



**TOWN OF CANMORE
AGENDA**

Committee of the Whole

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

Tuesday, December 17, 2024 at 1:00 p.m.

Times are estimates only.

- 1:00 – 1:05 **A. CALL TO ORDER AND APPROVAL OF AGENDA**
1. Land Acknowledgement
 2. Agenda for the December 17, 2024 Committee of the Whole Meeting
- 1:05 – 1:20 **B. DELEGATIONS**
1. ATCO – Alberta’s Energy Landscape
- 1:20 – 1:35 2. CAMBA Annual Update
- 1:35 **C. MINUTES**
1. Minutes of the November 19, 2024 Committee of the Whole Meeting
- 1:35 – 2:35 **D. STAFF REPORTS**
1. **Council Remuneration Policy (EX-002)**
Purpose: To get input from the Committee of the Whole on recommended changes to the Council Remuneration Policy (EX-002) before bringing it to Council for approval.
- 2:35 – 2:50 **Meeting Break**
- 2:50 – 3:20 2. **Steep Creek Updates to the Municipal Development Plan and Land Use Bylaw**
Purpose: To provide the Committee of the Whole with information on contemplated amendments to the Municipal Development Plan and Land Use Bylaw following the completion of the Cougar Creek Long Term Mitigation and completed Hazard and Risk Assessments for portions of the Three Sisters Mountain Village Lands.
- 3:20 – 3:50 3. **Affordability Measures and Services**
Purpose: To provide the Committee of the Whole with an update on affordability measures and municipal services that improve affordability.
- 3:50 – 3:55 **E. COUNCILLOR UPDATES**
1. December 2024 Councillor Updates
- 3:55 – 4:00 **F. ADMINISTRATIVE UPDATE**
1. December 2024 Administrative Update
- 4:00 **G. COUNCIL RESOLUTION ACTION LIST**
1. Council Resolution Action List as of December 9, 2024

4:00

H. CORRESPONDENCE

1. Letter from Minister Ellis re Legislative Changes Enhancing Civilian Governance of the RCMP
2. FAQ RCMP Civilian Governance
3. Letter to Mayor and Council re Partners for Climate Protection Program

I. CLOSED SESSION – none

4:00

J. ADJOURNMENT

ATCO Energy Systems

Alberta's Energy landscape

Canmore Town Council

November 2024

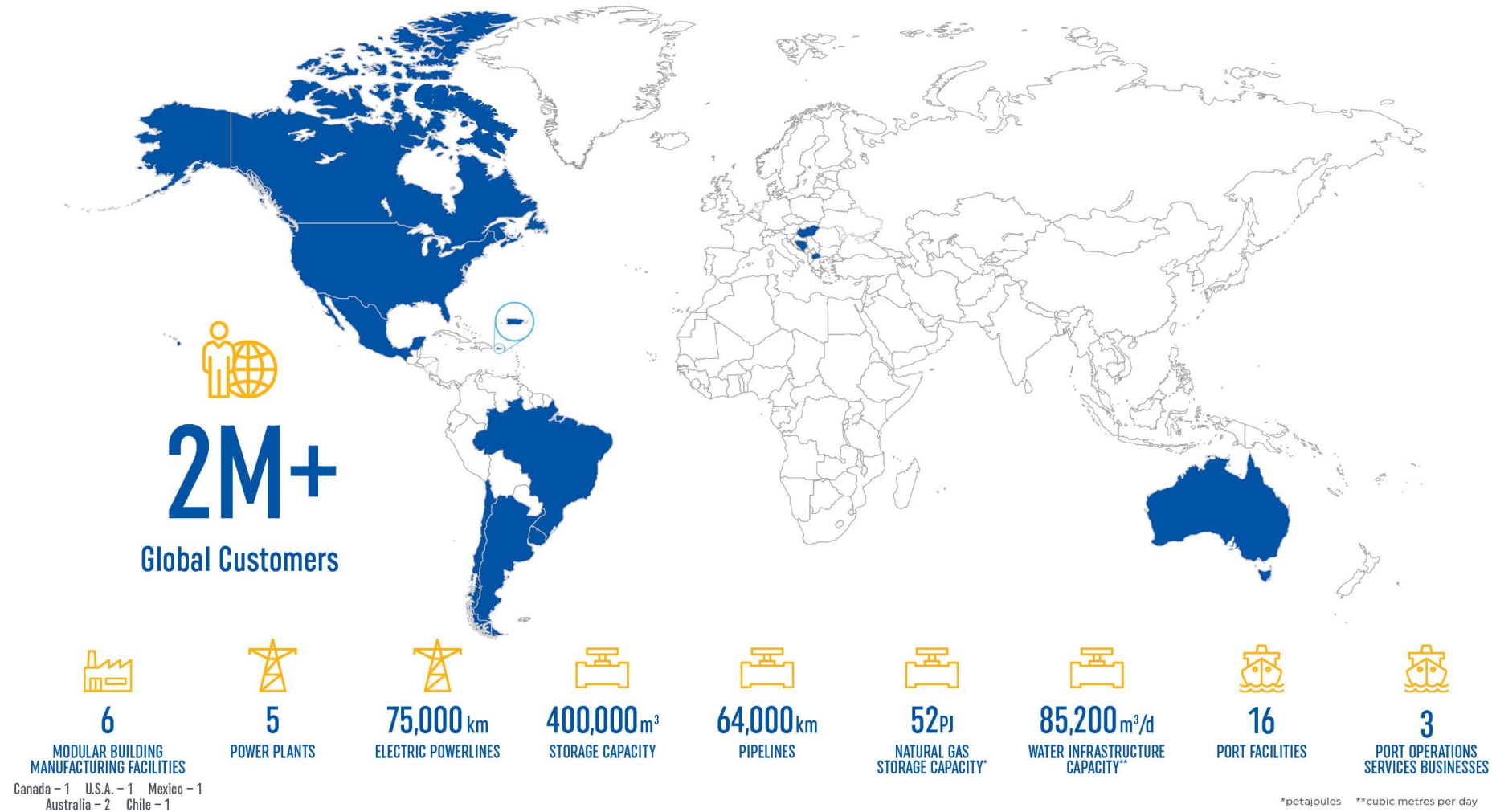
December 17, 2024 Committee of the Whole 1:00 p.m.

B1 Delegation



Who is ATCO


We have provided products and services in **100+ countries** around the world for **75 years**.



ATCO Gas: An ATCO Energy Systems Company




ALBERTA'S LARGEST
natural gas
distribution company



INNOVATION AND ESG
proven track record



100 YEARS
of safe and reliable clean energy



9,000 KM
of transmission pipeline

41,000 KM
of distribution pipeline




800 GWH
salt cavern storage



1.3 MILLION
Customers

300
Communities

December 17, 2024 Committee of the Whole 1:00 p.m.

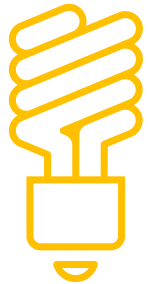


50 GW
peak delivery

45%
of provincial
total

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Reliable



Affordable



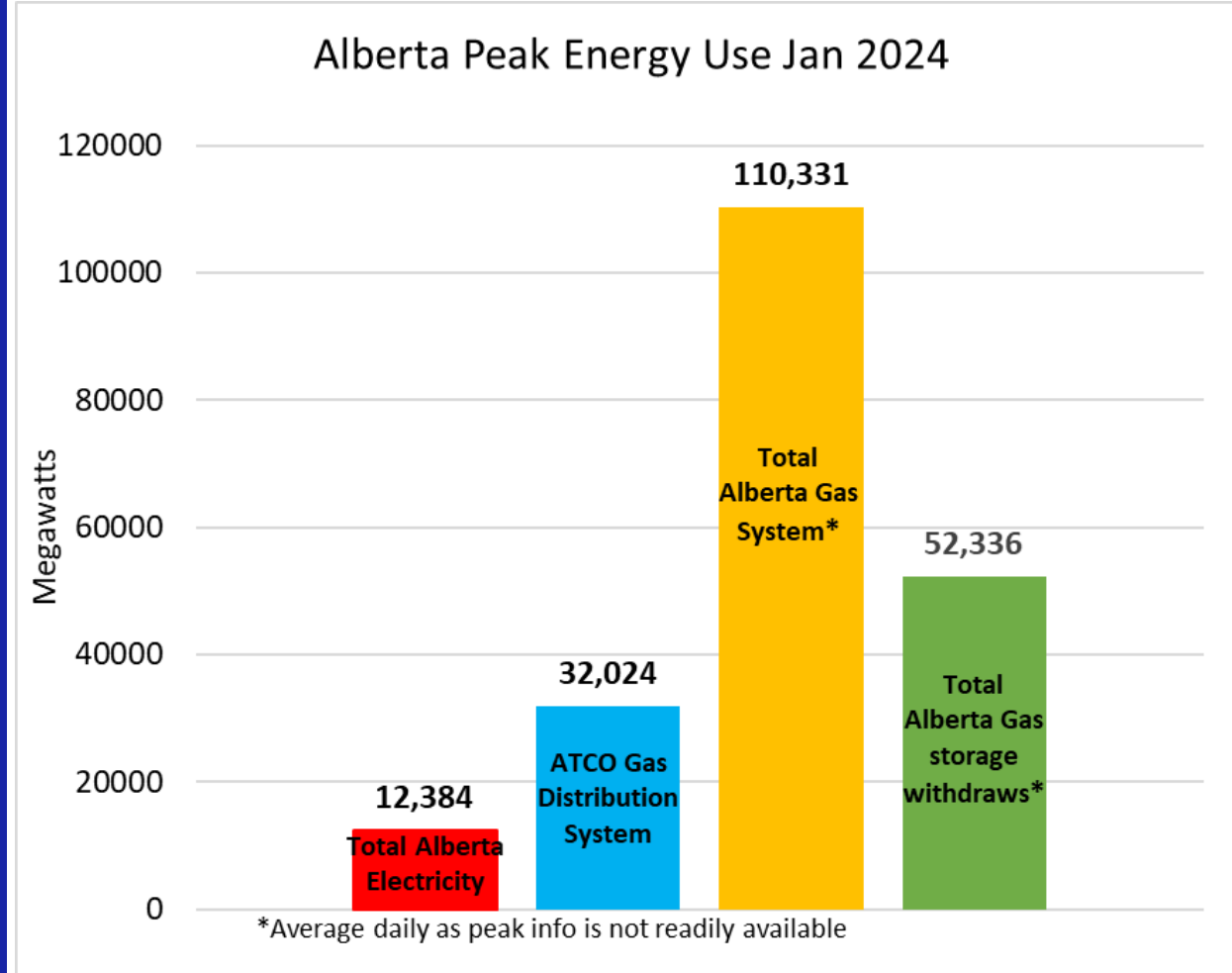
Clean



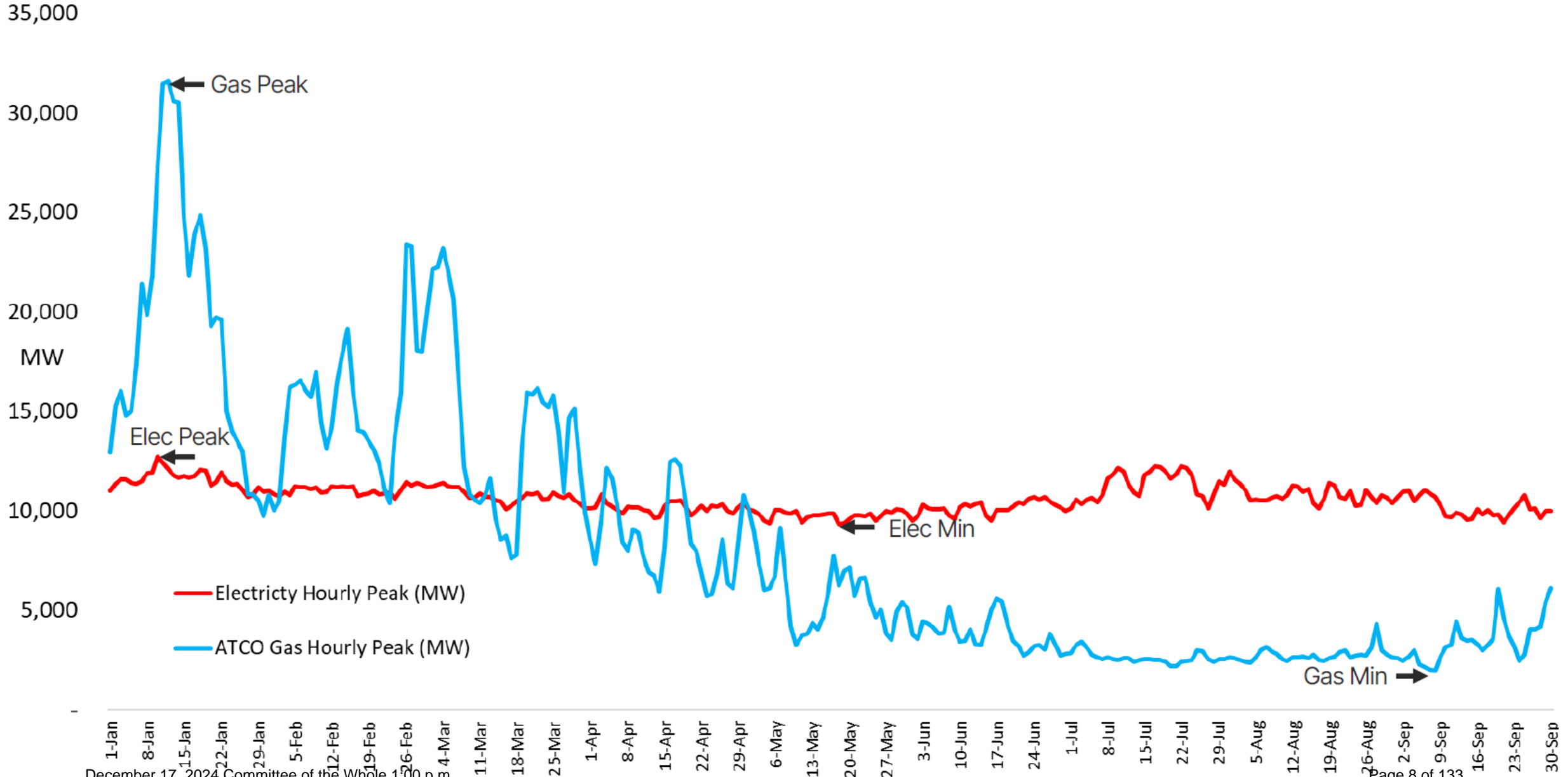
January 10 - 15: Record Setting Cold

- New records set for electricity, and gas usage.
- Electric system is more than ever reliant on gas.
- Very reliant on gas storage to supply during peak, 25.4 million GJ (7,066 GW h).
- Record withdraws from salt caverns, top 3 days.

