment through the Tourism Strategic plan bridging document.

Increasing the understanding of the economic impact of tourism related to the cost of tourism on the town and the economic benefits to the community will aid decision making. Benchmarking current tourism trends and increasing the ability to monitor growth.

END

Options Considered:

Delay or cancel project.

END



Elk Run Sewer Main Replacement - Design

H1 Attachment 5

Project Summary

Project Number

7372

Budget Year:	2024
Department:	Utility - Waste Water
Questica Reference:	UTI-22-02

Budget:	\$200,000
Project Type:	Asset Replacement
Priority:	B

Project Description:

Project is to complete the design for upgrading the sewer forcemain along Elk Run Boulevard. The work is intended to coincide with the resurface work to be completed by Engineering Services.
END

Budget Funding:

	2024	2025	2026	2027	2028	2029	Total
Wastewater Utility Reserve	\$200,000	0	0	0	0	0	\$200,000
Total	\$200,000	0	0	0	0	0	\$200,000

Operating Budget Impact:

Operational impact will be an improvement with no/reduced number of breaks along this section of sewer main.
END



Elk Run Sewer Main Replacement - Design

H1 Attachment 5

Project Summary

Project Number

7372

Project Rationale:

The sewer forcemain has had many breaks over the years and requires a complete replacement.
END

Options Considered:

No options considered.
END



Request for Decision

DATE OF MEETING: December 10, 2024 **Agenda #:** H 2

TO: Council

SUBJECT: Livability Tax Program Budget Approval

SUBMITTED BY: Therese Rogers, General Manager Corporate Services

RECOMMENDATION: That Council approve the Livability Tax Program budget as presented.

EXECUTIVE SUMMARY

Following more than a year of discussion and planning Council is being asked to approve the Livability Tax Program budget.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

June 6, 2023	119-2023	Approved the Town's Housing Accelerator Fund Action Plan
June 6, 2023	120-2023	Directed administration to report back to Council with proposed amendments to the Land Use Bylaw and policy amendments to phase out "Tourist Home" as a use.
June 6, 2023	121-2023	Directed administration to return to Council with a report on property tax policy options to incentivize purpose-built rentals and full-time/long-term occupancy of residential units.
June 6, 2023	122-2023	Directed administration to investigate and report back on changes to residential districts in the Land Use Bylaw that can facilitate provision of additional housing supply.
June 6, 2023	123-2023	Approved a new 2023 capital project for \$200,000 for consulting and legal fees to support bylaw and policy initiatives to positively impact housing affordability and supply, to be funded \$50,000 from the General Capital Reserve and \$150,000 from the Development Application Reserve.
Sept. 5, 2023	216-2023 217-2023 218-2023	Approved terms of reference for the Livability Task Force and appointed Mayor Krausert, and Councillors McCallum and Graham to the Task Force.
Sept. 19, 2023	223-2023	Appointed public members to the Task Force representing tourism, a developer, real estate, residential property management and Canmore Community Housing.
January 9, 2024	16-2024	Accepted the Livability Task Force's recommendations and directed Administration to develop an implementation plan.
May 21, 2024	COW	Implementation plan to phase out of Tourist Home Designation presented.

June 18, 2024	COW	Implementation plan to develop the Permanent Resident Tax Program presented.
August 20, 2024	169-2024 - 173-2024	Division of Class 1 Property Bylaw updated to include Livability Tax Program.
September 17, 2024	COW	Presentation of recommended Key Performance Indicators for Livability Tax Program and update to name of program from Permanent Resident Tax Program to Livability Tax Program.
October 15, 2024	216-2024	Business Registry Bylaw amendments to provide requirements for Tourist Homes to advance the Livability Tax Program
November 5, 2024	253-2024 252-2024 255-2024	Property Tax Policy (FIN-005) updated to remove the Tourist Home – Personal Use subclass and add the Livability Tax Program. Addition of Vacant Serviced Land Subclass to the Division of Class 1 Property Bylaw. Reserves Policy FIN-007) updated to include Livability Reserve
November 19, 2024	264-2024	Division of Class 1 Property Bylaw update to clarify that properties under construction and not habitable will be considered in the Primary Residence subclass.
November 26, 2024	Finance Committee	Livability Tax Program budget overview and options presented.
November 26, 2024	19-2024FIN 20-2024FIN	Fund the Business Registry Coordinator 0.5 FTE (livability support) from Economic Development. Transfer, in 2025, \$250,000 from the Livability Tax Program to the General Operating reserve to reimburse the funds allocated to the Partners for Affordable Housing project.
December 5, 2024	30-2024FIN – pending approval of the minutes	Directed Administration to return to Council with a revised budget collecting \$12 million, \$12 million, \$10.5 million and \$10.5 million in 2025-2028.

DISCUSSION

According to the 2021 census, Canmore has the highest wealth inequality level in the country. Due to its location within the same valley as the entrance to Banff National Park, there is extremely high cost for housing - driven by high demand and low availability. The development footprint of the Canmore community is further limited by the location in the Bow Valley, nestled amongst the Rocky Mountains and surrounded by spectacular parks. Responsibility for stewardship of this special place also demands that growth is restricted to not jeopardize vital environmentally sensitive areas. Taken as a whole, Canmore has a restricted footprint, highly sought-after housing, and prices that rival Toronto and Vancouver for rental and ownership opportunities.

To quantify the above, key factors specifically impacting Canmore include:

- A growing proportion of non-owner-occupied dwellings – substantially higher than provincial average. Statistics Canada data indicates 8% of homes in Alberta are non-owner occupied compared to 26% of homes in Canmore being non-owner occupied.

- An increased proportion of households who are renting versus owning from 29% in 2011 to 34% in 2021.
- An increased proportion of households spending more than 30% of income on shelter costs.
- Monthly shelter costs have increased by 65% since 2006 and are 37% higher than the Alberta average. Shelter costs for owners include mortgage payments, property tax, and utilities and, for renters, include rent and utilities.
- Average property values have increased by 80% since 2006 and are twice as high as the Alberta average.

Council has committed to bold actions to address their livability goals and supported administration's suggestion to engage stakeholders to develop recommendations to advance these council priorities. Council directed administration to strike the Livability Task Force to engage key community members with direct experience and knowledge to provide tax policy and Tourist Home designation options for Council's consideration.

The Task Force met on October 10, 2023, October 30, 2023, November 3, 2023, and November 27, 2023, and had three primary objectives:

- 1: Develop a Plan to Phase Out the Tourist Home Designation
- 2: Investigate tax options to incentivise long-term occupancy of residential units and create a sustainable source of funding to advance affordability initiatives.
- 3: Investigate tax options to incentivise purpose-built rental accommodation.

To fund this work Administration dedicated resources to developing implementation plans to advance these priorities of Council. Regular updates of actions needed, policy updates, and bylaw updates have been provided to Council throughout 2024. 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. Additionally, being able to show taxpayers how the taxes collected under the Livability Tax Program have been used to advance affordability and livability initiatives is critical.

Unfortunately, Canmore is not alone in its housing challenges. A number of municipalities in Alberta and in other Canadian provinces face housing challenges. As part of the solution, some have implemented vacant home tax regimes, separate from property taxes, with the funds collected used to support affordable housing initiatives. Two examples of cities with vacant home taxes are Vancouver and Toronto, both of whom have experienced a significant drop in the percentage of vacant houses as a result. Vancouver's City Charter provides authority for their Council to impose an annual vacancy tax and the City of Toronto Act authorizes Toronto to enact a tax on the assessed value of vacant residential units; both charters are provincial legislation enabling a vacant home tax.

Contrarily, Alberta's Municipal Government Act (MGA) does not contain a mechanism by which Canmore could charge a similar explicit vacancy tax. Given this limitation, administration investigated what was possible under the Alberta MGA, Alberta's enabling legislation, and found two options: tax residential properties at a higher rate and provide a rebate to those properties occupied long-term; or create a primary

residential assessment subclass for properties occupied long-term and tax them at a lower rate than other residential properties. Given that subclasses are expressly permitted in the MGA, the administration of a subclass program is not as onerous as a rebate program, and that it would minimize taxpayer confusion over taxes owing, administration has developed the subclass program and the associated changes to the Division of Class 1 Property Bylaw.

Vacant residential property estimates were prepared by Ben Brunnen of Verum Consulting. Mr. Brunnen examined utility account consumption data and the mailing addresses of residential properties in Canmore. His analysis of the utility accounts’ 2023 consumption data indicates that of the 8,578 total residential properties that have buildings on them, including Tourist Homes, approximately 2,260 do not appear to be occupied full-time. Additionally, filtering properties by mailing address found that over 2,150 properties did not have Canmore mailing addresses, consistent with the numbers found in the utility consumption data, indicating that the properties were likely not occupied full time by the owners, unless those properties are being rented to locals. These findings are consistent with the 2021 federal census results which that found 74% of private dwellings were occupied by “usual residents”. A private dwelling occupied by usual residents refers to a private dwelling in which a person or a group of persons is permanently residing.

Vancouver, Toronto, and Ottawa charge a vacancy tax as a percentage of assessed value. Using their median single family and condominium assessed values, the annual tax charged are:

City	% of Assessed Value	Median Residential Property Assessed Value	Median Assessed Value - Condo	Annual Vacancy Tax - Residential	Annual Vacancy Tax - Condo
Vancouver	3%	\$ 2,124,000	\$ 804,000	\$ 63,720	\$ 24,120
Toronto	1%	\$ 1,300,000	\$ 640,000	\$ 13,000	\$ 6,400
Ottawa	1%	\$ 799,000	\$ 405,000	\$ 7,990	\$ 4,050

In 2024 the median assessed value of all types of residential properties in Canmore was \$1,043,000, paying \$2,136 in municipal and \$4,812 in total property taxes. The median assessed value for residential condominiums was \$761,000, paying \$1,5589 in municipal and \$3,511 in total property taxes. The chart below illustrates the potential impact on residential and residential condominium properties affected by the increased tax rates at various levels of tax rate changes, stated as a percentage of assessed value, including what they would be at the Vancouver, Toronto and Ottawa percentages:

% of Assessed Value	Increase* in Municipal Taxes on a median assessed value - residential condo - \$761,000	Increase* in Municipal Taxes on a median assessed value – residential - \$1,043,000
0.10%	\$ 761	\$ 1,043
0.15%	\$ 1,141	\$ 1,564
0.20%	\$ 1,522	\$ 2,086
0.25%	\$1,902	\$ 2,607
0.30%	\$ 2,283	\$ 3,129
0.40%	\$ 3,044	\$ 4,172

1.00% (Toronto and Ottawa Rate)	\$7,610	\$10,430
3.00% (Vancouver Rate)	\$22,830	\$31,290

* These amounts are increases to the municipal taxes and are not the total taxes payable.

Council and Finance Committee were provided with a range of options for taxes to be collected for the Livability Tax Program.

Estimated % of Assessed Value	Incremental Annual Tax Revenue
0.10%	\$ 3 million
0.20%	\$6 million
0.30%	\$9 million
0.35%	\$10.5 million
0.40%	\$12 million
0.50%	\$15 million
1.00% (Toronto and Ottawa Rate)	\$30 million
3.00% (Vancouver Rate)	\$90 million

The Finance Committee was presented with a draft Livability Tax Program budget on November 26, 2024. Administration presented an option to collect \$9 million in taxes or approximately 0.3% of assessed value. While Toronto and Ottawa collect 1% of assessed value and Vancouver collects 3% of assessed value, administration believes that the philosophy that the ratio between the highest non-residential and lowest residential at 5:1 should be considered in determining the additional taxes to be charged to the Residential subclass and as such did not recommend revenue collection similar to Toronto, Ottawa or Vancouver.

This budget includes the addition of the new positions required to lead this work as creating a new program of this magnitude takes resources. Council has been clear through all discussion that the expenses to operate this program should be covered by the revenues collected from the Livability Tax Program and not general property taxes.

During their discussion on November 26, the Finance Committee made the motion to fund the Business Registry Coordinator from Economic Development rather than the Livability Tax Program, and to transfer, in 2025, \$250,000 from the Livability Tax Program to the General Operating reserve to reimburse the funds allocated to the Partners for Affordable Housing request. There was an additional request for Administration to return to Finance Committee with a proposed capital plan outlining options for capital projects to advance affordability and livability initiatives, funded from the Livability Tax program.

The purpose-built rental incentive is also included in the Livability Tax Program budget as new inventory of rental units will help to address the housing crisis in Canmore. One agreement is currently in place for a grant of approximately \$75,000, with an additional application anticipated in 2025. The Purpose-Built Rental Incentive Policy will be coming to Council in 2025 and is based on the agreement currently in place which provides grants equivalent to 75% of the municipal portion of property taxes provided units are rented to permanent residents of Canmore. Rental property owners are required to provide annual verification that their units are rented to local residents.

On December 5, the Finance Committee directed administration to return to Council with a Livability Tax Program budget collecting the following taxes:

	Taxes to be Collected
2025	\$12 million
2026	\$12 million
2027	\$10.5 million
2028	\$10.5 million

In terms of work to be funded from the Livability Tax Program the Finance Committee was clear in their priority for housing projects. The revenue collected needs to be meaningful enough to have a direct impact on the housing crisis in Canmore. This includes both construction of actual units, and infrastructure to enable additional units of non-market housing to be built. In the short term the Finance Committee did not support broader affordability initiatives like additional transit services and infrastructure, and instead chose to prioritize construction of non-market and rental units.

Included in the Proposed Capital Plan are several projects that fit these criteria including:

- The Town’s portion of the Stoneworks Creek Steep Creek Mitigation. Grant funding has been secured for a significant portion of this mitigation work and completing this project will allow development of this area of Palliser.
- The Town is a funding partner for CCH for the 100 Palliser Lane project. This project will result in additional CCH units. This funding will be repaid to the Town upon completion of this project, allowing for these dollars to be used again in the future for another project supporting affordable, non-market housing.
- The Town’s portion of the realignment of the Altalink line in Palliser will enable an additional 200 units of non-market housing to be built.

Attachment 2 to this report summarizes the work currently proposed to be funded from the Livability Tax Program. There are many other projects that are still in the early stages of planning and will be added to this plan as more details become available.

ANALYSIS OF ALTERNATIVES

Council may make changes to the budget recommended by the Finance Committee.

FINANCIAL IMPACTS

Mill rates are set by Council in May and are based on the approved budget and the 2025 property assessments. For illustrative purposes, the incremental property tax those in the residential (non-primary) subclass could see are included in the chart below.

Illustrative Example								
Municipal Levy - Based on 2024 Mill Rates								
Residential (Non-Primary)								
at 0.35%								
at 0.4%								
Examples	Primary Residence	Potential Incremental Taxes	Potential Total Municipal Levy	Potential Incremental Taxes	Potential Total Municipal Levy	Tourist Home	Non-Residential	
Residential Condo - Assessed at \$761K	\$ 1,559	\$ 2,664	\$ 4,222	\$ 3,044	\$ 4,603	\$ 4,776	\$ 4,776	
Median Assessed Value - Assessed at \$1.043 million	\$ 2,136	\$ 3,651	\$ 5,787	\$ 4,172	\$ 6,308	\$ 6,545	\$ 6,545	
For Reference								
% of Assessed Value		Estimated Incremental Annual Tax Revenue						
0.35%		\$10.5 million						
0.40%		\$12 million						

INTEREST HOLDER ENGAGEMENT

The Livability Task Force was struck in the fall of 2023 with task force members representing the tourism industry, the development community, the real estate industry residential property management and Canmore Community Housing. A public open house and information session was held on January 31, 2024. An overview of the Livability Task Force’s recommendations was provided, followed by an opportunity for the public to engage with members of Council, the Livability Task Force and Administration.

The determined level of public engagement for this work is “information sharing”. A communications plan to notify affected property owners was implemented and included print and radio ads, direct mail communication and regularly updated page on the Town’s website.

The Mayor hosted a Virtual Town Hall on November 20, 2024, providing an overview of the Livability Tax Program and answering questions from the public. The recording of this Town Hall is found on the Housing Action page on the Town’s website.

This budget was debated in public Finance Committee meetings on November 26, 2024 and December 5, 2024.

ATTACHMENTS

- 1) Livability Tax Program Budget
- 2) Affordability and Livability Initiatives Proposed to be Funded From the Livability Tax Program
- 3) Division of Class 1 Property Bylaw 2024-19
- 4) Canmore Livability Task Force: Final Recommendations
- 5) Property Tax Policy FIN-005
- 6) Reserves Policy FIN-007

AUTHORIZATION

Submitted by:	Therese Rogers GM, Corporate Services	Date:	<u>December 6, 2024</u>
Approved by:	Chelsey Gibbons Manager of Financial Services	Date:	<u>December 6, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>December 6, 2024</u>

	Budget 2025	Budget 2026	Variance \$	Plan 2027	Plan 2028
REVENUES					
Municipal Taxes	12,000,000	12,000,000	0	10,500,000	10,500,000
Total Revenue	12,000,000	12,000,000	0	10,500,000	10,500,000
EXPENDITURES					
Salaries, Wages, and Benefits	513,418	522,666	9,248	532,031	541,562
Postage	10,000	10,000	0	10,000	10,000
Advertising & Printing	20,000	16,000	(4,000)	16,000	16,000
Grants	75,000	100,000	25,000	100,000	100,000
Professional Fees	300,000	165,400	(134,600)	165,400	165,400
Contracted Services	5,000	5,000	0	5,000	5,000
Transfer to Reserve	10,621,898	10,887,121	265,223	9,372,883	9,358,386
Internal Transfers	454,684	293,813	(160,871)	298,686	303,652
Total Expenditures	12,000,000	12,000,000	0	10,500,000	10,500,000

Affordability and Livability Initiatives to be Funded From the Livability Tax Program						
<i>Included in Operating Budget</i>	2025	2026	2027	2028	2029	2030
<i>Program Expenses -</i>	1,359,870	1,070,636	1,085,881	1,101,407	1,101,407	1,101,407
<i>Repayment of General Capital Reserve for Housing Action Capital Project</i>	187,500	187,500	187,500	187,500	-	-
<i>Repayment of General Operating Reserve for Partners for Affordable Housing Request</i>	250,000	-	-	-	-	-
<i>Grant - Support for Purpose Built Rentals</i>	75,000	100,000	100,000	100,000	100,000	100,000
Funded from Livability Tax Program Reserve						
CCH Requisition Increase	285,000	32,000	-	-	-	-
CCH Program Growth	300,000					
Anticipated Town Portion of 100 Palliser Funding	12,000,000	-	-	-	-	-
Potential Capital Projects:						
Altalink Realignment to enable +200 additional units of non-market housing			400,000			
Larch Area Land Use Intensification Plan and Design			150,000			200,000
Stoneworks Creek Mitigation (Town portion)		3,000,000				
Palliser Pedestrian Crossing			600,000	14,000,000		
Accessory Dwelling Unit Program and Marketing	100,000	100,000	100,000	100,000	100,000	100,000
Future Non-Market Housing Development and Land Purchases			10,000,000		10,000,000	10,000,000
Total	12,685,000	3,132,000	11,250,000	14,100,000	10,100,000	10,300,000



BYLAW 2024-19

Office Consolidation current as of November 20, 2024

A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE DIVISION OF CLASS 1 PROPERTY INTO SUBCLASSES FOR PROPERTY ASSESSMENT PURPOSES

WHEREAS pursuant to section 7 of the Alberta Municipal Government Act, Council may pass bylaws for municipal purposes respecting the creation of offences and imposing a fine not exceeding \$10,000 in respect of those offences;

WHEREAS pursuant to section 8 of the Alberta Municipal Government Act, Council may pass bylaws for municipal purposes respecting any development, activity, industry, business, or thing in different ways, divide each of them into classes and deal with each class in different ways;

WHEREAS pursuant to section 297 of the Alberta Municipal Government Act, Council is authorized to divide class 1 residential properties into subclasses on any basis it considers appropriate, and

WHEREAS the Town of Canmore desires to create a residential subclass that differentiates primary residences from other residential properties,

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

TITLE

- 1 This bylaw shall be known as “Division of Class 1 Property Bylaw 2024-19.”