	Installed Capacity (MW)	Average Availability Jan 10-15
Coal	820	100%
Gas & Other	12,276	75.6%
Hydro	894	66.3%
Solar	1,650	8.9%
Wind	4,481	9.6%
Battery	190	



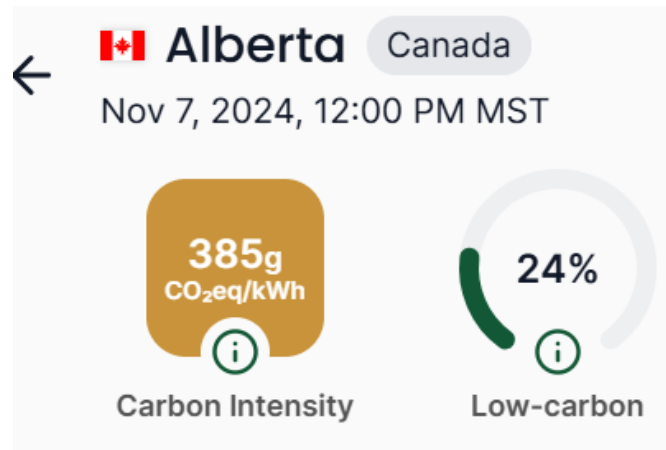
Hourly Peak Energy Use Alberta 2024



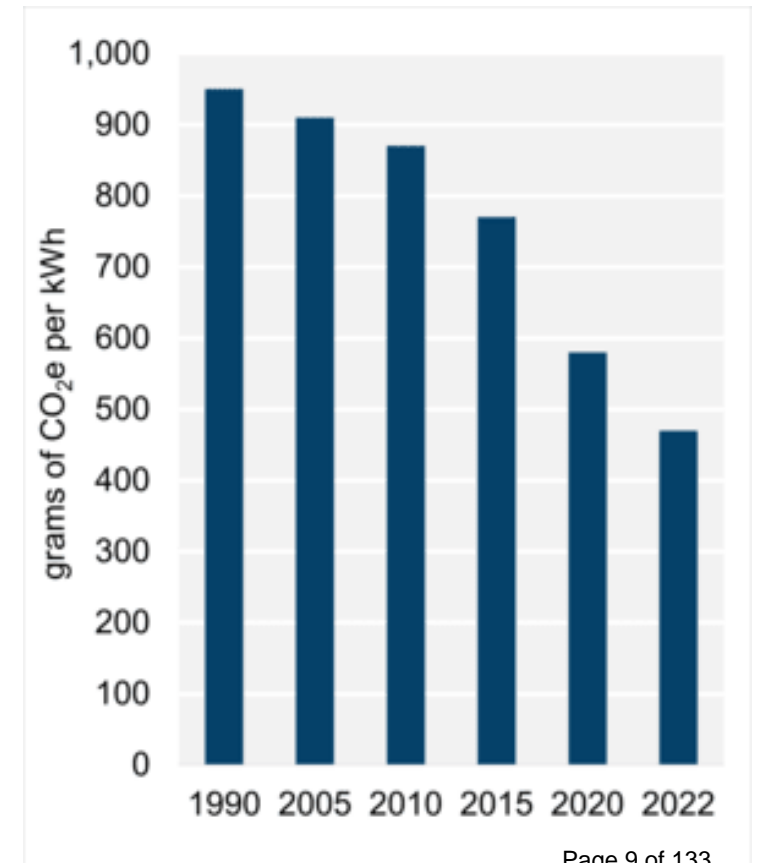
Carbon Intensity of Energy Systems

Emissions Intensity of Various Fuels

Fuel	Emissions in g CO ₂ /kWh _{PE}
Wood ¹⁾	0
Wood ^{2),3)}	367.6
Lignite ³⁾	398.7
... Lusatia ³⁾	399.6
... Central Germany ³⁾	371.6
... Rhineland ³⁾	407.3
Peat ³⁾	366.5
Hard coal ³⁾	338.2
Gasoline ³⁾	263.
Fuel oil ³⁾	266.5
Diesel ³⁾	266.5
Crude oil ³⁾	263.9
Kerosene ³⁾	263.9
Liquid petroleum gas ³⁾	238.8
Natural Gas ³⁾	200.8



Emissions Intensity of Electricity Generation Alberta



Supporting Emissions Neutrality

CONTINUOUS IMPROVEMENT

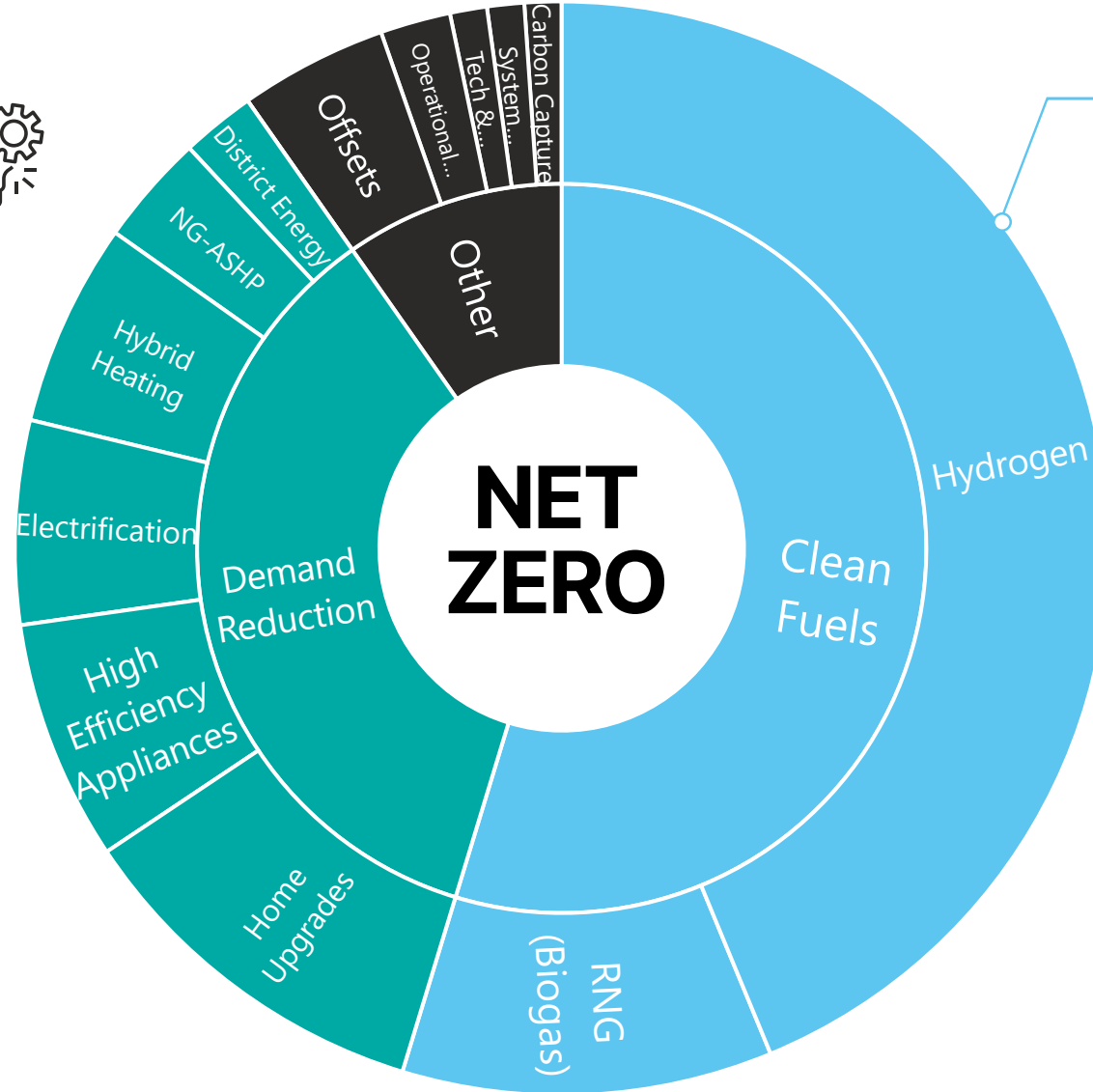


- Operational efficiencies, upstream emissions
- Research and development of technology and innovation

END USER CONTRIBUTIONS



- Improving energy efficiency in homes
- Reduced consumption



MAJOR ROLE IN ALBERTA:

- Abundant supply of natural gas
- Large industrial demand
- Lowest cost hydrogen production and carbon capture assets

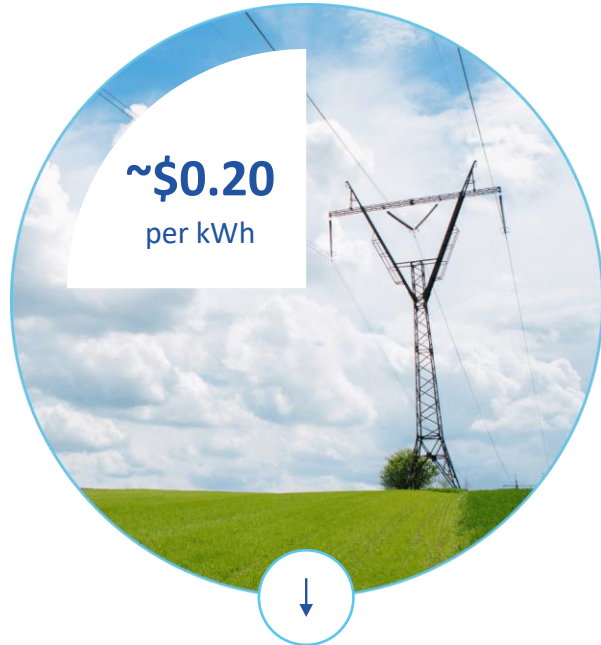


For Albertans, hydrogen provides the most efficient, attainable, and sustainable path to reaching emissions neutrality by 2050.

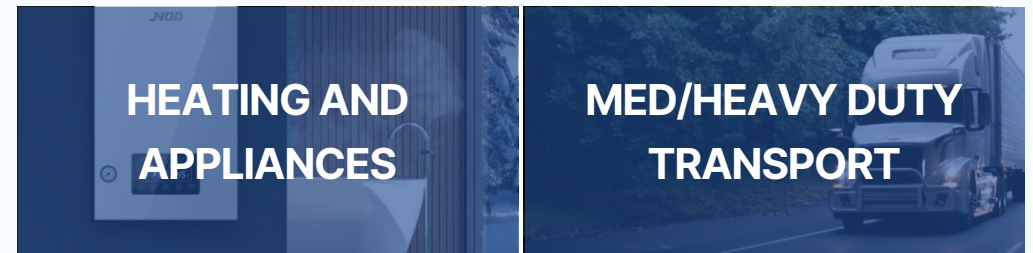


Delivered Cost: Appropriate Fuel Choice

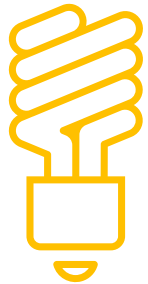
ELECTRICITY GRID



GAS DISTRIBUTION NETWORK



Reliable



Affordable



Clean





Thank you

[ATCO.com/EnergySystems](https://www.atco.com/EnergySystems)

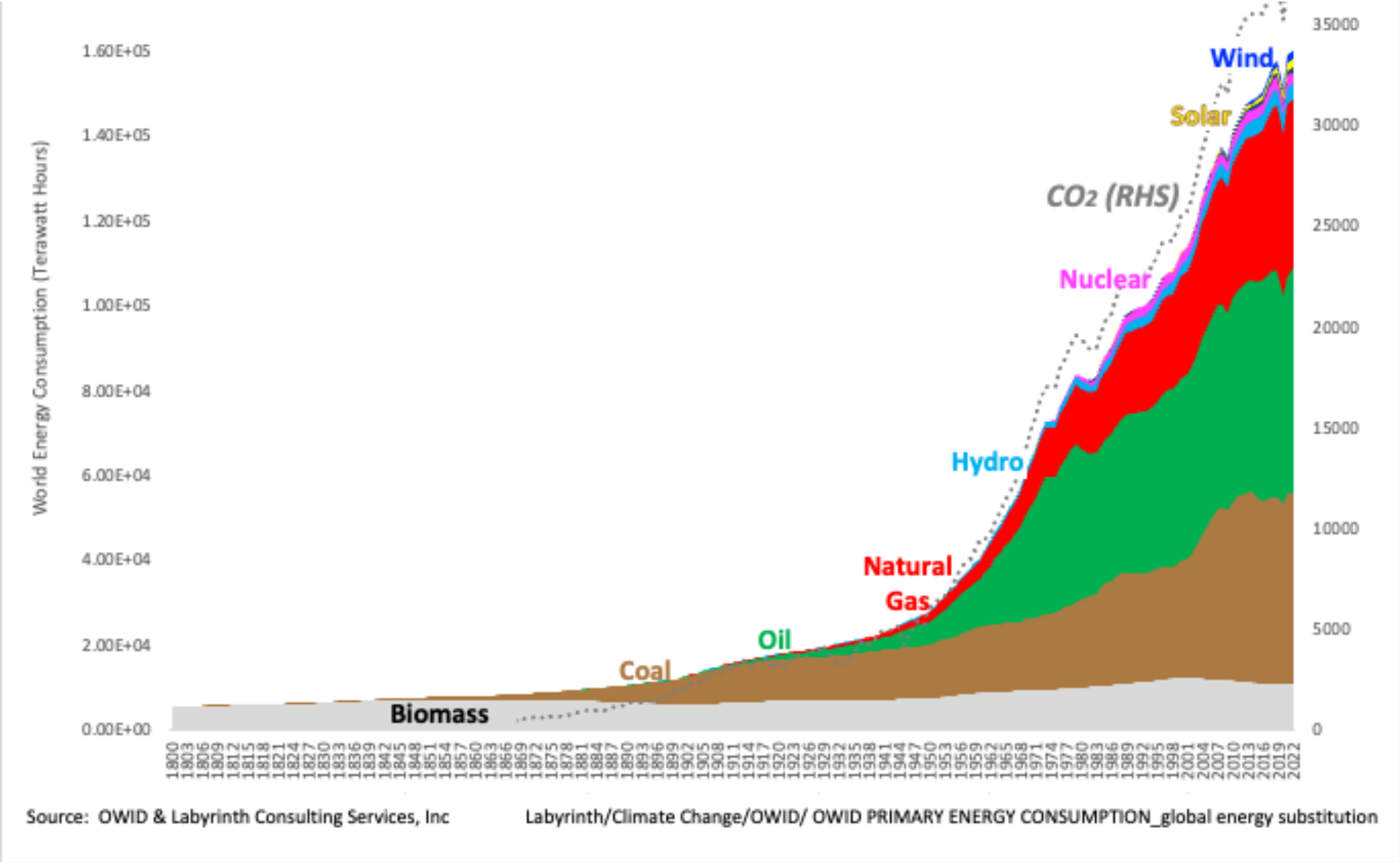
Tel: 403.292.7500

5302 Forand Street SW

Calgary, Alberta T3E 8B4

Canada

History of Energy Use



Source: OWID & Labyrinth Consulting Services, Inc

Labyrinth/Climate Change/OWID/ OWID PRIMARY ENERGY CONSUMPTION_global energy substitution



CANMORE + AREA
MOUNTAIN BIKE
ASSOCIATION

***Town of Canmore
2024 Report***

December 17, 2024

VISION

A community that values and benefits from a diverse and sustainable trail network.