INTERPRETATION

- 2 In this bylaw:
 - a) “Agent” means a person or company authorized to act on behalf of a Residential property owner in the Town of Canmore;
 - b) “Apartment Building” means a single building comprised of three or more Dwelling Units under one legal parcel and tax roll;
 - c) “Current Taxation Year” means the calendar year in which the current annual taxes are assessed against property;
 - d) “Dwelling Unit” means a self-contained room or suite of rooms not available for public use, which normally provide sleeping, washing, sanitary and kitchen facilities, and which is intended for Residential use, as opposed to vacation use; it is characterized as a place in which a person or persons may reside as their primary or secondary residence;
 - e) “Employee Housing” is a Dwelling Unit which meets the definition of Employee Housing under the Land Use Bylaw as amended;

- f) “Farmland” has the same meaning as defined under section 297 of the Alberta Municipal Government Act;
- g) “Machinery and Equipment” has the same meaning as defined under section 297 of the Alberta Municipal Government Act;
- h) “Non-Residential” has the same meaning as defined under section 297 of the Alberta Municipal Government Act;
- i) “Previous Taxation Year” means the calendar year immediately prior to the Current Taxation Year in which the annual taxes were assessed against property;
- j) “Primary Residence” means the usual place where a person is ordinarily resident, conducts their daily affairs for a period of at least 183 cumulative days in a calendar year, of which at least 60 of those days were continuous, and does not otherwise meet the definition of a Tourist Home. A person may only have one Primary Residence, but a Residential property may be the Primary Residence of more than one person. Some indicia of a Primary Residence include:
 - i) the physical address shown on the person’s driver’s licence or motor vehicle operator’s licence issued by or on behalf of the Government of Alberta or an identification card issued by or on behalf of the Government of Alberta,
 - ii) the physical address to which the person’s income tax correspondence is addressed and delivered,
 - iii) the physical address to which most of the person’s mail is addressed and delivered;
- k) “Residential” means a property or the portion of a property that is not classified by the municipal assessor as Primary Residential, Tourist Home, Residential Vacant Serviced Land, Residential Vacant Unserviced Land, Farmland, Machinery and Equipment, or Non-Residential;
- l) “Residential Vacant Serviced Land” means a parcel of land
 - i) that is subdivided by a plan of subdivision registered in a land titles office,
 - ii) that contains no permanent structures, and
 - iii) that is approved for Residential purposes and has access to municipal services;
- l.1) “Residential Vacant Unserviced Land” means a parcel of land
 - i) that is subdivided by a plan of subdivision registered in a land titles office,
 - ii) that contains no permanent structures, and

2024-31

2024-31

- iii) that is approved for Residential purposes and does not have access to municipal services;
2024-31
- b) “Tourist Home” means a Dwelling Unit which meets the definition of a Tourist Home under the Land Use Bylaw as amended.

SUBDIVISION OF CLASS 1 PROPERTY

3 Class 1 property is divided into the following subclasses for property assessment purposes:

- a) Residential,
- b) Tourist Home,
- c) Primary Residential,
- d) Residential Vacant Serviced Land, and
- d.1) Residential Vacant Unserviced Land.

2024-31

PRIMARY RESIDENTIAL

4 A Residential property shall be placed in the Primary Residential subclass for the Current Taxation Year if:

- a) the property contains one or more Dwelling Units and at least one owner registered on title, or their Agent attests by December 31 of the Previous Taxation Year, in a form approved by the chief administrative officer, declaring that during the Previous Taxation Year, at least one Dwelling Unit on the property was occupied as the Primary Residence of a registered owner of that property or another occupant who was leasing that Dwelling Unit,
- b) the property was an Apartment Building in the Previous Taxation Year,
- c) the property was an Employee Housing unit in the Previous Taxation Year,
- d) the property was a separately titled Residential parking stall in the Previous Taxation Year, or
- e) the property was a separately titled Residential storage unit in the Previous Taxation Year.

5 A Residential property that contains one or more Dwelling Units, that is not an Apartment Building nor Employee Housing, but does not have a Dwelling Unit that was occupied as a Primary Residence in the Previous Taxation Year, may be placed in the Primary Residential subclass for the Current Taxation Year if at least one owner registered on title or their Agent attests by December 31 of the Previous Taxation Year, in a form approved by the chief administrative officer, declaring that during the Previous Taxation Year and the chief administrative officer is satisfied that this is the result of one or more of the following:

- a) the owner was residing in a hospital, long term or supportive care facility in the Previous Taxation Year, and that resident had occupied a Dwelling Unit on the property as a Primary Residence immediately before moving to the hospital, long term, or supportive care facility;
- b) the owner died at some point in the previous two taxation years and that owner had occupied a Dwelling Unit on the property as a Primary Residence immediately prior to their death;
- c) the property was newly constructed in the Previous Taxation Year, occupation and normal use of the property as a Primary Residence was not possible, and the property will be used as a Primary Residence once construction is complete;
- c.1) the property was newly constructed or under construction in the Previous Taxation Year, the property is owned by the builder or developer who constructed it, and the builder is either marketing the property for sale as of December 31 of the Previous Taxation Year or will market the property for sale once construction is complete;
- d) a Dwelling Unit on the property experienced a catastrophic event in the Previous Taxation Year, occupation and normal use of that Dwelling Unit as a Primary Residence was prevented, and that Dwelling Unit was occupied as a Primary Residence immediately before the catastrophic event prevented further occupation;
- e) a Dwelling Unit on the property was undergoing repairs or renovations in the Previous Taxation Year and
 - i) occupation and normal use of the Dwelling Unit as a Primary Residence was prevented by the repairs,
 - ii) all requisite permits are issued,
 - iii) the municipality is of the opinion the repairs are being carried out without delay, and
 - iv) the Dwelling Unit was occupied as a Primary Residence immediately before the repairs or renovations began;
- f) a written order was in force in the Previous Taxation Year which prohibited occupancy of a Dwelling Unit on the property as a Primary Residence, and that Dwelling Unit was occupied as a Primary Residence immediately before the written order was issued;
- g) one hundred per cent legal ownership of the property was transferred to an arm's length transferee in the Previous Taxation Year, the transfer is registered or is in the process of being registered with the Land Title Office, and the purchaser or a tenant immediately occupied the Dwelling Unit with the intention that it be their Primary Residence.

2024-33

- 6 A person shall not make any false or misleading statement or provide any false or misleading information on a declaration submitted in accordance with this bylaw.
- 7 If a person, either themselves or through their Agent, makes a false or misleading statement to the Town to qualify a property for inclusion in the Primary Residential subclass, that person shall be guilty of an offence and is liable for a fine up to a maximum of \$10,000.00.
- 8 The chief administrative officer may conduct an inspection to ensure compliance with any declaration submitted to qualify for taxation under the Primary Residential subclass at any time and for a period of up to three years after property declaration was made or was required to be made, whichever is later.
- 9 If the chief administrative officer subsequently determines that a property fails to meet the criteria to be included in the Primary Residential subclass for a taxation year, the assessed person of that property shall be retroactively liable to pay taxes for that property at the mill rate approved for the Residential subclass for that taxation year, plus any applicable penalties under the Town's Tax Rate Penalty Bylaw.

ENACTMENT/TRANSITION

- 10 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
- 11 Bylaw 01-2013 is repealed.
- 12 This bylaw comes into force on the date it is passed.

FIRST READING: August 20, 2024

SECOND READING: August 20, 2024

THIRD READING: August 20, 2024

OFFICE CONSOLIDATION

This document is a consolidation of a bylaw with one or more amending bylaws. Anyone making use of this consolidation is reminded that it has no legislative sanction. Amendments have been included for convenience of reference only. The approved bylaws should be consulted for all purposes of interpreting and applying the law.

Bylaws included in this consolidation:

- 2024-19 Division of Class 1 Property Bylaw
- 2024-31 Division of Class 1 Property Bylaw Amendment – Subclass Addition
- 2024-33 Division of Class 1 Property Bylaw Amendment – Primary Subclass Qualification

Canmore Livability Task Force: Final Recommendations

Prepared by Ben Brunnen, Principal and Founder, Verum Consulting

December 12, 2023

www.verumconsulting.ca

Verum Consulting 

Livability Task Force: Mandate

On June 6, 2023, Canmore Council approved its Housing Action Plan, which seeks to encourage long-term occupancy of existing housing stock, encourage an increase in rental supply, and create a sustainable source of funding to support affordable housing.

On September 5, 2023 Council approved the creation of the **Livability Task Force**.

The intent is to engage stakeholders in advancing the following objectives of the Housing Action Plan, as approved by Council, in three phases:

1. Develop a plan to phase out the Tourist Home Designation
2. Investigate tax options to incentivize full-time/long-term occupancy of residential units
3. Investigate tax options to incentivize purpose-built rental accommodation

Objective 1:

Develop a Plan to
Phase out the Tourist
Home Designation

Task Force Recommendations

Tourist Home Recommendations

- Maintain existing tourist homes as a use.
 - Tax all tourist homes at the commercial tax rate.
 - Eliminate the personal use statutory declaration option for tourist home owners.
 - Enable tourist home owners to request to have their tourist home reclassified as residential on a permanent basis.
- Establish a date in the Land Use Bylaw (LUB) after which new tourist homes will not be approved.
 - Ensure there is a reasonable period of transition time prior to the effective date for property owners to plan and adjust.
 - As per the guidance in the MGA, honor all development permits issued prior to changes in the LUB coming into force.
 - Follow due process for the amendment of the relevant statutory plans to enable these changes (such as the LUB, MDP or ASPs) as set out in the MGA, including:
 - Notifying any members of the public who may be affected and provide a means for suggestions and representations to be made (MGA 636) and
 - Holding a public meeting before giving second reading to a proposed bylaw to adopt a statutory plan or amendment
 - The Area Structure Plans in Three Sisters will be separate from all other areas of Town and subject to discussions with the developer.
- Require all tourist home owners that rent their properties short term to display a business license.
 - The license number must be posted in any online advertising of the unit, and there must be a license number posted for each unit.
 - Currently tourist homes are required to have a business license, but not required to display it.

Visitor Accommodation and Tourist Homes Discussion

- The Task Force explored whether whether the 30 day residency limitation should be removed from visitor accommodation, which would lead to two very similar property types.
 - This may increase residential housing stock, but may also create challenges resulting from mixing of short term and long term accommodation uses in the same building, including inconsistency in the quality of the visitor experience in these buildings and the quality of life of residents.
 - In the event the Town wishes to proceed with this approach, it will create two very similar property types, which likely need to be assessed and taxed similarly (i.e. both commercially or residentially assessed, and taxed at the same rate) for equity and legal resiliency purposes.
- The Task Force is not supportive of introducing changes to visitor accommodation.
- Recommend the Town reach out to hotel owners to raise awareness of their existing ability to use visitor accommodation for employee housing.

Objective 2:

Incentives for full
time/ long term
occupancy

Task Force Recommendations

Incentives for full time/ long term occupancy Recommendations

- Implement a “primary residence rebate” program.
- Administered as a new “primary residence” property tax subclass.
 - Property owners would need to elect to be classed in the “primary residence rebate” sub-class annually, which would exempt them from the higher tax associated with the default residential class.
- Properties would be classified in the “primary residence” subclass if:
 - It is the primary residence of the owner and/or at least one occupant or
 - A legal accessory building or dwelling unit or secondary suite on the property is occupied as a primary residence.
 - A primary residence could be defined as “the residence in which an individual resides for a longer period of time in a calendar year than any other place.” (BC STR Accommodations Act)
 - Does not apply to tourist homes.
- Explore streamlining this designation with other resident focused benefits (e.g. parking permits) to create a user friendly process.
- Explore creating an education program for owners seeking to rent out their properties as a primary residence.

Incentives for full time/ long term occupancy Recommendations

- Higher taxes for those who do not qualify for the primary residence sub-class should be meaningful.
 - Intent is to generate additional revenues for the Town to “improve affordability” in the community in a manner consistent with other jurisdictions.
 - Informed by a strategy with a specific budget, goals, targets and expenditure areas.
 - While there is uncertainty regarding the specific revenue that could be generated, if the Town desired to increase revenues by ~2.5 million annually, based on 26% of properties being non-primary residences, this would lead to a residential property tax rate increase of approx. 50%. (i.e. \$850 per multi-unit or \$1,500 per single detached).
- Potential revenue uses could include but are not limited to:
 - Purchase of property for non-market housing.
 - Funding affordability programs in the community.
 - Incentivize development of accessory buildings or dwelling units.
 - Incentivize purpose built rental development.
 - Increasing non-market housing supply.
- Budgeting considerations:
 - Need to develop a program budget.
 - Need to budget for incremental administrative costs.
 - Need to account for this change in the Town’s tax share policy so as to not inadvertently impact residential and non-residential tax share calculations.

Objective 3:

Tax Incentives to
incentivize purpose-
built rental
accommodation

Task Force Recommendations

Incentives for Purpose Built Rental Accommodation: Council Policy

- Develop an overarching policy to incent rental housing, which would include a breadth of tools – including tax incentives, development and land supply policies.
- Similar to incentives for full time occupancy, establish clear policy goals and targets to grow purpose built rental supply.

Tax Incentives Supporting Purpose Built Rental Housing: Recommendations

Through the tax relief or grant authority, adopt a policy that exempts new purpose built rental properties from 75% of the municipal portion of residential property taxes for up to 10 years.

Program can be designed similar to Council's recent decision in support of 900 Railway Avenue, which included the following conditions:

- The property remains a long-term residential rental property with a minimum 12-month lease and at least 95% of the units rented to residents of Canmore;
 - Council will be provided an annual report on residency of tenants; and
 - If the property is ever converted from a long-term residential rental property then the exempted taxes will become immediately due.
- The policy would apply to new buildings that are not subdivided, and include a minimum number of rentable units that is yet to be determined, but intended to be associated with apartment-style built form as well as smaller densification projects in established neighbourhoods.

Zoning, Land Use and Approval Policy Guidance

- The Task Force explored zoning and land use policies in its discussions and offers the following for consideration as part of administration's approach:
 - Limiting subdivision of properties and/or use of restrictive covenants on land titles to prevent condominimization of purpose built rental properties.
 - A grant or incentive to convert homes to multi-unit rentals.
 - Minimize land use requirements that reduce unit counts, including parking requirements, setbacks, sight coverage and height restrictions.
 - Fast track approvals for rental properties, including the prospect of additional resources.
 - Development of pre-approved standard rental variance packages, pre-approved standard housing designs and/or pre-approved additional dwelling unit designs.

Land Supply Recommendations

- The Town strategically assess the potential rental land supply in the community, and create an inventory of underutilized municipal land that could be used for rental development (e.g. surface parking, vacant land etc.).
- The Town develop a land supply strategy to guide development:
 - Develop criteria for inventorying and ranking parcels for rental development (e.g. size, location, complexity, probability of proceeding, ownership, etc.).
 - Balance rental supply with other uses, including commercial, industrial, and other residential, and set criteria for each.
- Consider the following tools to support purpose built rental development:
 - Purchasing private land using funds from the non-primary residence additional taxation.
 - Negotiating prospective land parcels with the province/ other governments.
 - Outreach to landowners to explore their willingness to develop rental supply – especially in light of the other incentives.

Further Considerations

- The Task Force explored a wide range of issues, and noted that there may be merit for a future Task Force to review and explore changes to the Town of Canmore's requirements for businesses to provide or contribute to employee housing.



Town of
CANMORE Council Policy

Policy Title: Property Tax

Policy Number: FIN-005

Date in Effect: December 15, 2015

Current as of: November 5, 2024

POLICY STATEMENT

1. It is the policy of the Town of Canmore to set and manage property taxes in compliance with local and provincial legislation, while thriving and remaining financially viable over the long term.

PURPOSE

2. To clearly state Council's guiding principles regarding their approach to decision making as it relates to setting property tax rates that are responsive to economic conditions, comparable to other communities, equitable within the tax base and accountable to the ratepayers.

GUIDING PRINCIPLES

Accountability and clarity in collection of property taxes

3. In setting annual property tax rates and collection amounts, focus will be placed only on the municipal component of the property tax. No consideration will be given to the provincial education tax component and impact. Work will continue to clarify and communicate to ratepayers the distinctions between the provincial education and municipal taxes, and direct inquiries to appropriate sources.
- 3.1 The Town's Division of Class 1 Property By-law 2024-19 divides residential property into five subclasses: "Residential", "Tourist Home", "Primary Residential", "Residential Vacant Serviced Land" and "Residential Vacant Unserviced Land". The Town has initiated a Livability Tax Program to incentivize long-term full-time occupancy of residential units with the creation of the "Primary Residential" subclass. Properties occupied or rented out to someone who occupied a dwelling unit on the property as their primary residence and who declare this use annually will be placed in the "Primary Residential" subclass. The Livability Tax Program tax revenue will be collected from the "Residential" subclass. The revenue under the Livability Tax Program will not be collected from the "Primary Residential", "Tourist Home", "Residential Vacant Serviced Land", or "Residential Vacant Unserviced Land" subclasses.

253-2024

Accountability in engaging stakeholders in tax policy decisions

- 4 A tax policy education session will be incorporated into the council orientation package. Municipal property tax policies will be reviewed once every term of council and the review will include citizen engagement activities, the results of which will help to inform any tax policy revisions.

Policy approved by



Stability in managing tax changes

- 5 When establishing an annual tax rate, consideration will be given to the previous years' tax burden to ensure a consistent and equitable distribution between assessment classes.

Equity and competitiveness in the distribution of the residential and non-residential tax share

- 6 Indicators of tax rate ratios and residential taxes per capita in neighboring and comparator municipalities will be monitored on an ongoing basis, with an intention to target a residential/non-residential tax share split in line with the average of these findings. Competitor municipalities are those in the same (or a similar) market as Canmore from an economic perspective.

- 6.1 Tax revenue under the Livability Tax Program will not be collected from non-residential properties.

253-2024

Equity for vacant residential properties

- 7 The same tax rate will be applied to the Residential Vacant Serviced Land subclass, the Residential Vacant Unserviced land subclass and the Primary Residential subclass.

253-2024

- 7.1 Tax revenue under the Livability Tax Program will not be collected from Residential Vacant Unserviced Land subclass properties.

253-2024

Equity for tourist homes and visitor accommodation units

- 8 Class 1 property is divided into subclasses for property assessment purposes while visitor accommodation units are classified as non-residential properties. One class 1 subclass is "Tourist Home".

253-2024

- 9 A tourist home property will be taxed at a rate equivalent to that of non-residential properties for municipal and vital homes taxes in recognition of the fact that it can be used as a non-residential visitor accommodation unit and can be rented out for short-term and long-term accommodation purposes.

263-2022

- 10 Tax revenue under the Livability Tax Program will not be collected from "Tourist Home" properties.

253-2024

Equity from a user pay perspective

- 11 Where possible, cost recovery from user fees and charges will be pursued to replace property tax revenue.

Social and economic considerations

- 12 A broad range of indicators will be considered in making tax decisions to ensure responsiveness to local social and economic conditions.

Policy approved by:



RESPONSIBILITIES

13 Administration will provide Council with comparator data at the time property tax rates are being set each fiscal year. These guiding principles will be considered when setting the annual property tax rates.

POLICY REVIEW

14 This policy will be reviewed by Council on or before November 30, 2030.

263-2022
253-2024

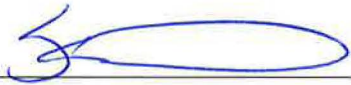
RELATED DOCUMENTS

Part 10, Division 1 of the Municipal Government Act (MGA) sets out the regulatory requirements regarding taxation.

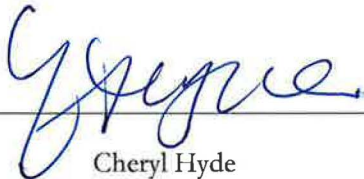
The Town of Canmore’s Bylaw 2024-19 a bylaw to provide for the division of class 1 property into subclasses for property assessment purposes.

A Property Tax Policy Framework for the Town of Canmore: Analysis and Recommendations – Report prepared for the Town by Ben Brunnen Policy and Research

AUTHORIZATION:



Sean Krausert
Mayor



Cheryl Hyde
Manager, Municipal Clerk’s Office

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	2015-12-15	364-2015	
Amended	2022-11-01	263-2022	Tourist homes taxed at non-residential rate; numbering format updated.
Amended	2024-11-05	253-2024	Remove Tourist Home – Personal Use & add the Livability Tax Program.

Policy approved by: 



Town of
CANMORE Council Policy



Policy Title: Reserves
Policy Number: FIN-007
Date in Effect: August 22, 2017
Current as of: November 5, 2024

POLICY STATEMENT

- 1 Canmore is sustainable only if both its capital infrastructure assets and its financial assets can be maintained over the long term. It is the policy of the Town of Canmore to establish reserve funds to ensure the long-term financial stability and flexibility of the Town of Canmore, to position it to respond to varying economic conditions and changes affecting the Town's financial position, and to ensure the organization has the ability to continuously carry out its responsibilities.

PURPOSE

- 2 The purpose of this policy is to establish guidelines, limits, and conditions applicable to the segregation of the Town of Canmore's accumulated surplus, referred to as restricted surpluses in its audited financial statements, into reserves funds. The reserves practices will ensure a favourable and sustainable financial position while supporting the ability to meet current and future operating and infrastructure requirements by maintaining reserves funds sufficient to achieve the following:
- a) The organization has sufficient working capital so that it is able to sustain operations through delays in receipt of payments of committed funding and to accept reimbursable contracts and grants without jeopardizing ongoing operations;
 - b) The organization has sufficient resources to fund the acquisition or construction of new capital assets and the replacement and rehabilitation of major capital infrastructure assets, as required and as identified in the Town of Canmore Strategic, Capital, and Long-Term Financial Strategy Plans;
 - c) Public confidence in the long-term sustainability of the organization is promoted by preventing cash flow crises that can diminish its reputation and force its leaders to make expensive short-term, crisis-based decisions;
 - d) The organization has sufficient resources to fund budgeted contingency amounts for unpredictable revenues, volatile expenditures, and unanticipated opportunities and/or challenges;
 - e) To contribute favourably to the liquidity position of the organization;

Policy approved by:  

- f) A favourable credit status and financial flexibility is maintained;
- g) The organization complies with the industry best practices; and
- h) The organization meets the objectives of the Town's Debt Management Policy, the Property Tax Policy, Long Term Financial Strategy, and the Town of Canmore Strategic Plan.