MISSION

To build and maintain trails and advocate for the trail community.



INTEGRITY

We keep it real and take the high road. What we say is what we do. Credible and accountable.



EXCELLENCE

We do it right the first time. Our team have the highest standards. Evidence-based and data driven.



FUN

We work for the smiles. We're building adventure, exploration and incredible experiences. Fulfilling and meaningful.



COMMUNITY

The trails are for all to enjoy, visitors and locals alike. We create inclusive opportunities for engagement and connection with each other.



STEWARDSHIP

We care. We care for the land, the wildlife and the people. Our intent is to leave a legacy of sustainable trails for future generations.



Andreas Comeau
 Riley Welden
 Bree Campbell

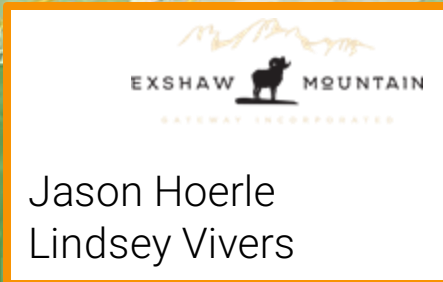


Brad Jones
 Jeff Wright

TOWN OF
 CANMORE

ALBERTA PUBLIC
 LANDS

MD OF BIGHORN
 EXSHAW
 MOUNTAIN
 GATEWAY



Jason Hoerle
 Lindsey Vivers

THREE SISTERS
 MOUNTAIN VILLAGE

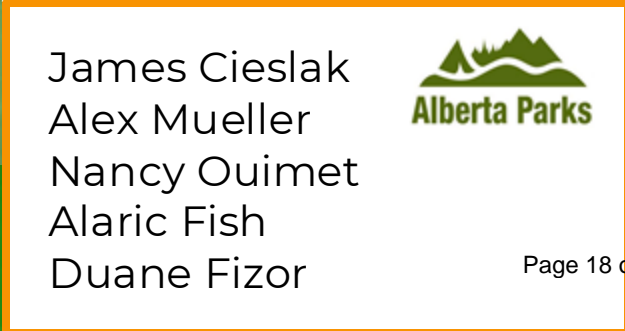


Doug Saul



Jessica Karpat
 Chris Ollenberger

ALBERTA ENVIRONMENT
 & PARKS



James Cieslak
 Alex Mueller
 Nancy Ouimet
 Alaric Fish
 Duane Fizor

CAMBA

CANMORE + AREA
MOUNTAIN BIKE
ASSOCIATION

2023-2024 Snapshot

2024 YTD Snapshot

3,375 volunteer hours each year

146 active trails

16km longest trail
1.5km average length of our trails

\$180,500 labour costs

1905 volunteer hours

\$45,720 contributed value**

31 volunteer events

>\$308,000 Invested in local trails**

* April - October 2024

** volunteer contribution calculated at \$24/hr

*** Includes \$11,000 of 2024 asset management tracking tool



OUR COMMUNITY

1000 members

3K

4.1K

BENCHLANDS DROP ZONE

Progressive Bike Park

An extension of the Benchlands Bike Park that adds a series of technical drop features. The Benchlands Drop Zone is a facility that caters to all ability levels, and allows riders to progress their technical mountain biking skills on jumps and drops.

1,505 staff hours

316.5 volunteer hours

7 volunteer trail events

Daily usage - 120 rides / day

Summer Total Usage - 15,000 rides

\$58,600 Invested in 2023



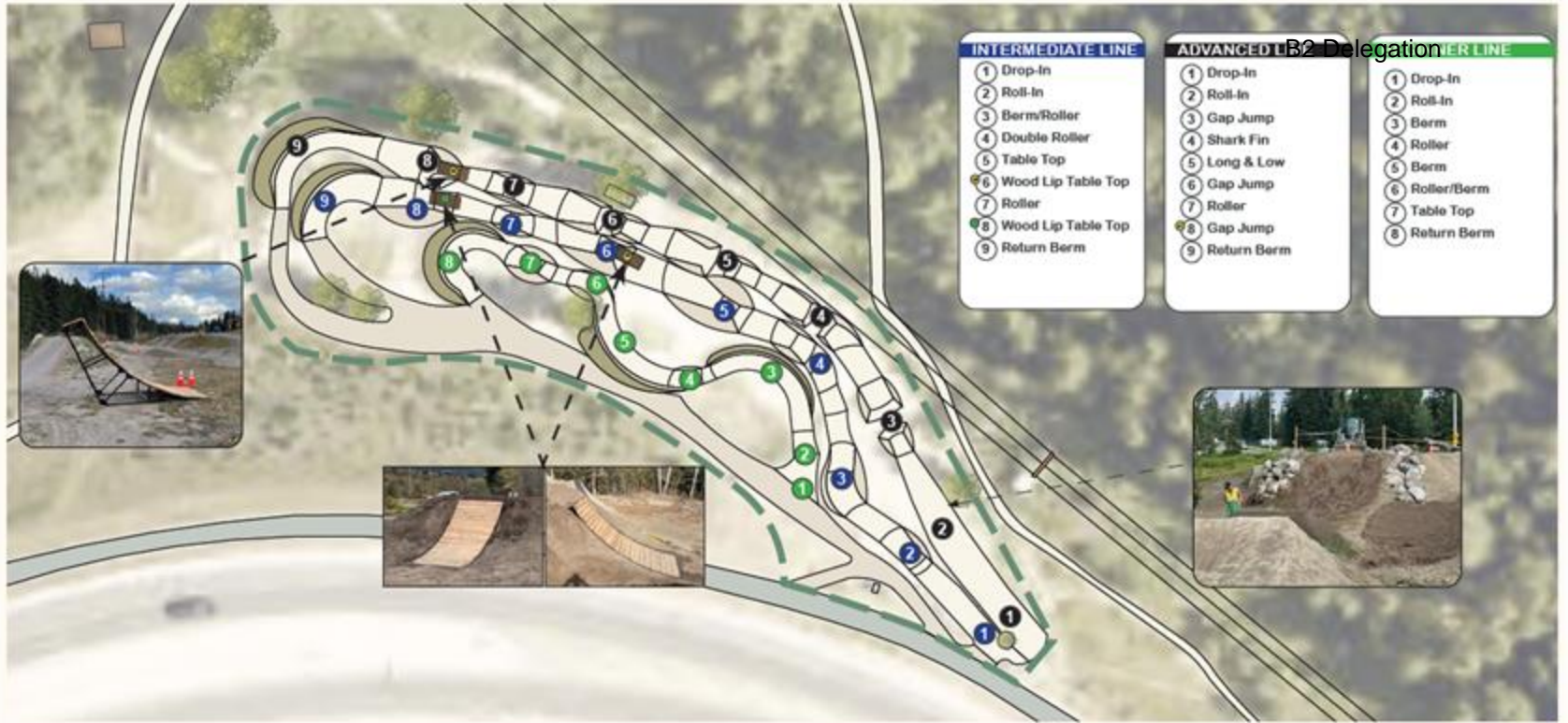
B2 Delegation



B2 Delegation
**BENCHLANDS MOUNTAIN
BIKE PARK**
Progressive Skill Building Area



B2 Delegation



MAINTENANCE/RECOMMENDATIONS

Benchlands Mountain Bike Park

December 17, 2024 Committee of the Whole 1:00 p.m.

FUN FOREST TRAIL

Beginner Family Trail

Boardwalk added in September 2024 to mitigate prolong wet conditions in low lying area behind Quarry Lake

B2 Delegation



Before



After



Ashton
Construction
Volunteer Day



B2 Delegation



WINTER TRAILS

THE NUMBERS

82 grooming shifts 750km of trails groomed

200hrs of volunteer grooming

\$14,800 invested in 2023

USER FEEDBACK

94%

rated the grooming at the Canmore Nordic Centre as Excellent. (425 out of 454 of surveyed users)

86%

would like to see more trails in the Bow Valley groomed for winter use. (390 out of 454 of surveyed users)



B2 Delegation



REVENUE RECEIVED FROM TOWN OF CANMORE

\$50,000 Initial Funding (2017)
\$16,000 Benchlands Service Agreement (2024)

\$66,000

EXPENSES INCURRED BY CAMBA*

B2 Delegation

\$74,320 Benchlands
\$38,220 Quarry Lake Park,
Bow Valley Kids & Powerhouse DH
\$112,540

VOLUNTEER CONTRIBUTIONS

487.5 volunteer trail work hours
\$11,700 contributed value***

>\$124,240

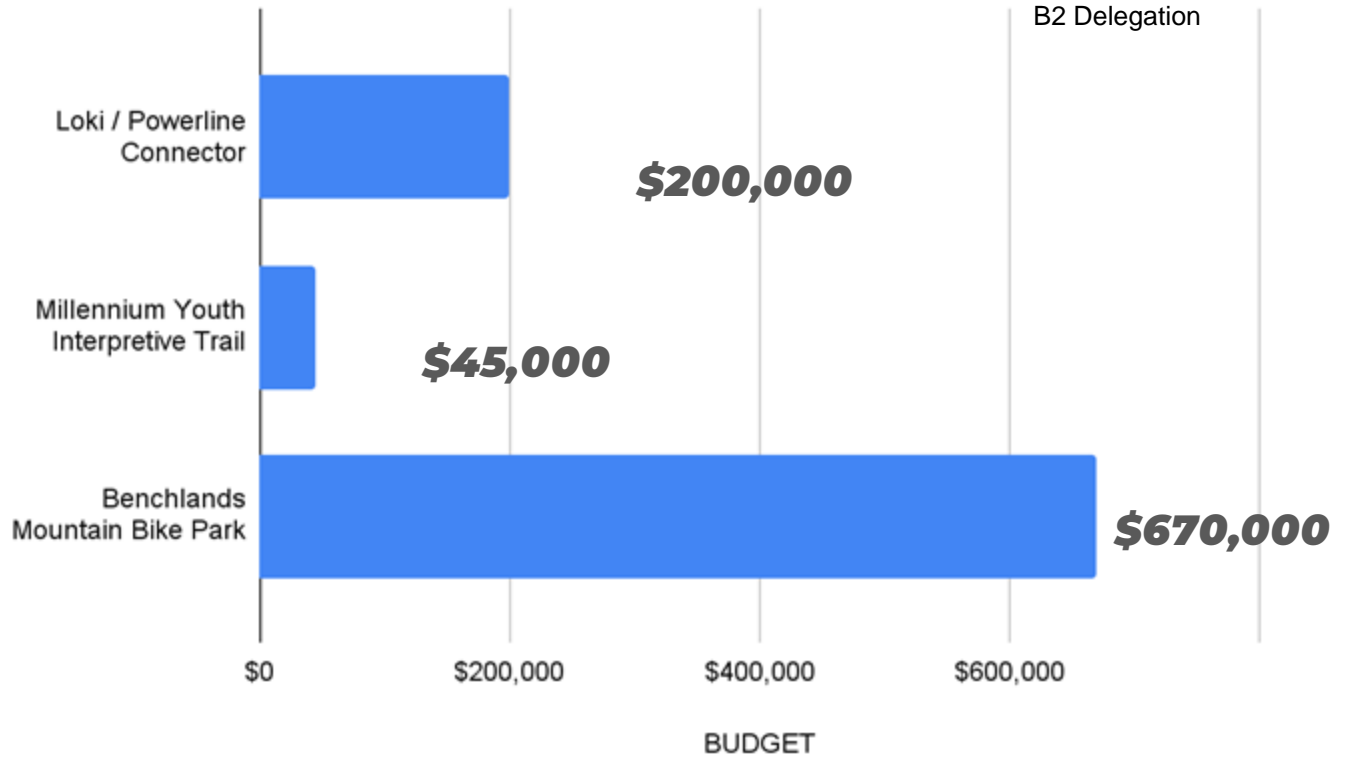
Invested in Town of Canmore trail projects***

* Includes trail crew costs, equipment rentals, building supplies, trail counters and signage

** volunteer contribution calculated at \$24/hr

*** The TOC has received an additional investment of \$58,240 on Town Projects

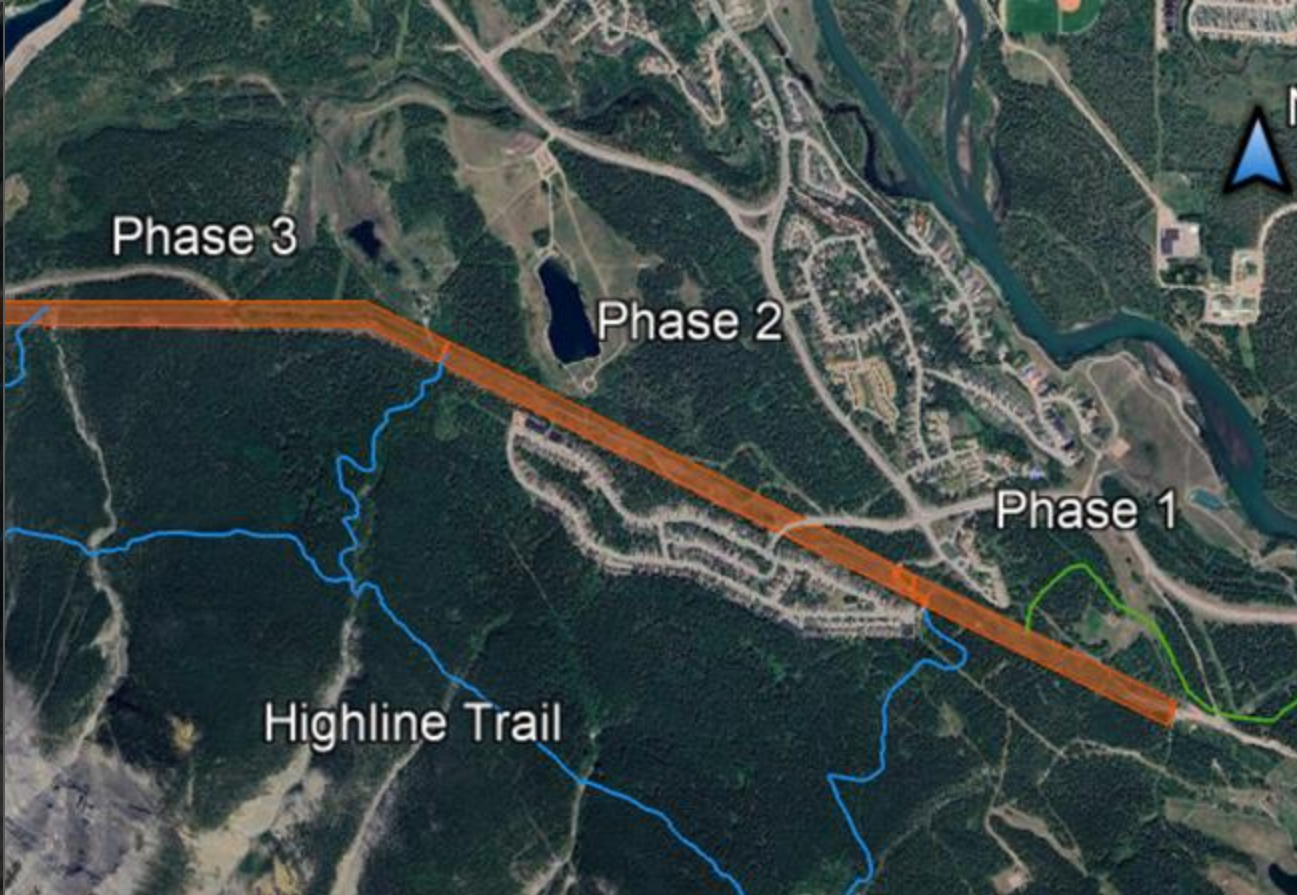
**Trail
Development
Fund**
\$915,000



CAMBA

CANMORE + AREA
MOUNTAIN BIKE
ASSOCIATION

UPCOMING PROJECTS



B2 Delegation

POWERLINE CONNECTOR

Realignment with accessibility

3.5 km connecting westmost access point of Highline Trail to the new Loki Trail starting Point

Opportunity to build a truly accessible singletrack trail in Canmore

MILLENNIUM BIKE PARK

Progressive Youth Bike Park

The existing skills area at Millennium Park are frequented by our youngest riders and families.

The new trail will be built in an interpretive style that focuses on educating kids about outdoor recreation and how to interact with wildlife.

A community project partnering with Biosphere, Rotary Club of Canmore, and local artists.



B2 Delegation



PROJECT OBJECTIVE:

The intent of the "Benchlands Bike Park Project" is to unify and modernize existing mountain bike facilities into a centralized mountain bike hub. This will provide the community with a safe and progressive environment for bike enthusiasts to gather and participate in multiple styles of riding through purpose-built bike amenities.



B2 Delegation

CAMBA

CANMORE + AREA
MOUNTAIN BIKE
ASSOCIATION

BUILDING COMMUNITY



B2 Delegation





Trail Nights

December 17, 2024 Committee of the Whole 1:00 p.m.



B2 Delegation

Thank you Volunteers!

December 17, 2024 Committee of the Whole 1:00 p.m.

CAMBA

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CAMBA

CANMORE + AREA
MOUNTAIN BIKE
ASSOCIATION

Thank you Town of Canmore!

Questions?

TOWN OF CANMORE
MINUTES
Committee of the Whole
Council Chambers at the Civic Centre, 902 – 7 Avenue
Tuesday, November 19, 2024 at 1:15 p.m.

COUNCIL MEMBERS PRESENT

Sean Krausert	Mayor
Karen Marra	Deputy Mayor
Wade Graham	Councillor
Jeff Hilstad	Councillor
Jeff Mah	Councillor (via Zoom) (exited meeting at 1:55 p.m.)

COUNCIL MEMBERS ABSENT

Tanya Foubert	Councillor
Joanna McCallum	Councillor

ADMINISTRATION PRESENT

Therese Rogers	General Manager of Corporate Services Acting Chief Administrative Officer
Whitney Smithers	General Manager of Municipal Infrastructure
Scott McKay	General Manager of Municipal Services
Ben Stiver	Municipal Clerk (recorder)
Amy Fournier	Energy & Climate Action Coordinator
Simon Robins	Solid Waste Services Supervisor
Ceryl Hyde	Manager, Municipal Clerk’s Office

Mayor Krausert called the November 19, 2024 Committee of the Whole meeting to order at 1:15 p.m.

A. CALL TO ORDER AND APPROVAL OF AGENDA

1. **Land Acknowledgement**
2. **Agenda for the November 19, 2024 Committee of the Whole Meeting**

31-2024COW

Moved by Mayor Krausert that the Committee of the Whole approve the agenda for the November 19, 2024 meeting as presented.

CARRIED UNANIMOUSLY

B. DELEGATIONS

1. **Biosphere Annual Update**
Administration introduced Gareth Thomson, Executive Director of the Biosphere Institute, who spoke to a written report providing the Committee with a 2024 organizational update.
2. **Canmore Museum 2024 Annual Review**
Andrew Nickerson, Canmore Museum Board Chair, spoke to a written report providing the Committee with a 2024 organizational update.

Councillor Mah exited the meeting at 1:55 p.m.

C. MINUTES

- 32-2024COW
- 1. Minutes of the October 15, 2024 Committee of the Whole Meeting**
Moved by Mayor Krausert that the Committee of the Whole approve the minutes of the October 15, 2024 meeting as presented.

CARRIED UNANIMOUSLY

Meeting Break from 1:55 p.m. – 2:10 p.m.

D. STAFF REPORTS

- 1. Net Zero Building Codes Readiness Assessment**
Administration spoke to a written report on the findings and recommendations of Capital Project 7251, a Net Zero Building Codes Readiness Assessment.
- 2. Community Waste Audit Results**
Administration spoke to a written report on the results and recommendations from the 2023 Community Waste Audits.
- 3. Possible Amendments to Candidate Nomination Bylaw 2013-12**
Administration presented options for amending the Candidate Nomination Bylaw 2013-12 and provided an opportunity to make recommendations to Council.

E. COUNCILLOR UPDATES

- 1. November 2024 Councillor Updates**
Written report, received as information.

F. ADMINISTRATIVE UPDATE

- 1. November 2024 Administrative Update**
Written report, received as information.

G. COUNCIL RESOLUTION ACTION LIST

- 1. Council Resolution Action List as of November 13, 2024**
Written report, received as information.

H. CORRESPONDENCE

- 1. Letter from Minister Nixon re Housing Development in Canmore**

I. CLOSED SESSION – none

Minutes approved by: _____

J. ADJOURNMENT

33-2024COW

Moved by Mayor Krausert that the Committee of the Whole adjourn the November 19, 2024 meeting at 3:11 p.m.

CARRIED UNANIMOUSLY

Sean Krausert
Mayor

Ben Stiver
Municipal Clerk

Minutes approved by: _____



Briefing

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

To: Committee of the Whole

SUBJECT: Council Remuneration Policy (EX-002)

SUBMITTED BY: Johanna Sauve, Manager of Human Resources

PURPOSE: To get input from the Committee of the Whole on recommended changes to the Council Remuneration Policy (EX-002) before bringing it to Council for approval.

EXECUTIVE SUMMARY

Administration is bringing forward an updated Council Remuneration Policy as recommended by the Council Remuneration Review Committee along with some questions for Council’s discussion.

BACKGROUND/HISTORY

January 5, 2022	17-2022	Amendments to the Council Remuneration Policy approved by Council.
March 7, 2023	48-2023	Council directed administration to draft a terms of reference to establish a new committee to review council remuneration.
May 2, 2023	95-2023	Council Remuneration Review Committee Bylaw approved.
Oct. 24, 2023	254-2023	Council appointed public members to the Council Remuneration Committee.
June 18, 2024	129-2024	Council accepted the Council Remuneration Review Committee’s recommendations.
June 18, 2024	132-2024	Council directed administration to return to Council with an update to the Council Remuneration Policy as recommended by the Council Remuneration Review Committee.

DISCUSSION

The Council Remuneration Committee was struck in October 2023 and members Craig Saloff, Simon Orell, Laurie Edward, Harry Scott and Jen Marran were selected by Council following an application and interview process. Administrative support was provided by Johanna Sauvé, Jolene Noël and Therese Rogers. The committee met from November 2023 through to June 2024, presenting its recommendations to Council on June 18, 2024. The committee’s mandate and purpose are included in Bylaw 2023-12 (attachment 3). Council accepted the committee’s recommendations and directed administration to return to Council with an updated Council Remuneration Policy as recommended by the review committee, and to bring forward a Council Medical Leave Policy and a Council Maternity/Parental Leave Bylaw. Council approved the Council Maternity/Parental Leave Bylaw at the October 1, 2024 business meeting, and the Paid Medical, Compassionate Care, and Family Caregiver Leaves for members of Council Policy at the November 5, 2024 business meeting. The updated Council Remuneration Policy (Ex-002) is being presented to Council today for discussion and input before bringing it to a future business meeting for approval.

In the presentation on June 18, the committee noted that the items that members paid the most attention to when considering its mandate were:

- Council's unique economic context as one of the most expensive communities, and the legislative requirement that a candidate for Council must be a resident of this community and thus experience the financial and affordability challenges unique to Canmore.
- Council workload, which analysis demonstrated to be higher and more complex than similarly sized municipalities.
- The variability of time requirements associated with Council duties that make it more challenging to secure regular and reliable employment to supplement Council income.

Additionally, the committee noted that the variability in both Council base remuneration data from other municipalities as well as Council time commitments in other communities, made it difficult to use a formulaic approach. They relied on internal and external employment and statistical data as a gauge for fairness and reasonableness.

The committee's key recommendations include the following:

Councillor Base Pay

Recommendation 1: Shift activities that all Councillors are required to attend from Per Diems to Basic Rate including:

- Council orientation sessions
- Council planning sessions and working sessions
- Canmore Community Housing (CCH) shareholder meetings
- Monthly Council-CAO meeting
- Business meetings with other municipal Councils
- Functions and activities related to the duties of the deputy mayor appointment including attendance at the agenda setting meeting
- Meetings to complete the CAO performance review
- Finance Committee meetings

The Basic Rate will continue to include:

- Up to four council meetings per month, including: regularly scheduled council meetings, committee of the whole meetings, and special council meetings (including public hearings), up to a maximum of 16 hours per month
- Informal meetings with the CAO, staff and council
- Staff social functions such as employee service awards, farewell events for staff and council
- Informal meetings with other municipal councils such as dinners and socials
- Evening networking events while at conferences and conventions
- Preparation for council and committee meetings
- Independent work with residents, businesses, and other organizations undertaken to be more familiar with an issue, program, or Town of Canmore initiative or facility
- Public workshops, open houses, and other public input sessions

Rationale: All Councillors are required to attend the non-optional activities and meetings listed above, so they should be recognized as core duties and included in base pay. This also simplifies the administration of per diems and allows the base salary to better reflect the basic time commitment required by all Councillors.

Items for further discussion:

- Consider including a mechanism outlining consequences for members who regularly fail to attend meetings that are considered part of the core duties of Council.
- Further discuss the deputy mayor responsibilities and whether this should be included in base pay or continue to be eligible for per diems

Recommendation 2: Increase councillor base salary to \$53,000.

Rationale: This increase recognizes that the councillor role requires more time commitment than a typical part-time position but does not require the time commitment equivalent of a full-time position. It also recognizes the addition of duties listed above, moved from per diem rates, to the base salary. The committee anticipates that the average annual per diems claimed per councillor will decrease from approximately \$13,000 to \$6,000. This, combined with the updated base salary, will result in an estimated total annual compensation of approximately \$59,000 (not including benefits). In developing this recommendation, the committee considered many data points including the spectrum of Town of Canmore wages, the average salaries across vocations in Canmore, the Alberta Dashboard data that shows an annual Canmore median family income of \$125,000 and lone parent median income of \$72,000, and the Canmore living wage.

Recommendation 3: That a Cost-of-Living Adjustment (COLA) be applied to the councillor base pay on an annual basis.

Rationale: This recognizes the increasing cost of living and aligns with the Town of Canmore employee salary adjustments.