255-2024

DEFINITIONS

- 3 "Capital Reserves" means the portion of unrestricted net assets that the Town maintains, or that Council has designated (or "restricted") for use in maintaining an adequate reserve to acquire or construct new capital assets and replace and rehabilitate major capital infrastructure assets as required, and as identified in the Town of Canmore Strategic, Capital, and Long-Term Financial Strategy Plans.
- 4 "Dedicated Reserves" means the portion of unrestricted net assets that the Town has collected from developers to fund specific initiatives and/or projects. The funds may not be used for any other purpose than what they were collected for.
- 5 "Depreciation" means the amortization amount of fixed assets, such as buildings and equipment, in order to allocate the cost over its useful life. It is a process of cost allocation and not valuation. Depreciation increases expenses but does not reduce cash.
- 6 "Operating Expenses" means the annual expenditures to fund regular operations and for greater certainty, do not include transfers from operating to fund capital expenditures, transfers to reserves, internal transfers between departments, and funds expended on non-tangible capital asset.
- 7 "Operating Reserves" means the portion of unrestricted net assets that the Town maintains, or that Council has designated (or "restricted") for use in:
 - a) emergencies to sustain financial operations for a reasonable period in the event of significant and unanticipated, unbudgeted increases in Operating Expenses and/or losses in operating revenues, and/or
 - b) funding budgeted contingencies for non-emergent but unpredictable revenues, volatile expenditures, and unanticipated opportunities and/or challenges, and/or
 - c) funding for the mitigation of tax rate increases.
- 8 "Program Specific Reserves" means the portion of unrestricted net assets that the Town maintains, or that Council has designated (or "restricted") for use in specific initiatives or programs for which the funds are collected.

Policy approved by:

GENERAL GUIDELINES

- 9 All reserve transfers, re-designations, revisions, and new account requests must be approved by Council. Approvals may be in the form of:
 - a) The annual operating or capital budget approval;
 - b) A carryover project that was contained in an approved operating or capital budget; or
 - c) A Council resolution.
- 10 Draws from reserves must not exceed the fund balance unless it can be demonstrated to Council that future sources of revenue will provide adequate funding to return the fund to a positive balance.
- 11 All operating and capital reserve funds must be fully described and include a purpose, source of funding, minimum level, optimum or target level, and the rationale used to establish the levels.
- 12 Before creating a new reserve fund, the option of adding an incremental contribution to an existing fund of a like nature will be considered.
- 13 The prescribed fund limits will be reviewed by Council at least once each term of office.
- 14 Interest will be paid to all reserve funds based on the average balance, calculated as the opening plus closing balances divided by two, at the annual average rate of return on long and short-term investments.
- 15 The Town will maintain reserve funds in accordance with Schedules A, B, and C.
- 16 Program Specific Reserve funds are intended to accumulate the money collected for specific initiatives or programs stipulated at the time of collection.

255-2024

MANAGEMENT OF THE RESERVE FUNDS

- 17 Under the direction of Council, the chief administrative officer or their designate will ensure funds are invested according to the guidelines set out in the Town's Investment Policy and in accordance with provincial legislation.
- 18 Reserve funds will be drawn down only under circumstances specific to the individual reserve fund.
- 19 For reporting purposes, the reserve funds will be listed separately in the "notes" section of the Town's financial statements.

RESPONSIBILITIES

- 20 Only Council can approve the drawing down of a fund for operating or capital purposes.
- 21 The Finance Committee will review the reserves policies at least every term of Council, or sooner if conditions warrant, and provide recommendations for Council approval.

Policy approved by:  

22. Administration will annually provide Council with:
- a) Actual year end reserve fund balances;
 - b) Five-year, projected, uncommitted reserve fund balances;
 - c) Five-year, anticipated reserve contributions and draws;
 - d) Reserve fund statistics as follows:
 - i) capital reserve fund contributions as a ratio to capital asset value,
 - ii) capital reserve fund contributions as a percentage of annual Depreciation,
 - iii) the ratio of reserve funds to outstanding debt,
 - iv) the unamortized balance of capital assets relative to historical cost (the asset consumption ratio), and
 - v) total annual budgeted operating expenditures.

255-2024

- a) Livability Tax Program key performance indicators (KPIs) as follows:
 - i) count and percent of properties occupied and not occupied by primary residents, by type and location,
 - ii) count and percent of owner versus tenant occupied properties, by type and location,
 - iii) count and percent of primary residence properties with multiple dwelling units,
 - iv) incremental revenues associate with the Livability Tax Program,
 - v) number of Tourist Homes converted to Residential,
 - vi) count and percent of exempt properties by reason,
 - vii) average assessed value of non-primary residences versus all residential properties,
 - viii) number and percent of declaration audits per year,
 - ix) number and percent of false declarations of all those audited,
 - x) amounts of taxes recovered,
 - xi) dollar value of fines issued,
 - xii) number of complaints received from the public about houses not occupied as primary residences, and
 - xiii) number and percent of complaints found to be valid.

255-2024

23 Repealed

255-2024

POLICY REVIEW

24 This policy will be reviewed by Council on or before July 30, 2029.

255-2024

RELATED DOCUMENTS

Municipal Government Act
 Debt Management Policy
 Property Tax Policy
 Investment Policy
 Town of Canmore Strategic Plan
 Town of Canmore Long Term Financial Strategy

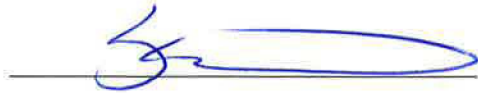
Policy approved by: CTP SE

ATTACHMENTS

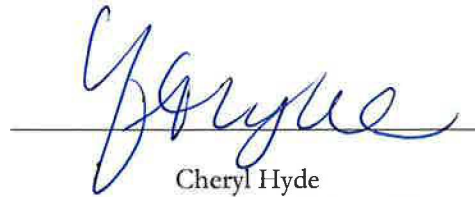
- 1) Reserves Policy – Schedule A
- 2) Paid Parking Revenue Allocation Model --Schedule B
- 3) Franchise Fee Allocation Model – Schedule C

REPEALS POLICY: Reserves Policy 223-2016

AUTHORIZATION



Sean Krausert
Mayor



Cheryl Hyde
Manager, Municipal Clerk's Office

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	2017-08-22	62-2017FIN	Approved by the Finance Committee
Amended	2021-02-23	44-2021	Schedule A: add sustainability reserve and paid parking reserve, amend PAH to Vital Homes
Amended	2021-08-17	197-2021	Schedule A: amend art trust; update formatting and numbering in policy
Amended	2022-04-05	87-2022	Schedule A: add development application reserve
Amended	2023-12-05	313-2023	Schedule A: amend paid parking reserve to Integrated Transportation Management Reserve (name and description/usage change)
Amended	2024-11-05	255-2024	Add Livability Tax Program KPI reporting and a new Livability Reserve Added Schedules B and C

Policy approved by:  

Fund	Purpose	Funding Source(s) *	Minimum \$ Level	Target/Optimum \$ Level	Rationale Used to Establish Levels
OPERATING					
General Municipal Operating	For working capital purposes, to provide funding for unanticipated operating expenditures in the course of providing municipal services, and for unforeseen general operating emergency expenditures.	One time transfers and one-time unbudgeted sources of revenue.	5% of annual operating expenditures	10% of annual operating expenditures	GFOA best practices as applied upon assessment of the Town's circumstances and considering any short term operating credit facilities available.
Corporate Operating Contingency	Subject to multi-year budgeting being approved by Council or required by provincial legislation, to fund unexpected or emergent operating demands that arise as a natural consequence of multi-year budgeting.	Original fund established by a transfer from the general operating reserve and then from municipal property taxes as required. <small>44-2021</small>	1% of annual budgeted municipal property taxes	1.5% of annual budgeted municipal property taxes	Comparison to amounts set by other municipalities and historical experience with amounts actually utilized each year.
Tax Stabilization	To mitigate tax rate increases in cases of an emergent and/or non-recurring nature. <small>44-2021</small>	One time transfers and one-time unbudgeted sources of revenue.	3% of annual operating expenditures	7% of annual operating expenditures	GFOA best practices so that the total of this and the general operating fund equal a minimum of 1 month (8%) and an optimum of 2 months (17%) of annual operating expenditures.
CAPITAL					
General Municipal Capital	To fund new capital projects or for capital expenditures necessary in cases of emergency.	Transfers from property tax revenue, unspent annual contributions to capital from operations, and one time transfers to boost reserve levels.	Adequate to fund new capital projects identified as reserve funded in the long term financial strategy and capital planning summary and unanticipated capital expenditures within the next 5 years.	Adequate to fund new capital projects identified as reserve funded in the long term financial strategy and capital planning summary and unanticipated capital expenditures within the next 10 years.	Best practices call for fund balances based upon an analysis of the needs of the municipality, taking into consideration long term financial strategies, capital project plans, and asset management plans.
PROGRAM SPECIFIC					
Asset Replacement/ Rehabilitation	To fund asset rehabilitation and replacement capital projects.	Transfers from annual operating surpluses, franchise fees (Schedule C), budgeted transfers from municipal property tax revenue, and other one-time transfers to boost reserve levels. <small>255-2024</small>	Adequate to fund rehabilitation and replacement capital projects identified as reserve funded in the long term financial strategy and capital planning summary and unanticipated capital expenditures within the next 5 years.	Adequate to fund rehabilitation and replacement capital projects identified as reserve funded in the long term financial strategy and capital planning summary and unanticipated capital expenditures within the next 10 years.	Best practices call for fund balances based upon an analysis of the needs of the municipality, taking into consideration long term financial strategies, asset management plans, and annual Depreciation amounts.
Flood Mitigation Structure Maintenance	To fund the work required to maintain flood mitigation structures, particularly after an event.	Budgeted transfers from municipal property tax revenue.	\$250,000	\$2,000,000	Estimated cost to maintain flood mitigation structures.
Water Utility	To fund capital projects related to the Water and Utility metering Systems.	(1) special financing initiatives (2) special requisitions (3) grant funding specific to utility programs (4) net surplus from annual operations of the Utility department	\$2,000,000	\$2,500,000	Rate model projections of reserve requirements to fund anticipated water capital projects over the next 10 years.
Wastewater Utility	To fund capital projects related to the Wastewater and Storm Drainage Systems.	(1) special financing initiatives (2) special requisitions (3) grant funding specific to utility programs (4) net surplus from annual operations of the Utility department	\$3,000,000	\$4,000,000	Rate model projections of reserve requirements to fund anticipated wastewater capital projects over the next 10 years.