Councillor Per Diems

**** Note:** To clarify the Council Remuneration Committee did not recommend that all board and committee meetings be included in the base rate, rather only those events and meetings listed in the first bullet point below.

Recommendation 1: That events and meetings not all members of Council are required to attend move from Basic Rate to Per Diems, including:

- Meetings and social functions held within the municipal boundary when attending as dignitaries representing council such as Remembrance Day ceremonies, Canada Day events, Bow Valley Builders and Developers Association (BOWDA) meetings, service club meetings, Miner's Day events, Winter Carnival events, Folk Festival events, and grand openings.

Per Diems will continue to include:

- Board and committee meetings and meetings of commissions to which councillors are appointed and for which no other per diem is paid
- Special council meetings over and above the four meetings, or maximum 16 hours of regularly scheduled council meetings covered by the basic rate
- Town Hall meetings
- Conferences and conventions (including but not limited to the Alberta Association of Urban Municipalities (AUMA) and Federation of Canadian Municipalities (FCM),
- On-line or in-person educational and training course including time to complete exams and tests
- Meetings with other government agencies and businesses on behalf of the Town of Canmore
- Grand openings or meetings outside Canmore, if formally invited to present a verbal or written presentation
- All other meetings or public appearances approved by council or made at the request of the mayor
- Agenda setting meetings or other required meetings with executive directors of external boards or commissions when acting in the position of chair of the board or commission

Rationale: As attendance at the items listed above is not required by all members of Council, the committee felt that applying per diems would recognize attendance and compensate accordingly.

Items for further discussion:

- Consider adding a definition to clarify what it means to “attend as dignitaries”
 - Examples could include:
 - providing formal remarks on behalf of the Town
 - receiving a formal invitation as a dignitary/representative of the Town
- Consider removing specific examples from “Meetings and social functions...” and also adding “to a maximum of a half day”.
- Consider refining the list of per diem eligible events/meetings

Recommendation 2: That the current per diem rate remain the same but be reviewed by the next Council Remuneration Review Committee before the 2029 election.

Rationale: With many duties moving from per diem to base pay, the current per diem rate is appropriate. The per diem rate should be reviewed by the next remuneration review committee with a consideration for a one-time adjustment in consideration of COLA.

Full-Time Equivalent Status

Recommendation: That Councillor time commitment be expressed in terms of hours per week rather than Full-Time Equivalent (FTE) and that this be communicated as an average of 25-30 hours per week.

Rationale: It is difficult to express Councillor time commitment as FTE as FTEs vary across sectors and positions. A weekly average time commitment better reflects the reality of the commitment required for a Councillor to complete their job, and it also communicates that the irregular hours preclude a Councillor from maintaining a concurrent full-time job and many other part-time jobs.

Mayor's Compensation

Recommendation 1: To increase the Mayor's annual salary to \$130,000.

Rationale: This increase reflects the responsibility of the mayor's position and the time required to complete the job. It also considers living affordability in Canmore.

Recommendation 2: That a Cost-of-Living Adjustment (COLA) be applied to Mayor's salary on an annual basis.

Rationale: This recognizes the increasing cost of living and aligns with the Town of Canmore employee salary adjustments.

Council Benefits

Recommendation 1: Basic health, dental, and retirement benefits remain unchanged for Council.

Rationale: These benefits are provided for a full-time equivalent position and aligns with Town of Canmore employee benefits. The committee reviewed Alberta small municipality comparators and determined that the current benefit package is well above the median for elected officials.

Recommendation 2: When calculating the group retirement savings plan contribution, include both base pay and per diems in the calculated percentage (instead of base pay only).

Rationale: The GRSP (Group Retirement Savings Plan) contribution should recognize total councillor compensation.

Recommendation 3: Remain with AMSC (Alberta Municipal Services Corporation) for insurance coverage instead of switching to WCB.

Rationale: The AMSC coverage provides insurance 24/7 which is appropriate for the irregular hours worked by councillors.

Allowances and Expenses

Recommendation 1: In addition to the provision of laptop or tablet, that members of council be eligible to participate in the Town's BYOD (Bring Your Own Device) program for cell phones.

Rationale: Council uses their cell phones for Town business.

Recommendation 2: That the Council Remuneration Policy be updated to require receipt submission for expense reimbursement.

Rationale: This update reflects current business practice.

Future Remuneration Review

Recommendation 1: That the future remuneration review committee should include the following in their review process:

- Direct administration to conduct a survey of the previous two Councils.
- Review per diems to understand the impact of COLA and the recommendations being made by this committee.

- Analyze the move of per diems to base pay to understand the impact on overall compensation and administrative burden.
- Ensure a provision is included for immediate changes to Canada Revenue Agency (CRA) regulations for anything impacting elected officials’ compensation.

Rationale: This is the first time a Town of Canmore Council remuneration committee has been created, and the recommendations in this report need to be assessed to ensure fair and reasonable compensation for Council.

FINANCIAL IMPACTS

The financial impacts of the recommended changes to remuneration will take effect following the next municipal election in 2025 with the updated rates of pay applying to the newly elected Council in November 2025. The amounts will be included in the upcoming budget cycle. The total budget impact will be approximately \$161,000 per full year, which amounts to approximately \$10.00 per year, or \$0.83 per month for the median household in Canmore. These estimates will be monitored and adjustments made based on actuals in future years.

Total increase to Pay	\$ 126,076
Total Increase to RRSPs	\$ 14,020
BYOD	\$ 2,100
Total Increase to Employer Premiums and Deductions	\$ 19,030
Total	\$ 161,226
% Tax Increase to support	0.46%

INTEREST HOLDER ENGAGEMENT

The Council Remuneration Review Committee engaged current and former Council members via survey to assess compensation needs and concerns, as well as the time commitments required to fulfill the role of municipal council in our community. The committee also assessed the remuneration and benefits of other Alberta municipal elected officials for comparison.

ATTACHMENTS

- 1) Council Remuneration Policy EX-002
- 2) Council Remuneration Policy EX-002 Redline
- 3) Council Remuneration Review Committee Bylaw 2023-12
- 4) Council Remuneration Review Committee Recommendation Report

AUTHORIZATION

Submitted by:	Johanna Sauve Manager of Human Resources	Date:	<u>November 26, 2024</u>
Approved by:	Chelsey Gibbons Manager of Financial Services	Date:	<u>December 9, 2024</u>
Approved by:	Therese Rogers GM, Corporate Services	Date:	<u>November 28, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>December 9, 2024</u>



Council Policy

Policy Title: Council Remuneration

Policy Number: EX-002

Date in Effect: January 1, 2018

Current as of: January 11, 2022

POLICY STATEMENT

1. Council will be provided with fair and reasonable remuneration for performing the duties of their office and reimbursement for approved expenses incurred while fulfilling their responsibilities.

212-2018; 176-2021

PURPOSE

2. This policy establishes the parameters and principles for council remuneration.

XXX-2024

DEFINITIONS

3. "Attending as dignitaries" means participating in an event or function in an official role with a specific responsibility, as requested and on behalf of the Town.

XXX-2024

4. "Automobile Allowance" means any payment that Council receives from the Town for using their own vehicle while fulfilling their responsibilities;

176-2021

5. "Council" means the mayor and all Councillors;

6. "Councillor" means a member of council, excluding the mayor, and is considered a part-time position;

7. "Mayor" is a member of Council and is considered a full-time position;

8. "Deputy Mayor" is a Councillor appointed to fill the position of deputy mayor on a rotational basis and may act as mayor in the mayor's absence;

9. "Per Diems" means the rates paid to Councillors for attending to municipal business in accordance with this policy.

212-2018

RESPONSIBILITIES

10. Council is responsible for reviewing and approving this policy once each term in the year leading up to the general election.

11. Councillors are responsible for submitting Per Diem expense claims.

12. The Mayor is responsible for approving Per Diem expense claims.

Policy approved by: _____

BASIC RATE

13. Council will be remunerated at the basic rates as set out below and as increased annually with the cost of living adjustment approved in the annual budget for the Town of Canmore. Basic rates for 2025, effective October 24, 2025 are:

- a) Councillor: \$53,000
- b) Mayor: \$130,000

212-2018; 176-2021: XXX-2024

14. The basic rate is paid to Councillors for the following:

- a) Up to four council meetings per month, including regularly scheduled council meetings, committee of the whole meetings, and special council meetings (including public hearings), up to a maximum of 16 hours per month,
- b) Council orientation sessions, xxx-2024
- c) Council planning sessions and working sessions, as required or requested to attend, xxx-2024
- d) Canmore Community Housing (CCHC) shareholder meetings, xxx-2024
- e) Council-CAO regular monthly meetings, xxx-2024
- f) business meetings with other municipal councils, xxx-2024
- g) Functions and activities related to the duties of the deputy mayor appointment including attendance at the agenda setting meeting,
- h) Meetings to complete the CAO performance review, 212-2018; xxx-2024
- i) Finance Committee meetings, 17-2022; xxx-2024
- j) informal meetings with the CAO, staff and Council,
- k) staff social functions such as employee service awards and farewell events for staff and Council, 212-2018
- l) informal meetings with other municipal councils such as dinners and socials, 212-2018
- m) evening networking events while at conferences and conventions, 212-2018
- n) preparation for council and committee meetings,
- o) independent work with residents, businesses, and other organizations undertaken to be more familiar with an issue, program, or Town of Canmore initiative or facility, and 212-2018
- p) public workshops, open houses and other public input sessions, and

Policy approved by: _____

- q) Meetings and social functions held within the municipal boundary such as Remembrance Day ceremonies, Canada Day events, Bow Valley Builders and Developers Association (BOWDA) meetings, service club meetings, Miner's Day events, Winter Carnival events, Folk Festival events, and grand openings, except when attending as a dignitary.

212-2018; xxx-2024

15. The basic rate will be paid biweekly with the regular Town of Canmore pay cycle.

PER DIEMS

16. Councillors are eligible to claim Per Diems for attending to the following municipal business:

- a) *Repealed xxx-2024*
- b) *Repealed xxx-2024*
- c) board and committee meetings and meetings of commissions to which Councillors are appointed and for which no other per diem is paid,
- d) *Repealed xxx-2024*
- e) *Repealed xxx-2024*
- f) meetings and social functions held within the municipal boundary when attending as dignitaries representing Council,
- g) Council-CAO optional meetings
- h) special council meetings over and above the four meetings, or maximum 16 hours of regularly scheduled council meetings covered by the basic rate.
- i) Town Hall meetings,
- j) conferences and conventions including but not limited to the Alberta Association of Urban Municipalities (AUMA) and Federation of Canadian Municipalities (FCM),
- k) on-line or in-person educational and training courses including time to complete exams and tests,
- l) *Repealed xxx-2024*
- m) meetings with other government agencies and businesses on behalf of the Town of Canmore,
- n) grand openings or meetings outside Canmore, if formally invited to present a verbal or written presentation,
- o) *Repealed 212-2018*

xxx-2024

xxx-2024

271-2018, xxx-2024

Policy approved by: _____

p) *Repealed xxx-2024*

q) all other meetings or public appearances approved by council or made at the request of the Mayor, and

r) *Repealed xxx-2024*

212-2018

s) *Repealed xxx-2024*

17-2022

t) agenda setting meetings or other required meetings with executive directors of external boards or commissions when acting in the position of chair of the board or commission.

17-2022

17. Per Diem rates in effect upon approval of this policy are set out below and may be reviewed for recommended adjustments by the Council Remuneration Review Committee prior to each election cycle:

Up to 4 hours:	\$125
Over 4 hours and up to 8 hours:	\$225
Over 8 hours:	\$350

212-2018

18. On days when Councillors attend more than one meeting consecutively, time for all meetings should be added together and the amount for the cumulative time should be claimed.

212-2018; 271-2018

19. On days when Councillors attend non-consecutive meetings, separate Per Diems may be claimed to a maximum equivalent to the “over 8 hours” Per diem rate.

212-2018; 271-2018

20. Time calculated for Per Diem claims includes travel time to and from the activity.

21. Per Diem expense claims should be submitted and approved on the biweekly Town of Canmore pay cycle.

212-2018

22. Remuneration for Per Diems must be reviewed and approved by the Mayor or Deputy Mayor to ensure compliance with this policy.

212-2018

VEHICLE USE EXPENSES

23. Council shall use Town vehicles for travel whenever possible. If no Town vehicle is available for use, an automobile allowance for the use of personally owned vehicles will be reimbursed at the reasonable per-kilometre allowance rate set by the Canada Revenue Agency (CRA). If Council chooses to use a personally owned vehicle when a Town vehicle is available, the reimbursement rate is 20% of the CRA’s rate.

176-2021

24. When automobile allowance claims are submitted, there is no further reimbursement for any other vehicle related expenses, including fuel.

176-2021

Policy approved by: _____

25. When using a personally owned vehicle for Town business Council shall carry adequate personal vehicle insurance. In the event of an accident, Council shall be responsible for all costs, including any insurance deductibles.

176-2021

ELIGIBLE REIMBURSABLE EXPENSES

26. Expense reports, including receipts, must be reviewed and approved by the Mayor or Deputy Mayor to ensure compliance with this policy.

27. The following are eligible reimbursable expenses:

- a) reasonable accommodation costs and associated gratuities, 176-2021
- b) reasonable meal costs and associated gratuities, 176-2021
- c) reasonable transportation costs, including economy class air, train or bus fares (and any associated fees) required for travel to and from the destination, or, if estimated costs are expected to be less, a rental car for travel to, from, and within the destination, 176-2021
- d) taxi fares and associated gratuities, or other public transportation costs, and 176-2021
- e) parking. 176-2021

28. Wherever possible, the Mayor shall use the Town purchasing card to pay for other eligible travel expenses.

176-2021

RESTRICTIONS

29. In general, the following are not eligible expenses and the Town will not provide reimbursement for costs associated with:

- a) use of a personal vehicle within Canmore,
- b) charges for alcoholic beverages,
- c) entertainment costs,
- d) upgrades to higher classes travel,
- e) fines for traffic or parking violations,
- f) personal items, such as clothing and toiletries,
- g) additional expenses resulting from travelling with a spouse or other guests, and
- h) expenses related to a home office.

176-2021

Policy approved by: _____

BENEFITS

30. Council will be provided with benefits in accordance with the Town of Canmore Benefits Policy. In addition, Council members will be entitled to any and all benefits offered to elected officials through AUMA.

176-2021

31. The following table outlines the benefit types and cost share ratio provided under the Town's group benefits plan. Participation in the plan is mandatory for all employee groups identified herein and Council, except those benefit types listed as "Optional" or "Voluntary" under this section of this policy.

Benefit Type	Cost Sharing	
	Plan Member	Town
Extended Health Care premium	N/A	100%
Dental Care premium	N/A	100%
Non-Taxable Healthcare Spending Account/ Taxable Wellness Spending Account	N/A	100%
Life Insurance premium	30%	70%
Dependent Life Insurance premium	30%	70%
Accidental Death & Dismemberment (AD&D) premium	30%	70%
Optional Life Insurance premium	100%	N/A
Voluntary AD&D premium	100%	N/A
Group Retirement Savings Plan contribution (on regular base pay)	5.5%	8.65%
Council Accident Policy – AUMA Plan C w/ 24-hour coverage	0%	100%

176-2021; xxx-2024

32. The Town will provide Council and their eligible dependents with access to a confidential, third-party employee and family assistance program at no cost to Council.

176-2021; xxx-2024

33. The Town will provide Council with the option to purchase an Elevation Place membership at a discounted rate which is equivalent to 40% off a single adult membership.

176-2021; xxx-2024

34. Council may participate in the Bring Your Own Device (BYOD) program, whereby a monthly allowance is provided to facilitate and compensate for the use of a personal device for Town business. Terms of participation are outlined in the Mobile Device Management Corporate Directive.

xxx-2024

GENERAL

35. *Repealed 212-2018*

36. *Repealed 176-2021*

37. *Repealed 176-2021*

Policy approved by: _____

- 38. Upon submission of receipts, and where alternate arrangements could not be made, Council shall be reimbursed for reasonable child or family care expenses up to a maximum of \$2000 per annum if incurred while attending meetings, conferences, conventions, education or training courses, in an official capacity.
- 39. In the event of any changes to Canada Revenue Agency (CRA) legislation, such changes will take precedence over the contents of this policy and will be implemented immediately.

EXCEPTIONS

- 40. Exceptions to this policy may be made by majority vote of council

POLICY REVIEW

- 41. This policy will be reviewed by the Council Remuneration Reviews Committee, with recommendations made to Council on or before June 30, 2028.

RELATED DOCUMENTS

- 42. Procedural Bylaw 2018-01
- 43. Council Remuneration Review Committee Bylaw 2023-12
- 44. Maternity and Parental Leaves for Elected Officials Bylaw 2024-28
- 45. Paid Medical, Family Caregiver, Compassionate Care Leaves for Members of Council Policy EX-010
271-2018

REPEALS POLICY: 509-2012

AUTHORIZATION:

Sean Krausert
Mayor

Cheryl Hyde
Manager, Municipal Clerk's Office

Policy approved by: _____

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	2017-03-21	93-2017	Policy in effect 2018-01-01
Amended	2018-10-02	212-2018	Address changes in federal tax legislation
Amended	2018-12-04	271-2018	Adjust basic rate of pay to reflect meeting schedule change; amendment in effect 2018-12-16.
Amended	2021-07-06	176-2021	Update basic rate of pay for 2021; include travel expenses and reimbursement.
Amended	2022-01-11	17-2022	Update Per Diem eligibility.
Amended	xxx-xx-xx	xxx-xxxx	Update Basic Rates, amend inclusions of Basic Rate and Per Diems, add BYOD, add AUMA,

Policy approved by: _____



Council Policy

Policy Title: Council Remuneration

Policy Number: EX-002

Date in Effect: January 1, 2018

Current as of: January 11, 2022

POLICY STATEMENT

1. Council will be provided with fair and reasonable remuneration for performing the duties of their office and reimbursement for approved expenses incurred while fulfilling their responsibilities.

212-2018; 176-2021

PURPOSE

2. This policy ~~provides guidelines and procedures for the remuneration of council~~ establishes the parameters and principles for council remuneration.

XXX-2024

DEFINITIONS

3. “Attending as dignitaries” means participating in an event or function in an official role with a specific responsibility, as requested and on behalf of the Town.

XXX-2024

- 2.4. “Automobile Allowance” means any payment that Council receives from the Town for using their own vehicle while fulfilling their responsibilities;

176-2021

- 3.5. “Council” means the mayor and all eCouncillors;

- 4.6. “Councillor” means a member of council, excluding the mayor, and is considered a part-time position;

- 5.7. “Mayor” is a member of Council and is considered a full-time position;

- 6.8. “Deputy Mm mayor” is a Ceouncillor appointed to fill the position of deputy mayor on a rotational basis and may act as mayor in the mayor’s absence;

- 7.9. “Per Diems” means the rates paid to Ceouncillors for attending to municipal business in accordance with this policy.

212-2018

RESPONSIBILITIES

- 8.10. Council is responsible for reviewing and approving this policy once each term in the year leading up to the general election.

- 9.11. Councillors are responsible for submitting Pper Ddiem expense claims.

- 10.12. The Mayor is responsible for approving Pper Ddiem expense claims.

Policy approved by: _____

BASIC RATE

~~11.13.~~ Council will be remunerated at the basic rates as set out below and as increased annually with the cost of living adjustment approved in the annual budget for the Town of Canmore. Basic rates for 2024-2025, effective October 24, 2025 are:

- a) Councillor: ~~\$28,772~~\$53,000
- b) Mayor: ~~\$101,388~~\$130,000

212-2018; 176-2021; ~~XXX-2024~~

~~12.14.~~ The basic rate is paid to Ceouncillors for the following:

- a) Up to four council meetings per month, including regularly scheduled council meetings, committee of the whole meetings, and special council meetings (including public hearings), up to a maximum of 16 hours per month,
- b) Council orientation sessions, ~~xxx-2024~~
- c) Council planning sessions and working sessions, as required or requested to attend, ~~xxx-2024~~
- d) Canmore Community Housing (CCHC) shareholder meetings, ~~xxx-2024~~
- e) ~~Two Council-CAO meetings per month~~Council-CAO regular monthly meetings, ~~xxx-2024~~
- f) business meetings with other municipal councils, ~~xxx-2024~~
- g) Functions and activities related to the duties of the deputy mayor appointment including attendance at the agenda setting meeting,
- h) Meetings to complete the CAO performance review, ~~212-2018; xxx-2024~~
- i) Finance Committee meetings, ~~17-2022; xxx-2024~~
- ~~a)j) i~~nformal meetings with the CAO, staff and Ceouncil,
- ~~b)k) s~~taff social functions such as employee service awards; ~~and annual holiday party,~~ farewell events for staff and Ceouncil, 212-2018
- ~~e)l) i~~nformal meetings with other municipal councils such as dinners and socials, 212-2018
- ~~d)m) e~~vening networking events while at conferences and conventions, 212-2018
- ~~e)n) p~~reparation for council and committee meetings,
- ~~f)o) i~~ndependent work with residents, businesses, and other organizations undertaken to be more familiar with an issue, program, or Town of Canmore initiative or facility, and 212-2018
- ~~g)p) p~~ublic workshops, open houses and other public input sessions, and

Policy approved by: _____

~~h)j) Meetings and social functions held within the municipal boundary when attending as dignitaries representing council such as Remembrance Day ceremonies, Canada Day events, Bow Valley Builders and Developers Association (BOWDA) meetings, service club meetings, Miner's Day events, Winter Carnival events, Folk Festival events, and grand openings, except when attending as a dignitary.~~

212-2018, ~~xxx-2024~~

~~13.15.~~ The basic rate will be paid biweekly with the regular Town of Canmore pay cycle.

PER DIEMS

~~14.16.~~ Councillors are eligible to claim ~~P~~er ~~D~~iem for attending to the following municipal business:

- a) ~~Council orientation sessions, Repealed xxx-2024~~
- b) ~~Council planning sessions and working sessions, as required or requested to attend, Repealed xxx-2024~~
- c) ~~b~~Board and committee meetings and meetings of commissions to which ~~C~~ouncillors are appointed and for which no other per diem is paid,
- d) ~~Canmore Community Housing (CCHC) shareholder meetings, Repealed xxx-2024~~
- e) ~~Two Council-CAO meetings per month, Repealed xxx-2024~~
- f) ~~meetings and social functions held within the municipal boundary when attending as dignitaries representing Council.~~
- g) ~~Council-CAO optional meetings~~
- e)h) ~~s~~Special council meetings over and above the four meetings, or maximum 16 hours of regularly scheduled council meetings covered by the basic rate, ~~including but not limited to public hearings, Canmore Planning Commission meetings, Subdivision and Development Appeal Board hearings, and Assessment Review Board hearings,~~
- f)i) ~~Town Hall meetings,~~
- g)j) ~~c~~onferences and conventions including but not limited to the Alberta Association of Urban Municipalities (AUMA) and Federation of Canadian Municipalities (FCM),
- h)k) ~~o~~n-line or in-person educational and training courses including time to complete exams and tests,
- i)l) ~~Business meetings with other municipal councils, Repealed xxx-2024~~
- j)m) ~~m~~Meetings with other government agencies and businesses on behalf of the Town of Canmore,

~~xxx-2024~~

~~xxx-2024~~

271-2018, ~~xxx-2024~~

Policy approved by: _____

~~k)n) g~~ Grand openings or meetings outside Canmore, if formally invited to present a verbal or written presentation,

~~h)o)~~ *Repealed 212-2018*

~~m)p)~~ ~~Functions and activities related to the duties of the deputy mayor appointment including attendance at the agenda setting meeting, *Repealed xxx-2024*~~

~~n)q) a~~ All other meetings or public appearances approved by council or made at the request of the Mayor, and

~~o)r)~~ ~~Meetings to complete the CAO performance review, *Repealed xxx-2024*~~

212-2018

~~p)s)~~ ~~Finance Committee meetings, and *Repealed xxx-2024*~~

17-2022

~~q)t) a~~ Agenda setting meetings or other required meetings with executive directors of external boards or commissions when acting in the position of chair of the board or commission.

17-2022

~~45.17.~~ Per ~~D~~diem rates in effect upon approval of this policy are set out below and may be ~~adjusted annually by council during the budget process~~ reviewed for recommended adjustments by the Council Remuneration Review Committee prior to each election cycle:

Up to 4 hours:	\$125
Over 4 hours and up to 8 hours:	\$225
Over 8 hours:	\$350

212-2018

~~46.18.~~ On days when ~~C~~ouncillors attend more than one meeting consecutively, time for all meetings should be added together and the amount for the cumulative time should be claimed.

212-2018; 271-2018

~~47.19.~~ On days when ~~C~~ouncillors attend non-consecutive meetings, separate ~~P~~er ~~D~~diems may be claimed to a maximum equivalent to the “over 8 hours” ~~P~~er ~~d~~diem rate.

212-2018; 271-2018

~~48.20.~~ Time calculated for ~~P~~er ~~D~~diem claims includes travel time to and from the activity.

~~49.21.~~ Per ~~D~~diem expense claims should be submitted and approved on the biweekly Town of Canmore pay cycle.

212-2018

~~20.22.~~ Remuneration for ~~P~~er ~~D~~diems must be reviewed and approved by the ~~M~~ayor or ~~D~~eputy ~~M~~ayor to ensure compliance with this policy.

212-2018

VEHICLE USE EXPENSES

~~24.23.~~ Council shall use Town vehicles for travel whenever possible. If no Town vehicle is available for use, an automobile allowance for the use of personally owned vehicles will be reimbursed at the reasonable per-kilometre allowance rate set by the Canada Revenue Agency (CRA). If ~~C~~ouncil

Policy approved by: _____

chooses to use a personally owned vehicle when a Town vehicle is available, the reimbursement rate is 20% of the CRA's rate.

176-2021

~~22-24.~~ When automobile allowance claims are submitted, there is no further reimbursement for any other vehicle related expenses, including fuel.

176-2021

~~23-25.~~ When using a personally owned vehicle for Town business Council shall carry adequate personal vehicle insurance. In the event of an accident, Council shall be responsible for all costs, including any insurance deductibles.

176-2021

ELIGIBLE REIMBURSABLE EXPENSES

26. Expense reports, including receipts, must be reviewed and approved by the Mayor or Deputy Mayor to ensure compliance with this policy.

27. The following are eligible reimbursable expenses:

a) ~~r~~Reasonable accommodation costs and associated gratuities,

176-2021

b) ~~r~~Reasonable meal costs and associated gratuities,

176-2021

c) ~~r~~Reasonable transportation costs, including economy class air, train or bus fares (and any associated fees) required for travel to and from the destination, or, if estimated costs are expected to be less, a rental car for travel to, from, and within the destination,

176-2021

d) ~~f~~axi fares and associated gratuities, or other public transportation costs, and

176-2021

e) ~~p~~arking.

176-2021

28. Wherever possible, the Mayor shall use the Town purchasing card to pay for other eligible travel expenses.

176-2021

RESTRICTIONS

29. In general, the following are not eligible expenses and the Town will not provide reimbursement for costs associated with:

a) ~~u~~se of a personal vehicle within Canmore,

b) ~~c~~harges for alcoholic beverages,

c) ~~e~~ntertainment costs,

d) ~~u~~pgrades to higher classes travel,

e) ~~f~~ines for traffic or parking violations,

f) ~~p~~ersonal items, such as clothing and toiletries,

g) ~~a~~dditional expenses resulting from travelling with a spouse or other guests, and

Policy approved by: _____

h) ~~e~~Expenses related to a home office.

176-2021

BENEFITS

30. ~~Members of~~ Council will be provided with benefits in accordance with the Town of Canmore Benefits Policy. In addition, Council members will be entitled to any and all benefits offered to elected officials through AUMA.

176-2021

31. The following table outlines the benefit types and cost share ratio provided under the Town's group benefits plan. Participation in the plan is mandatory for all employee groups identified herein and ~~elected officials~~ Council, except those benefit types listed as "Optional" or "Voluntary" under this section of this policy.