Schedule A

H2 Attachment 6

Solid Waste Collection	To fund the lifecycle replacement of capital infrastructure or future capital acquisitions relating to solid waste collection services.	(1) special financing initiatives, (2) special requisitions (3) grant funding (4) net operating surplus of the Solid Waste Collection department	\$250,000	\$300,000	Rate model projections of reserve requirements to fund anticipated solid waste collection capital projects over the next 10 years.
Solid Waste Recycling	To fund the lifecycle replacement of capital infrastructure or future capital acquisitions relating to solid waste recycling services.	(1) special financing initiatives, (2) special requisitions (3) grant funding (4) net operating surplus of the Solid Waste Recycling department	\$250,000	\$350,000	Rate model projections of reserve requirements to fund anticipated solid waste recycling capital projects over the next 10 years.
Vital Homes <small>44-2021 255-2024</small>	To fund the construction and operation of Vital Homes units and acquisition of land as determined in consultation with CCHC. <small>44-2021 255-2024</small>	Mill rate assessment on residential and non-residential sectors, and one-time transfers to boost reserve levels per Council resolution or policy.	TBD	TBD	Best practices call for fund balances based upon an analysis of the needs of the municipality, taking into consideration strategic and capital project plan.
Photo Radar	To fund expenses related to policing or traffic safety initiatives and community safety initiatives and programs.	Net revenues from contracted photo radar speed enforcement	None	None	None
Art Trust Fund	To fund local, invitational, open or commemorative art competitions, community art projects, public art projects, and related maintenance and operations of the public art program	Annual budget allocations equal to \$5 per capita and allocation of 0.5% of the average of the previous five-year period's annual approved budgets' Town contributions to above ground construction projects. <small>197-2021</small>	None	None	None
Economic Development	To fund economic development initiatives and/or programs.	Any positive differences between the funding provided economic development initiatives/programs and the amount collected from Business Registry fees, and one time contributions to boost balances.	None	None	None
Sustainability <small>44-2021</small>	To fund programs and projects to finance and promote energy efficiency, greenhouse gas reduction measures, and climate adaptation. See attached Schedule C. <small>44-2021 255-2024</small>	Transfers from franchise fees. <small>44-2021</small>	None	None	None
Integrated Transportation Management Reserve <small>44-2021 313-2023</small>	To fund strategies of the Integrated Parking Management Plan including but not limited to transit operations and infrastructure, parking infrastructure, maintenance and rehabilitation, and complete streets infrastructure including enhancements to the Town Centre. See attached Schedule B. <small>44-2021 313-2023 255-2024</small>	Paid Parking Revenue Allocation Model (PPRAM) <small>44-2021 313-2023</small>	None	None	None

<p>Development Application Reserve 87-2022</p>	<p>To provide funding for scalable resourcing levels required to accommodate fluctuations in planning and development applications without requiring tax-funded support. The reserve is used to stabilize the operating budget, fund one-time operating expenditures, and fund capital expenditures related to businesses enhancements that support the processing of development related applications. 87-2022</p>	<p>Annual operating surpluses from fee supported operations in the Planning & Development and Engineering departments. 87-2022</p>	<p>None 87-2022</p>	<p>The target balance for the reserve is 50% of annual budgeted fee-based expenditures in Planning & Development and Engineering. 87-2022</p>	<p>The optimum level is intended to provide sufficient rate-supported stabilization to the fee-supported operations to either scale up to meet higher than anticipated volumes; and to retain a core staff complement in the event of a sustained downturn in application volumes. 87-2022</p>
<p>Livability Reserve 255-2024</p>	<p>To fund livability initiatives in one or more of the following areas: increasing purpose built rental development, increasing non-market housing including the purchase of related land or property, supporting infrastructure for non-market housing, 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 Livability Tax Program and implementing the initiatives, and/or preserving existing affordable rental housing. 255-2024</p>	<p>Funds are collected from the Livability Tax Program. 255-2024</p>	<p>None 255-2024</p>	<p>None 255-2024</p>	<p>None 255-2024</p>
DEDICATED - FUNDED BY DEVELOPMENT					
<p>Offsite Levy</p>	<p>To fund the future costs to provide new or expanded infrastructure required for development. 44-2021</p>	<p>Levies assessed to development in accordance with the Municipal Government Act</p>	<p>None</p>	<p>None</p>	<p>None</p>
<p>Recreation Levy</p>	<p>To fund recreation projects in accordance with the Recreation Contribution Policy.</p>	<p>To accumulate voluntary contributions from development towards new recreation infrastructure</p>	<p>None</p>	<p>None</p>	<p>None</p>
<p>Cash in-lieu of Bear Bins</p>	<p>To fund the purchase and installation of a waste containers within existing neighbourhood required as a result of in-fill development</p>	<p>In-lieu cash payments from developments where the total number of residential units is less than eight (8)</p>	<p>None</p>	<p>None</p>	<p>None</p>
<p>Cash in-lieu of Parking</p>	<p>To fund the purchase of land suitable for future parking developments and to plan, develop and construct parking facilities</p>	<p>Funds are collected as part of the Development Permit process, and payments are outlined in a Development Agreement.</p>	<p>None</p>	<p>None</p>	<p>None</p>
<p>Cash in-lieu of Municipal Reserve</p>	<p>To fund public parks, public recreation areas or school authority developments as are allowed by Section 671(2) of the MGA</p>	<p>Funds are collected as part of the Subdivision approval process, and payments are outlined in a Subdivision Servicing Agreement.</p>	<p>None</p>	<p>None</p>	<p>None</p>

Schedule B- Paid Parking Revenue Allocation Model (PPRAM)

Amended on November 5, 2024 by motion 255-2024.

Principle 1 – Cost Recovery Principle: The full cost of parking management should be covered with the revenues of the paid parking program. Each budget cycle, the program costs are approved by Council, based on projected resource requirements, and estimated revenues.

Regular fee reviews will be conducted with every two-year budget cycle. Administration will bring forward differential pricing strategies that will include analysis of existing market price and utilization, peak-load pricing, pricing based on location scenarios etc.

Principle 2 - Benefits and Subsidies Principle: The costs of parking should be borne by those that benefit from parking, with a user-pay approach being preferable to general taxation. This approach directs a greater share of costs to those directly benefiting and reduces subsidies for driving. The community at large benefits from the provision of transit as it reduces traffic congestion and parking demand. The benefit is maximized when transit usage is maximized. Making local transit fare-free offset by parking revenues was identified as a primary strategy for parking management in the Integrated Parking Management Plan and approved by Council. Offsetting a portion of the costs of local transit with parking revenues continues to be a complimentary strategy in support of parking goals.

Principle 3 - Management of Public Assets Principle: The Town has a responsibility to appropriately manage and maintain its assets to ensure the ongoing function and benefit to the community. Transportation infrastructure assets (pathways, roads, streets, transit, signage, parking) represent a significant portion of the Town's asset base. This principle recognizes that the cost of lifecycle maintenance and improvements of these assets should be considered when determining the allocation of the paid parking revenues.

Following these principles, paid parking revenues will be allocated in the following manner:

Operating Expenses

Based on the cost recovery principle, the paid parking revenues will first and foremost offset direct costs associated with the paid parking operations. The net income will then be transferred as per the allocation in the following sections.

In the unlikely event that the paid parking revenues are not sufficient to cover all the Operating Expenses, a draw from the Integrated Transportation Management Reserve would occur. Should the balance in the ITM not be sufficient to cover paid parking Operating Expenses and the planned transit amount, a draw from the Tax Stabilization Reserve would take place. Transfers to reserves, the Town Centre Grant Program, and the Rocky Mountain Heritage Foundation would not occur. In such a circumstance, the paid parking Operating Expenses need to be reduced while looking for strategies to increase the paid parking revenues.

Transit Services

Net paid parking revenues will continue to cover a portion of transit costs that would have otherwise been covered by user fees or tax funded. Parking revenues collected in the Town Centre and at Quarry Lake are directed back into a service that directly benefit residents, visitors, and businesses in those areas and will continue the social benefit of managing parking demand and congestion, and providing a safe, accessible, and affordable transportation option.

To ensure sustainability of this vital service, a fixed amount for each fiscal year of transit operations within the two-year budget process is funded as the priority from net paid parking revenue. This amount, which is informed by the Bow Valley Regional Transit Services Commission budget requisition should not exceed 50% of the net paid parking income.

It is recommended that contributions to transit operations do not exceed 50% of net paid parking income, to allow for an approximate equal split between operating and capital contributions. Contribution to the Integrated Transportation Management capital reserve will allow for funding of infrastructure, maintenance, and replacement in support of the Integrated Parking Management Plan, including transit operations.

Rocky Mountain Heritage Foundation

As co-owners of the Quarry Lake, 50% of the net paid parking revenue attributable to Quarry Lake operations is paid to the Rocky Mountain Heritage Foundation subject to the final executed agreement. Exact amounts will vary each year based on actual Quarry Lake operations' revenues and expenses.

Town Centre Grant Program

The Town Centre Grant Program was developed in 2022 in consultation with the Downtown Business Improvement Area (BIA).

The grant program creates a mechanism through which the BIA can request funding to deliver on projects, programs, or initiatives to support the enhancement of the BIA area in alignment with Town Strategic documents while keeping the focus on areas of the BIA boards' strategic priorities. Eligible grant-funded projects are reviewed and ranked by a small group of Town staff based on their ability to demonstrate fit with the purpose of the grant and its eligibility criteria. Applications will be evaluated against the following criteria:

- *Strategic Plan and Guiding Document Alignment* – how the project supports the objectives and key results in Council's Strategic Plan and other guiding documents.
- *Multi-Modal Transportation and Parking* – how the project aligns with the guidance provided in the ITP and IPMP.
- *Economic Benefit* – how the project benefits the Town Centre business community and how the project utilizes other grants or funding sources.

Council approves the grant funding as part of the two-year budget approval process based on the PPRAM. The process of allocation is intended to be collaborative between the Town and BIA. Unspent grant funds are set aside in the Asset Replacement/Rehabilitation Reserve for future Town Centre Grant Program needs.

Based on historical community grants and other Town Centre enhancement funding opportunities (e.g., in-street patios, vibrancy initiatives) an amount of \$50,000 annually was approved by Council. There are

significant infrastructure capital needs outside of this grant program and therefore this grant stream will be used for capital or operating programs/services with no recurring operating impact to municipal taxes.

Contribution to Reserve

Following the allocation to cover Operating Expenses, transit services, RMHF and the Town Centre Grant Program as outlined above, the balance of net parking income will be transferred to the Integrated Transportation Management Reserve to fund future maintenance and replacement/rehabilitation of existing assets as well as to fund improvements. This approach seeks to provide sufficient resources for Integrated Transportation Management Plan implementation while helping to close the gap that currently exists between reserve contributions and anticipated lifecycle maintenance needs.

Schedule C- Franchise Fees Allocation

Amended on November 5, 2024 by motion 255-2024.

Franchise fees are used in their entirety to support capital requirements and climate action initiatives.

Starting in 2021, operating budget support for capital came from franchise fees as opposed to taxes. A percentage of the franchise fees fund climate action initiatives with the residual going to the Asset Replacement/Rehabilitation Reserve.

Each year, an amount that is roughly 5% of the previous year's taxes is transferred to fund operating capital items. This funding is applied to the capital program before drawing funding from reserves.

A further portion of the franchise fees is then used to support climate action initiatives, and this increases by a percentage point each year to a maximum of 10%. This allocation is calculated at 8% in 2024, 9% in 2025 and 10% in 2026 with the phased in increases. In addition to the increased percentages, and even once the maximum 10% is reached, the portion flowing to climate action initiatives will also continue to grow over time with the annual growth in franchise fee revenue from community growth and usage. The allocation to climate action initiatives funds 75% of the Climate Change Specialist position with the remaining 25% funded from utilities fees, as the position supports the commercial and residential organics programs. The remainder after funding this position flows to the Sustainability Reserve where it is available for the purposes as specified in Schedule A.

90% of annual franchise fees fund the Asset Replacement/Rehabilitation Reserve. 10% of annual franchise fees flow to the Sustainability Reserve to fund climate action initiatives.

FORTIS FRANCHISE FEES

The Town and FortisAlberta entered into a franchise agreement in 2003 for a period of 10 years and renewed the agreement for a further 10 years in October of 2013. Administration has now signed a five-year renewal of this agreement. For each calendar year, the franchise fee is calculated as a percentage of FortisAlberta's actual revenue in that year from the distribution tariff rates charged for electric distribution service within the Municipal service area, excluding any amounts refunded or collected pursuant to riders. This type of revenue grows each year as the community expands and is significant in managing growth pressures.

Fortis franchise fees are set at 16% in 2024 and thereafter, a 2% increase will be implemented every other year until the maximum fees permissible of 20% is achieved in 2028.

ATCO FRANCHISE FEES

ATCO Gas has been supplying natural gas to the Town of Canmore and its residents under a Franchise Agreement since 1966, which was renewed in 2015. The agreement grants ATCO Gas the exclusive right to provide natural gas distribution services, construct, operate, and maintain the distribution system, and make use of roads, rights-of-way, and land owned by the Town for those purposes within the municipality. In exchange for the exclusive franchise, ATCO Gas takes the full responsibility for the distribution service, construction, operation, and maintenance of the distribution system, and collects a franchise fee from the consumer that is paid to the Town. The maximum franchise fee rate permissible is 35%.

The ATCO franchise fee is a percentage in each calendar year of ATCO Gas' actual total revenue derived from the delivery tariff, including the fixed charge, base energy charge, and demand charge, but excluding the cost of natural gas.

ATCO franchise fees are currently set to the maximum 35%.



Request for Decision

DATE OF MEETING: December 10, 2024 **Agenda #:** H 3

TO: Council

SUBJECT: First Response Fire Agreement with the MD of Bighorn

SUBMITTED BY: Sally Caudill, Chief Administrative Officer

RECOMMENDATION: That Council authorize the Mayor and CAO to execute the First Response Fire Agreement with the MD of Bighorn as attached for a five-year term beginning January 1, 2025.

EXECUTIVE SUMMARY

In 2017, the Town of Canmore and the MD of Bighorn executed a First Response Fire Agreement for a 5-year term ending on June 30th, 2022. In February 2022, the agreement was extended for an additional six months to allow time for the Town of Canmore to hire a new CAO and negotiations on a renewal agreement to take place. A two-year agreement was entered in December 2022 to give the MD of Bighorn to hire a new CAO and negotiate a renewal. Administration from both Canmore and the MD are recommending an agreement for five years be executed.

RELEVANT COUNCIL DIRECTION, POLICY OR BYLAWS

Resolution 178-2017	That Council authorize the Mayor and CAO to execute the First Response Fire Agreement with the MD of Bighorn as attached for the 5-year term beginning July 1, 2017.	April 2017
31-2022	That Council approve an extension to the First Response Fire Agreement with the MD of Bighorn from June 30, 2022 to December 31, 2022.	February 2022
316-2022	That Council authorize the Mayor and CAO to execute the First Response Fire Agreement with the MD of Bighorn as attached for a two-year term beginning January 1, 2023.	December 2022

DISCUSSION

The first response fire agreement with the MD of Bighorn is set to expire on December 31, 2024. Administration from both communities agree that the current agreement is serving their communities well and that no changes to the existing agreement are required. To that end both parties are requesting that their Council authorize the execution of a five-year agreement starting January 1, 2025 and expiring on December 31, 2029. The intermunicipal committee has directed administration from both communities to work together to respective councils.

ANALYSIS OF ALTERNATIVES

In the absence of an extension to the agreement, the Town would either stop providing fire services to the MD, which would not fit the spirit of being a good neighbour and would create safety issues for MD residents and businesses, or the Town could invoice the MD on a fee for service basis. This is not recommended as it is not an efficient use of Town resources, would result in increased costs and workload for the Town, could cause confusion and uncertainty for all stakeholders and could create financial uncertainty and risk for the MD, especially if there is a year where they experience a high volume of calls.

FINANCIAL IMPACTS

The annual fee for first response fire services paid by the MD of Bighorn to the Town of Canmore is calculated based on full cost recovery. The Annual Fee payable shall be calculated to include a proportionate share of the Town’s budgeted Fire and Rescue Department Operating costs, Corporate Administration Support costs, Insurance costs and Reserves Contributions attributable to the Fire Suppression and Rescue Services (which is in-line with how the calculations are done currently). The agreement requires that there be an annual reconciliation to the fee to ensure that actual costs and revenues in any given year are captured and that any change to assessment distribution is accounted for in the calculation. A sample calculation of the annual fee has been included in the Schedule B of the agreement.

INTEREST HOLDER ENGAGEMENT

Meetings occurred with the CAO and Fire Chief of the MD and the Intermunicipal Committee. Internally, the General Manager of Municipal Services, Fire Chief, and Manager of Finance were consulted.

ATTACHMENTS

- 1) 2025-2029 First Response Fire Agreement with MD of Bighorn.

AUTHORIZATION

Approved by: Chelsey Gibbons
Manager of Finance Date: November 6, 2024

Approved by: Sally Caudill
Chief Administrative Officer Date: November 20, 2024

THIS AGREEMENT made this 1st day of January, 2025.

BETWEEN:

**THE TOWN OF CANMORE, a Municipal Corporation
in the Province of Alberta
(hereinafter called the "Town")**

OF THE FIRST PART

- AND-

**THE MUNICIPAL DISTRICT OF BIGHORN #8,
a Municipal Corporation in the Province of Alberta
(hereinafter called the "M.D.")**

OF THE SECOND PART

FIRE SUPPRESSION AND RESCUE SERVICE AGREEMENT

WHEREAS the Town operates a Fire & Rescue Department;

AND WHEREAS the M.D. has requested, and is agreeable to pay for, the Town to provide “first response” Fire Suppression and Rescue Service in the portion of the M.D. shown outlined on the plan attached hereto (and made a part hereof), and marked as Schedule "A" (the "Serviced Lands");

AND WHEREAS the Town has agreed to use its fire-fighting equipment and fire-fighters for suppressing fires and rescue purposes in the Serviced Lands; pursuant to the terms, covenants, and conditions hereinafter contained;

AND WHEREAS the M.D. has agreed to pay for the Fire Suppression and Rescue Service to be provided pursuant to the terms, covenants, and conditions hereinafter contained;

NOW, THEREFORE, IN CONSIDERATION of the hereinbefore recited promises and the mutual covenants of the parties hereto, this Agreement witnesseth that the parties hereto covenant and agree as follows:

1. Definitions

1.1 In this Agreement unless the context otherwise requires:

- a. “**Annual Fee**” means the fee payable annually by the M.D. to the Town as outlined and attached to this Agreement as Schedule “B”.

- b. **“Fire Suppression and Rescue Service User Fees”** shall be those fees established by the Municipal Council of Canmore from time to time or at any time which shall be payable by users of Fire or Rescue Services that are not party to this Agreement. The proposed 2025 and 2026 fees are attached to this agreement by way of example as Schedule "C ".
- c. **“Emergency”** means a sudden unexpected happening or unexpected occasion for action; events or unexpected occasions requiring trained fire-fighters to use their skill and judgement in the application of firefighting and rescue equipment and techniques to manage or properly extinguish fires and to provide emergency rescue services.
- d. **“Fire Suppression”** means the process of controlling and/or extinguishing fires for the purpose of protecting people from injury, death, and/or property loss.
- e. **“First Response”** shall be the process whereby a 9-1-1 emergency call from the dispatching agency, on an incident within the Serviced Lands is directed to the Town of Canmore Fire-Rescue Services.
- f. **“Rescue Service”** includes services related to; vehicle and machinery extrication, Rope Rescue, Aquatic Rescue, Ice Rescue, Confined Space Rescue and Medical Assistance calls for the following situations:
 - Delta or Echo Calls
 - Manpower Assist
 - Ambulance not available
- g. **“Serviced Lands”** shall be as outlined on the map attached as Schedule “A” to this Agreement.

2. Annual Fee Calculations and Payment

- 2.1 The Annual Fee payable by the M.D. shall be calculated to include a proportionate share of the Town’s budgeted Fire and Rescue Department Operating costs, Corporate Administration Support costs, Insurance costs and Reserves Contributions attributable to the Fire Suppression and Rescue Services; the proportion shall be based upon the assessed market value of the Serviced Lands, and the assessed market value of the Town, as outlined in Schedule “B” attached hereto.
- 2.2 The Annual Fee shall be subject to year-end reconciliation, whereby the actual revenues and expenses incurred by the Town’s Fire and Rescue Department are reviewed, and the Annual Fee for the following year will be adjusted to reflect the actual expenditures from the previous year. The reconciliation fee shall be calculated based on the proportionate share as outlined in section 2.1.
- 2.3 The Town shall provide the following year’s projected Annual Fee by no later than

November 1st of each year. Should the Annual Fee be estimated to increase more than ten percent (10%) from one year to the next, the Town and the M.D. to discuss the impacts and the possible re-negotiation of the terms and conditions of the Agreement.

- 2.4 The Town will invoice the M.D. on an annual basis after the revenues and expenses for the year have been audited.
- 2.5 Failure to pay shall result in the Town being able to terminate the provisions of any and all Fire Suppression and Rescue Service under this Agreement until all such arrears are paid in full.
- 2.6 The payments reserved to the Town pursuant to Clause 2.1 hereof shall not prohibit nor prevent the Town from receiving any other payment that the Town deems necessary for the services to be provided.

3. Fire Suppression and Rescue Service Outside the Serviced Lands

- 3.1 In the event the Town is requested by the M.D. to supply Fire Suppression and Rescue Service beyond the Serviced Lands area in the M.D., and the Town has the resources and ability to perform such services, then the cost of such response or services shall be levied against the M.D. in accordance with the Fire Suppression and Rescue Services Fees in effect at the time and the M.D. shall pay the Town for such services when and as invoiced.