Benefit Type	Cost Sharing	
	Plan Member	Town
Extended Health Care premium	N/A	<u>100%</u>
Dental Care premium	N/A	100%
Non-Taxable Healthcare Spending Account/ Taxable Wellness Spending Account	N/A	100%
Life Insurance premium	30%	70%
Dependent Life Insurance premium	30%	70%
Accidental Death & Dismemberment (AD&D) premium	30%	70%
Optional Life Insurance premium	100%	N/A
Voluntary AD&D premium	100%	N/A
Group Retirement Savings Plan contribution (on regular base pay)	5.5%	8.65%
<u>Council Accident Policy – AUMA Plan C w/ 24-hour coverage</u>	<u>0%</u>	<u>100%</u>

176-2021; xxx-2024

EMPLOYEE AND FAMILY ASSISTANCE PROGRAM

32. The Town will provide Council and their eligible dependents ~~(spouse and children)~~ with access to a confidential, third-party employee and family assistance program at no cost to ~~the council member~~ Council.

176-2021; xxx-2024

~~33.~~ 33. The Town will provide ~~all of~~ Council with the option to purchase an ~~individual~~ Elevation Place membership at a discounted rate which is equivalent to 40% off a single adult membership rates equivalent to those set out in the Corporate Wellness Membership Program offered to our local businesses.

~~a) — Elected Officials are responsible for 100% of the cost of the corporate membership.~~

176-2021; xxx-2024

Policy approved by: _____

34. Council may participate in the Bring Your Own Device (BYOD) program, whereby a monthly allowance is provided to facilitate and compensate for the use of a personal device for Town business. Terms of participation are outlined in the Mobile Device Management Corporate Directive.

xxx-2024

GENERAL

34:35. _____ Repealed 212-2018

35:36. _____ Repealed 176-2021

36:37. _____ Repealed 176-2021

38. Upon submission of receipts, and where alternate arrangements could not be made, Council shall be reimbursed for reasonable child or family care expenses up to a maximum of \$2000 per annum if incurred while attending meetings, conferences, conventions, education or training courses, in an official capacity.

37:39. _____ In the event of any changes to Canada Revenue Agency (CRA) legislation, such changes will take precedence over the contents of this policy and will be implemented immediately.

EXCEPTIONS

38:40. _____ Exceptions to this policy may be made by majority vote of council

POLICY REVIEW

39:41. _____ This policy will be reviewed by the Council Remuneration Reviews Committee, with recommendations made to Council on or before ~~July 30, 2025~~ June 30, 2028.

RELATED DOCUMENTS

42. Procedural Bylaw 2018-01

43. Council Remuneration Review Committee Bylaw 2023-12

44. Maternity and Parental Leaves for Elected Officials Bylaw 2024-28

40:45. _____ Paid Medical, Family Caregiver, Compassionate Care Leaves for Members of Council Policy EX-010

271-2018

REPEALS POLICY: 509-2012

AUTHORIZATION:

Sean Krausert
Mayor

Cheryl Hyde
Manager, Municipal Clerk's Office

REVISION HISTORY

Policy approved by: _____

Action	Date	Council Motion	Notes
Approved	2017-03-21	93-2017	Policy in effect 2018-01-01
Amended	2018-10-02	212-2018	Address changes in federal tax legislation
Amended	2018-12-04	271-2018	Adjust basic rate of pay to reflect meeting schedule change; amendment in effect 2018-12-16.
Amended	2021-07-06	176-2021	Update basic rate of pay for 2021; include travel expenses and reimbursement.
Amended	2022-01-11	17-2022	Update <u>Per Diem</u> eligibility.
<u>Amended</u>	<u>xxx-xx-xx</u>	<u>xxx-xxxx</u>	<u>Update Basic Rates, amend inclusions of Basic Rate and Per Diems, add BYOD, add AUMA.</u>

Policy approved by: _____



BYLAW 2023-12

A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING A COUNCIL REMUNERATION REVIEW COMMITTEE

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

TITLE

- 1 This bylaw shall be known as the Council Remuneration Review Committee.

ESTABLISHMENT

- 2 The Council Remuneration Review Committee is hereby established.
- 3 The purpose of the committee is to make recommendations to Council with respect to approval of the Council Remuneration Policy to develop a plan that
 - a) is fair and reasonable,
 - b) attracts a diverse and representative pool of candidates from Canmore residents, and
 - c) recognizes the complexity, responsibilities, and time commitments associated with the role of elected officials.
- 4 The committee's scope includes but is not limited to
 - a) establishing a set of guiding principles for council remuneration,
 - b) establishing the appropriate remuneration paid to council members, including specific recommendations on
 - (i) base salary and per diem amounts,
 - (ii) benefits,
 - (iii) allowances and expenses,
 - (iv) full-time equivalent status,
 - (v) options for making periodic adjustments to established remuneration,
 and
 - c) establishing standards for remuneration review.

POWERS AND DUTIES

- 5 The Committee is advisory in nature.
- 6 The chair (or a member chosen by the committee if the admin member is the chair) shall present the Committee's recommendations to Council on or before June 30 the year before a general municipal election.
- 7 The Committee shall review relevant survey data and practices of comparable markets and may conduct other reviews as required.
- 8 The Committee may solicit external submissions and expertise.
- 9 Committee members shall not be compensated for their services.

MEMBERSHIP AND TERM

- 10 The committee shall be comprised of
 - a) three or five public members, and
 - b) the general manager of corporate services or designate (non-voting).
- 11 Council shall appoint public members at Council's annual organizational meeting.
- 12 The Committee term will commence two years before a general municipal election and end no later than June 30 the year before a general municipal election.

ELIGIBILITY

- 13 To be eligible for public membership on the Committee, a person must
 - a) be a resident of Canmore,
 - b) be at least eighteen years of age, and
 - c) have education or experience in finance, human resources, or business.
- 14 Town employees are not eligible to be public members.
- 15 A public member is not eligible for continuing a term on the Committee and/or for reapplying for the next subsequent term on that committee if the public member
 - a) fails to attend three consecutive meetings of the committee, unless that absence is caused through illness or is authorized in advance by resolution of the Committee, or
 - b) ceases to meet the eligibility requirements set out in this bylaw.

Bylaw approved by: *SK* *AR*

RESIGNATIONS AND REMOVALS

- 16 Any public member may resign from the Committee at any time by sending written notice to the committee chair.

MEETING SCHEDULE AND PROCEDURES

- 17 Quorum is three voting members.
- 18 The committee shall determine their own meeting schedule.
- 19 Public notice of a meeting is provided on the Town's website at least 24 hours prior to a meeting.
- 20 The committee conducts its meetings in public except where authorized by the Municipal Government Act to close a meeting to the public.
- 21 The committee chair is selected by a majority vote of committee members.
- 22 Matters are decided by majority vote.

MEETING RECORDS

- 23 Agendas are made available to committee members at least three days prior to a meeting and made available to the public at least one day prior to a meeting.
- 24 Minutes are prepared for every committee meeting and contain the following:
 - a) the date, time, and location of the meeting,
 - b) the names of all committee members present,
 - c) the name of anyone other than a committee member who participated in the meeting, and
 - d) any motions made at the meeting, along with the results of the vote on the motion.
- 25 Questions and debate are not recorded in the minutes.
- 26 Minutes may, at the discretion of the members, include action items agreed upon by unanimous consent, including, but not limited to, action items accepted by individual committee members.
- 27 Minutes of a meeting are adopted by motion at the next meeting.
- 28 Any member may request a correction to the minutes before they are adopted; corrections are deemed adopted when the motion to adopt the minutes has carried.
- 29 Approved minutes are signed by the chairperson and the recorder who were present at the meeting where the minutes were taken, wherever possible. Where not possible, the minutes shall be signed by the current presiding officer and recording secretary.

Bylaw approved by: SK AR

ENACTMENT/TRANSITION

30 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.

31 This bylaw comes into force on the date it is passed.

FIRST READING: May 2, 2023


SECOND READING: May 2, 2023

THIRD READING: May 2, 2023

Approved on behalf of the Town of Canmore:


Sean Krausert
Mayor

May 3, 2023
Date


Allyssa Rygersberg
Deputy Municipal Clerk

May 3, 2023
Date

Bylaw approved by:  

Town of Canmore Council Remuneration Review Committee Recommendation Report

Submitted to: Town of Canmore Council

Submitted by: Craig Saloff, Simon Orrell, Laurie Edward, Harry Scott, Jen Marran

Administrative Support: Therese Rogers, Johanna Sauve, Jolene Noel

June 2024

Executive Summary

This report provides recommendations for Town of Canmore Council remuneration with goals to provide a fair and reasonable remuneration for Council members, diminish barriers so a more diverse and representative pool of candidates can run for Council, and recognize the complexity, responsibilities, and time commitments associated with the role of an elected official in Canmore.

The recommendations are:

- Move mandatory council duties from per diem pay to base pay.
- Increase annual base pay for a councillor to \$53,000.
- Apply an annual COLA (Cost of Living Allowance) increase to councillor base pay.
- Move voluntary council duties from base pay to per diem pay.
- Maintain the current per diem rate for the next Council elected in 2025.
- Express a councillor position as an average time commitment requiring 25-30 hours per week instead of using a Full-Time Equivalent (FTE) status comparison.
- Increase the mayor's annual base salary to \$130,000.
- Apply an annual COLA increase to the mayor's base salary.
- Keep the current benefits package unchanged.
- Include both base pay and per diem pay in the Group Retirement Savings Plan (GRSP) matching calculation.
- Remain with AMSC (Alberta Municipal Services Corporation) for insurance coverage.
- Add a medical leave policy.
- Add a parental leave bylaw.
- Allow Council to participate in the town's BYOD (Bring Your Own Device) program for cell phones.
- Update the Council Remuneration Policy to require receipt submission for expenses.
- Include specific tasks/research points in the next Council remuneration review process.

This report includes background information and research methods, as well as detailed rationale, for each of the above recommendations. It also includes the forecasted financial impacts if these recommendations are adopted by Council.

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Introduction

This report outlines the Town of Canmore Council Remuneration Review Committee recommendations for changes to councillor and mayor remuneration beginning in October 2025 after the next municipal election occurs and a new Council term begins.

Purpose

The committee was established in May 2023 in accordance with Bylaw 2023-12 to review Council remuneration and make recommendations to develop a plan that “is fair and reasonable; attracts a diverse and representative pool of candidates from Canmore residents; and recognizes the complexity, responsibilities, and time commitments associated with the role of elected officials.”

Background

This is the first time a remuneration review committee has been established in the Town of Canmore. The committee consisted of five Canmore residents appointed by the Town of Canmore Council in Fall 2023, and the committee members first met in November 2023. Between then and June 2024, the committee met regularly on a bi-weekly basis. According to the bylaw, the committee will adjourn no later than June 30, 2024 and will be re-established two years before the 2029 general municipal election.

Scope

The committee’s scope included “establishing a set of guiding principles for Council remuneration; establishing the appropriate remuneration paid to Council members, including specific recommendations on base salary and per diem amounts, benefits, allowances and expenses, full-time equivalent status, options for making periodic adjustments to established remuneration; and establishing standards for remuneration review.”

Methods

The committee reviewed many sources of data – both primary and secondary – to inform the recommendations included in this report. These included a survey of past and present Council members, a demographic profile of 2021 Council candidates, Canmore Council remuneration statistics, Canmore Council Remuneration Review Report provided by Horovatin Consulting Ltd., the Alberta Municipal Services Corporation 2023 Wage & Compensation Survey for large towns (5K+ population), the Government of Alberta Regional Dashboard (2020), Town of Canmore 2024 Pay Grid, and the Alberta Living Wage Report – Community Calculations & Methodology. The committee also looked at salary data for similar positions in other Alberta municipalities and professional jobs in Canmore.

Preview

This report provides recommendations for councillor base pay, per diems, full-time equivalent status, the mayor’s compensation, benefits, medical and parental leaves, allowances and expenses, and standards for future remuneration review. It also includes anticipated financial impacts if the recommendations are adopted.

Committee Recommendations

These recommendations consider that Canmore is unique in its economy, labour market, and affordability context, and that Canmore's growth and development in recent years has resulted in a higher and more complex workload for Council than what is typically experienced in other comparable communities. The recommendations are based more on comparison data from the local context with less focus on data from comparator towns.

The recommendations also consider that a pool of potential candidates interested in running for Council must live in Canmore, and therefore experience the financial and affordability challenges unique to Canmore.

The committee also recognizes that the role of councillor requires more than a part-time commitment, that the time commitment fluctuates both seasonally and weekly including mandatory full-day Council meetings mid-week that make it difficult to maintain another job, and that while the requirements for running for the position of councillor are low, the responsibilities of an elected official are significant.

With those considerations, and following the mandate and direction set forth in Bylaw 2023-12, the Town of Canmore Council Remuneration Review Committee has outlined their recommendations below.

Councillor Base pay

Recommendation 1: That the following duties be moved from per diem rate to base pay:

- Council orientation sessions
- Council planning sessions and working sessions
- Canmore Community Housing (CCH) shareholder meetings
- Mandatory monthly Council-CAO meeting
- Business meetings with other municipal Councils
- Functions and activities related to the duties of the deputy mayor appointment including attendance at the agenda setting meeting
- Meetings to complete the CAO performance review
- Finance Committee meetings

Rationale: All Councillors are required to attend the non-optional activities and meetings listed above, so they should be recognized as core duties and included in base pay. This also simplifies the administration of per diems and allows the base salary to better reflect the time commitment required by councillors.

Recommendation 2: That annual councillor base pay increase to \$53,000.

Rationale: This increase recognizes that the councillor role requires more time commitment than a typical part-time position but does not require the time commitment equivalent of a full-time position. It also recognizes the addition of duties listed above, moved from per diem rates, to the base salary. The committee anticipates that the average annual per diems claimed per councillor

will decrease from approximately \$13,000 to \$6,000. This, combined with the updated base salary, will result in an estimated total annual compensation of approximately \$59,000 (not including benefits). In developing this recommendation, the committee considered many data points including the spectrum of Town of Canmore wages, the average salaries across vocations in Canmore, the Alberta Dashboard data that shows an annual Canmore median family income of \$125,000 and lone parent median income of \$72,000, and the Canmore living wage.