4. Requirement to Respond

- 4.1 Upon receipt of a bona fide request for Fire Suppression and Rescue Service within the Serviced Lands, the Town shall forthwith provide the necessary fire fighting personnel and equipment to affect a timely and effective response.
- 4.2 The M.D. recognizes and agrees that the Town will not be obligated to exhaust all its resources for Fire Suppression and Rescue Services in order to respond to a call in the Serviced Lands and that the Fire Chief or his designate, may hold back equipment and manpower to ensure the Town's capacity to respond to a request for Fire Suppression and Rescue Service within the Town of Canmore boundaries is not negatively affected.

5. Release and Indemnity

- 5.1 The M.D. hereby releases and indemnifies and saves harmless the Town, its officials, servants, and agents from all actions, causes of action, claims, costs, demands or liabilities of any kind or nature whatsoever arising directly or indirectly from:
 - a. a delay in providing Fire Suppression and Rescue Service;
 - b. a failure to provide Fire Suppression and Rescue Service;

- c. the failure to control or extinguish any fire of any kind or nature;
- d. the performance or provision of Fire Suppression and Rescue Service or any emergency service of any nature;
- e. the lack of fire hydrants or of water;
- f. the inability to locate a fire hydrant or other water source;
- g. the operation of a fire hydrant;
- h. any other action or thing done in the performance of the obligations of the Town under the Agreement whether such obligations arise specifically or incidentally, and which shall apply whether resulting from any negligence or other actions on the part of the Town, its servants or agents.

6. General

- 6.1 The Town shall not be obliged to construct any fire halls or locate fixed equipment outside the Town Limits in the Serviced Lands and the equipment and fire-fighters of the Town providing Fire Suppression and Rescue Service in the Serviced Lands shall proceed from existing Fire Halls within the municipal boundaries of the Town.
- 6.2 This Agreement does not and shall not be deemed or construed by the M.D. to confer on the M.D. or any owner of land or premises in the Serviced Lands a right to obtain damages from the Town.
- 6.3 The M.D. and the Town each agree to advise their insurers of the terms of this Agreement and obtain from their insurers confirmation that their insurers are aware of the terms of this Agreement and that insurance coverage applies to the M.D. and the Town, particularly with respect to the provisions of Clause 4 of this Agreement
- 6.4 The Town and the M.D. acknowledge that this Agreement is based upon the existing Town Fire Suppression and Rescue Services as outlined in the Town Council approved Fire Master Plan dated February 2017. Should the Town:
 - construct new, construct additions to or substantially renovate existing Fire Suppression and Rescue Service's facilities;
 - change or increase Fire Suppression and Rescue Services' equipment;
 - adjust service delivery levels for the Fire Suppression and Rescue Services' function; or
 - change or adjust the Fire Suppression and Rescue Services' human resources,

then the Town shall provide written notice to the M.D. of such changes or adjustments. Should the changes/adjustments result in impacts on the Annual Fee of greater than 10%, the M.D. and the Town shall meet to discuss the impacts and the possible re-negotiation of the terms and conditions of the Agreement.

7. Term

- 7.1 This Agreement shall remain in force and effect for a period of five (5) years, beginning January 1, 2025 and ending December 31, 2029 unless otherwise terminated.
- 7.2 Either party of this Agreement may terminate this Agreement by providing the other party with six (6) months notice in writing of such intention to termination which shall be effective six (6) months from the date of notice. All adjustments in respect to services or the annual fee payable shall be made on a pro rata basis as at the date the Agreement is terminated.
- 7.3 Either party of this Agreement may request a re-negotiation of the terms of this Agreement by providing a written request to the other party with six (6) months notice in writing.
- 7.4 A waiver of either party hereto of the strict performance of the other of any covenant or provision of this Agreement shall not of itself constitute a waiver or any subsequent breach of such covenant or provision or of any other covenant, provision or term of this Agreement.
- 7.5 Each of the parties shall from time to time and at all times do all such further acts and execute and deliver all such further documents and assurances as shall be reasonably required in order to fully perform and carry out the terms of this Agreement and such acts, documents and assurances shall be in writing and shall be delivered personally or may be mailed by registered mail, postage prepaid, addressed as follows:

As to the Town:

Chief Administrative Officer
Town of Canmore
902 – 7th Avenue
Canmore, Alberta, T1W 3K7

As to the Municipal District:

Chief Administrative Officer
Municipal District of Bighorn
Box 310
Exshaw, Alberta, T0L 2C0

7.6 The parties agree that they have expressed herein their entire understanding and agreement concerning the subject matter of this Agreement and it is expressly agreed that no implied covenant, condition, term, or reservation shall be read into this Agreement relating to or concerning such subject matter.

IN WITNESS WHEREOF the parties hereto have caused to be hereto affixed their respective corporate seals attested by the signatures of their respective duly authorized signing officers as of the day and year first above written.

THE TOWN OF CANMORE

MUNICIPAL DISTRICT OF BIGHORN

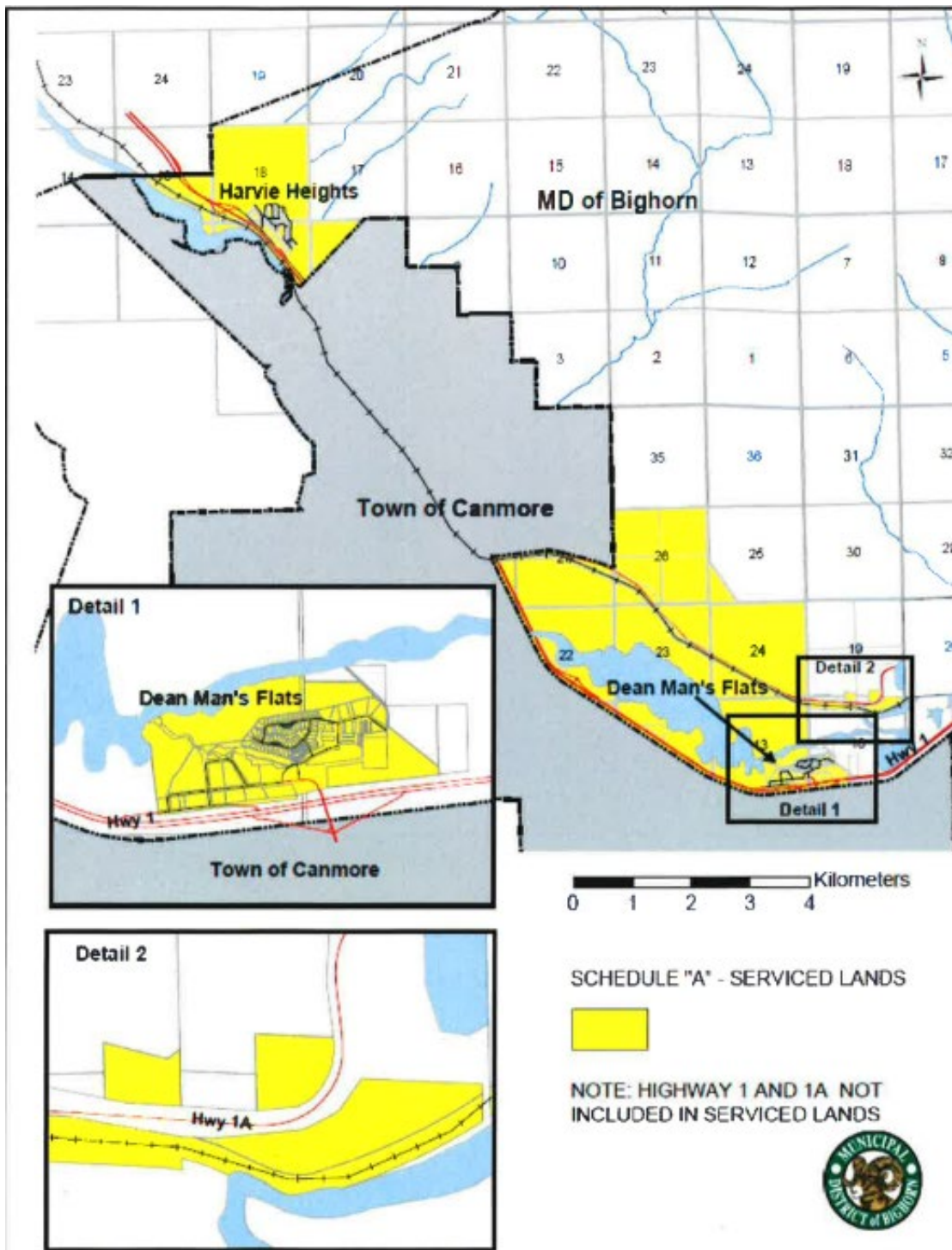
Per: _____
Mayor

Per: _____
Reeve or Deputy Reeve

Per: _____
Chief Administrative Officer

Per: _____
Executive Assistant

SCHEDULE "A"



SCHEDULE "B"

First Year of Agreement

The Town and the M.D. agree that the 2025 proposed estimated fee charged for the provision of Fire Suppression and Rescue Services could be **Two Hundred Ten Thousand One Hundred Seventy-Seven Dollars (\$210,177)** for the calendar year 2025.

2025 Estimated Cost Calculation:

2025 Estimated Fire Services

Annual Fire Operating Budget	\$4,102,069
Corporate Administration Support (3% of Total Value)	246,457
Insurance (15% of Insurance Cost)	151,500
Reserve Contribution for replacement of building, vehicles, and equipment	697,368
Total Annual Expenses	\$5,197,395
Assessment Distribution:	
Total ToC - Assessment (2024 Actual)	\$11,846,678,370
Total MD - Assessment - HH & Dead Man's only (2024 Actual)	499,256,200
Total Distribution	\$12,345,934,570
Cost Distribution Using Assessment:	
Total ToC	\$4,987,218
Total MD	210,177
Total Cost Distribution	\$5,197,395

Second and Subsequent Years of Agreement

The Annual Fee thereafter shall be calculated in accordance with the terms of Section 2 of this Agreement.

SCHEDULE “C “

Fire Suppression and Rescue Service User Fees 2025 and 2026

Fire Support Unit (Fire Squad)	\$212.00/hour	\$220.00/hour
Rescue/Pumper Response	\$859.00/hour	\$893.00/hour
Aerial Response	\$975.00/hour	\$1013.00/hour
Command Trailer	\$424.00/hour	\$441.00/hour

These fees include a response crew of four (4) maximum.

ADDITIONAL PERSON POWER FEE:

Every hour or part of:

Firefighter Fee	\$51.00/hour	\$53.00/hour
Fire Chief Fee	\$172.00/hour	\$179.00/hour
Deputy Fire Chief Fee	\$143.00/hour	\$149.00/hour

Response fees may apply for the following types of responses:

- a) Cancelled Calls
- b) Automatic Alarms caused by malfunction
- c) Hazardous Materials calls
- d) Any other response that may warrant a fee charge

**Fees will be updated as part of the regular Town of Canmore budget cycle*