Recommendation 3: That a Cost-of-Living Adjustment (COLA) be applied to the councillor base pay on an annual basis.

Rationale: This recognizes the increasing cost of living and aligns with the Town of Canmore employee salary adjustments.

Councillor Per diems

Recommendation 1: That the following activities be moved from base pay to per diem:

Meetings and social functions held within the municipal boundary when attending as dignitaries representing Council [in a formal capacity] such as Remembrance Day, Canada Day events, Bow Valley Builders and Developers Association (BOWDA) meetings, service club meetings, Miner's Day events, Winter Carnival events, Folk Festival events, and grand openings.

Rationale: Attendance at these events is not required, for all councillors.

Recommendation 2: That the current per diem rate remain the same but be reviewed by the next Remuneration Committee before the 2029 election.

Rationale: With many duties moving from per diem to base pay, the current per diem rate is appropriate. The per diem rate should be reviewed by the next remuneration review committee with a consideration for a one-time adjustment for COLA.

Full-time Equivalent Status

Recommendation: That councillor time commitment be expressed in terms of hours per week rather than Full-Time Equivalent (FTE) and that this be communicated as an average of 25-30 hours per week.

Rationale: It is difficult to express councillor time commitment as FTE as FTEs vary across sectors and positions. A weekly average time commitment better reflects the reality of the commitment required for a councillor to complete their job, and it also communicates that the irregular hours preclude a councillor from maintaining a concurrent full-time job and many other part-time jobs.

Mayor's Compensation

Recommendation 1: To increase the mayor's annual salary to \$130,000.

Rationale: This increase reflects the responsibility of the mayor's position and the time required to complete the job. It also considers living affordability in Canmore.

Recommendation 2: That a Cost-of-Living Adjustment (COLA) be applied to the mayor's salary on an annual basis.

Rationale: This recognizes the increasing cost of living and aligns with the Town of Canmore employee salary adjustments.

Council Benefits

Recommendation 1: That the following benefits remain unchanged:

- Extended Health Care
- Dental Care
- Non-taxable Healthcare spending account/taxable wellness spending account
- Life insurance
- Dependent Life insurance
- Accidental Death and Dismemberment
- Optional Life insurance
- Voluntary AD&D

Rationale: These benefits are provided for a full-time equivalent position even though the role of councillor is not full-time, so the benefits package is already generous and aligns with Town of Canmore employee benefits. The committee reviewed Alberta small municipality comparators and determined that the current benefit package is at least as broad, if not broader, than comparator communities. The benefits package is also the highest monetary value compared to similar municipalities and well above the median for elected officials.

Recommendation 2: When calculating the group retirement savings plan contribution, include both base pay and per diems in the calculated percentage (instead of the current calculation which considers base pay only).

Rationale: The GRSP (Group Retirement Savings Plan) contribution should recognize total councillor compensation; this will result in an approximate increase of \$2,000/annually in GRSP contributions. This change better recognizes the total time commitment required by councillors.

Recommendation 3: Remain with AMSC (Alberta Municipal Services Corporation) for insurance coverage instead of switching to WCB.

Rationale: The AMSC coverage provides insurance 24/7 which is appropriate for the irregular hours worked by councillors.

Council Medical and Parental leaves

Recommendation 1: Add medical leave to the program that allows Council members to take up to 16 weeks of excused paid time off. If time is required past the 16 weeks, that Council review the request and pass either a bylaw or resolution (as may be required) giving Council the authority to determine the path forward beyond 16 weeks.

Rationale: This allowance aligns with Alberta Employment Standards, and medical leave is currently offered to Town of Canmore employees.

Recommendation 2: Add parental leave to the program that allows Council members to take up to 8 weeks of medical leave with full pay for the birth of a child and an additional 4 months of leave paid in accordance with Employment Insurance and with optional meeting attendance. The person on leave can still participate in Council activities to the extent they wish. The terms of leave will need to be contained in a parental leave agreement.

Rationale: Providing parental leave makes Council positions more accessible/feasible for more people. Banff has already passed a parental leave bylaw and other municipalities offer the same.

Allowances and Expenses

Recommendation 1: In addition to the provision of laptop or tablet, that Council be eligible to participate in the Town's BYOD (Bring Your Own Device) program for cell phones.

Rationale: Council uses their cell phones for Town business.

Recommendation 2: That the Council Remuneration Policy be updated to require receipt submission for expense reimbursement.

Rationale: This update reflects current business practice.

Future Remuneration Review

Recommendation: That the future remuneration review committee should include the following in their review process:

- Direct administration to conduct a survey of the previous two Councils.
- Review per diems to understand the impact of COLA and the recommendations being made by this committee.
- Analyze the move of per diems to base pay to understand the impact on overall compensation and administrative burden.
- Ensure a provision is included for immediate changes to Canada Revenue Agency (CRA) regulations for anything impacting elected officials' compensation.

Rationale: This is the first time a Town of Canmore Council remuneration committee has been created, and the recommendations in this report need to be assessed to ensure fair and reasonable compensation for Council.

Financial Impacts

Based on the committee's recommendations, administration completed a financial analysis to determine budget implications. The financial impact has been calculated at \$161,226 annually. Changes would come into effect following the next municipal election in 2025 with the updated rates of pay applying to the newly elected Council. These recommendations will come to Council for approval as part of the next budget cycle this fall. This amounts to approximately \$10.00 per year or \$0.83 per month for the median household in Canmore.

Total increase to Pay	\$ 126,076
Total Increase to RRSPs	\$ 14,020
BYOD	\$ 2,100
Total Increase to Employer Premiums and Deductions	\$ 19,030
Total	\$ 161,226
% Tax Increase to support	0.46%

Conclusion

This report provides recommendations for changes to councillor base pay, per diems, full-time equivalent status, the mayor's compensation, benefits, medical and parental leave, and allowances and expenses. It also provides recommendations for the next Council remuneration review committee and includes the anticipated financial impacts if these recommendations are adopted.

Considering the unique complexities of holding public office in Canmore, including the high cost of living, the Town of Canmore Council Remuneration Review Committee believes these recommendations reflect a fair and reasonable remuneration for Council members. The recommendations may also diminish barriers so a more diverse and representative pool of candidates can run for Council, and the committee believes the recommended remuneration changes better recognize the complexity, responsibilities, and time commitments associated with the role of an elected official in Canmore.



Briefing

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

To: Committee of the Whole

SUBJECT: Steep Creek Updates to the Municipal Development Plan and Land Use Bylaw

SUBMITTED BY: Félix Camiré, Project Engineer
Jennica Collette, Development Planner

PURPOSE: To provide the Committee of the Whole with information on contemplated amendments to the Municipal Development Plan and Land Use Bylaw following the completion of the Cougar Creek Long Term Mitigation and completed Hazard and Risk Assessments for portions of the Three Sisters Mountain Village Lands.

EXECUTIVE SUMMARY

After the steep creek flood events of 2013, policies and rules were included in the Municipal Development Plan (MDP) and Land Use Bylaw (LUB) to protect high-hazard areas of the community from risks associated with these events. Now that the Cougar Creek debris flood retention structure is substantially complete, changes to the MDP and LUB will be proposed by administration to acknowledge the relative reduction in flood risk for the Cougar Creek area. Recently completed steep creek hazard assessments for other creeks adjacent to the community inform other proposed changes to the MDP and LUB.

This report provides an overview of the proposed changes. Council will be presented with the recommended amendments to both the MDP and LUB at the February 2025 regular meeting.

Lastly, there are two lots owned by the Town adjacent to Cougar Creek. This report is intended to introduce discussion on these sites, with a recommendation for the sites intended to be brought forward in February as well.

BACKGROUND

Following the 2013 floods, the Town undertook hazard and risk assessments of all the steep creeks within its municipal boundary. When adopted in 2016, the MDP included specific policy direction for steep creeks. This included: establishing a safety risk tolerance approach to managing steep creeks and identifying steep creek study areas; development hold zones (where the level of risk is unacceptable); and steep creek hazard zones (characterized by varying intensities of risk). Supplemental guidance for development in those steep creek areas was provided through the 2016 Steep Creek Policy.

With the adoption of the LUB in 2018, the Steep Creek Hazard Overlay was introduced. The overlay established rules for development located in steep creek hazard areas, steep creek study areas, and development hold zones. The policies of the MDP and regulations in the LUB ensure steep creeks are

studied in detail prior to development, areas of high or extreme hazard are avoided, and development in areas of moderate and low hazard is appropriately mitigated.

In conjunction with the policy, the Town planned structural hazard mitigation on several creeks through the Mountain Creek Hazard Mitigation Program. The purpose of the mitigation is to reduce risks in already developed areas to acceptable levels. Several short-term mitigation projects have been completed, and long-term mitigation is being undertaken in order of priority, with the Cougar Creek debris flood retention structure (the “Structure”) being the first project to be undertaken due to high risks to existing development on the Cougar Creek alluvial fan. Construction of the Structure is substantially complete, materially reducing community risks.

A significant portion of the Three Sisters Mountain Village (TSMV) lands, between Three Sisters Creek and Pigeon Creek, are currently identified as steep creek study areas in the LUB overlay. However, through the Three Sisters Village and Smith Creek Area Structure Plan (ASP) process, hazard and risk assessments have been completed for the areas within these ASPs. Administration has reviewed these assessments and is currently preparing hazard areas and maps that will replace the study areas. Administration will bring forward amendments to the MDP and LUB that include revisions to the Cougar Creek hazard zone, and updated overlay maps that reflect recently completed hazard and risk assessments.

DISCUSSION

Economic Risk Tolerance

While the MDP does not set out explicit thresholds for economic risk, cost impacts of hazards are assessed as part of steep creek studies. Economic impacts of events have been high in Alberta in recent decades, leading to changes in the Disaster Recovery Program. These changes limit the availability of financial assistance for uninsurable loss and damage. As of 2021, there is a \$500,000 funding cap per homeowner application and a one-time limit per property address. Additionally, overland flood insurance products are not yet considered to be readily and reasonably available to all Albertans, and coverage and premiums vary by geographic area. This makes recovery following a flood event increasingly costly and challenging. Due to recent changes in the program, municipalities will now be required to pay 10% of any eligible municipal reimbursement through the DRP program. Cost impacts will continue to be assessed as part of risk assessment and will inform levels of mitigation requirement and investment along with safety risk considerations.

Safety Risk Tolerance

Policy 3.5 of the MDP establishes a safety risk tolerance approach which was based on work completed in 2009 by the District of North Vancouver in response to steep creek hazards affecting their communities. The approach utilizes two metrics to measure safety risk: individual risk (probability of having fatalities at an individual property in any given year), and group risk (the risk of having multiple fatalities in an area or community in a single event). Since the adoption of this approach in the MDP in 2016, research on risk tolerance in communities has continued to progress.

Based on developments in how this type of risk is being assessed and communicated, and recently completed studies and mitigation, administration will be bringing forward proposed amendments to the MDP in February 2025. These amendments will include changes to the description of the safety risk tolerance criteria and the accompanying group risk figure. This will simplify the threshold for existing development and contextualize the costs and benefits of planned mitigation.

Development Hold Zone

The Development Hold Zone that is currently defined in the MDP and LUB was intended to be applied to the Cougar Creek area in response to risk assessments, and to minimize development ahead of structural mitigation. However, the Development Hold Zone was ultimately not applied to the Cougar Creek alluvial fan area. Rather, the low, moderate, and high/extreme hazard zones were applied for the purpose of development review. With mitigation for Cougar Creek completed, and no other developed areas in town presenting an unacceptable group risk, the Development Hold Zone will no longer be needed. The planned MDP and LUB amendments will include the removal of this zone.

Residual Hazard Zone

Future amendments to the MDP and LUB will include a new Residual Hazard Zone, in addition to the three existing steep creek hazard zones (Extreme/High, Moderate, and Low). This new hazard zone is proposed to be applied to areas that could be inundated if mitigation fails to fully protect from an event. Mitigation can fail for a variety of reasons, including planned exceedances (activation of a spillway), events exceeding the design event, or failure of mitigation to perform during an event for which it was designed. This new Residual Hazard Zone is intended to ensure a minimum level of community resiliency, account for residual risk post mitigation, and contribute to climate resilience.

Proposed policy amendments to the MDP will discourage development intensification in residual hazard zones. Land use and densities within the current LUB or contemplated in current land use policies are considered acceptable. When developing within a Residual Hazard Zone, the requirements of the Low Hazard Zone will apply, which allows for uses within their current zoning districts to continue without the possibility of intensification or amending the LUB to a more development intensive district. For example, lots within the Residual Hazard Zone that have a land use designation of R-1A (Residential Detached Small-Lot District) would be allowed accessory buildings, accessory dwelling units, detached dwellings, and Home Occupation – Class 1 as permitted uses. Discretionary uses could also be allowed provided they are listed within the appropriate land use district.

Changes to Steep Creek Hazard Maps

Proposed amendments to the LUB will include updates to the Cougar Creek hazard mapping, based on the residual risk assessment completed post structural mitigation. This most recent assessment significantly reduces the hazard zones for most of the existing development in the Cougar Creek area. The updated mapping will include areas of the new residual hazard zone, which covers the previous hazard zones extents. A draft of the proposed Cougar Creek hazard zones for LUB updates is provided in Attachment 1. The current Hazard and Study Zones, between Three Sisters Creek and Pigeon Creek, will be updated at the same time based on the hazard assessments completed through the Three Sisters Village ASP and Smith Creek ASP processes.

Properties Owned by the Town

Two lots, 474 and 478 Grotto Road, were acquired by the Town following extensive damage to the lots and homes there during the 2013 floods. The intention at the time was to hold the lots until mitigation was in place. In the meantime, signs were posted on the lots to indicate they were planned for future development. The lots are within the R1A Residential Detached Small-Lot District of the Land Use Bylaw and would be within the proposed Residual Hazard Zone, precluding intensification of use. Administration will bring a

separate report forward with the MDP and LUB amendments with a recommendation to dispose of the two lots.

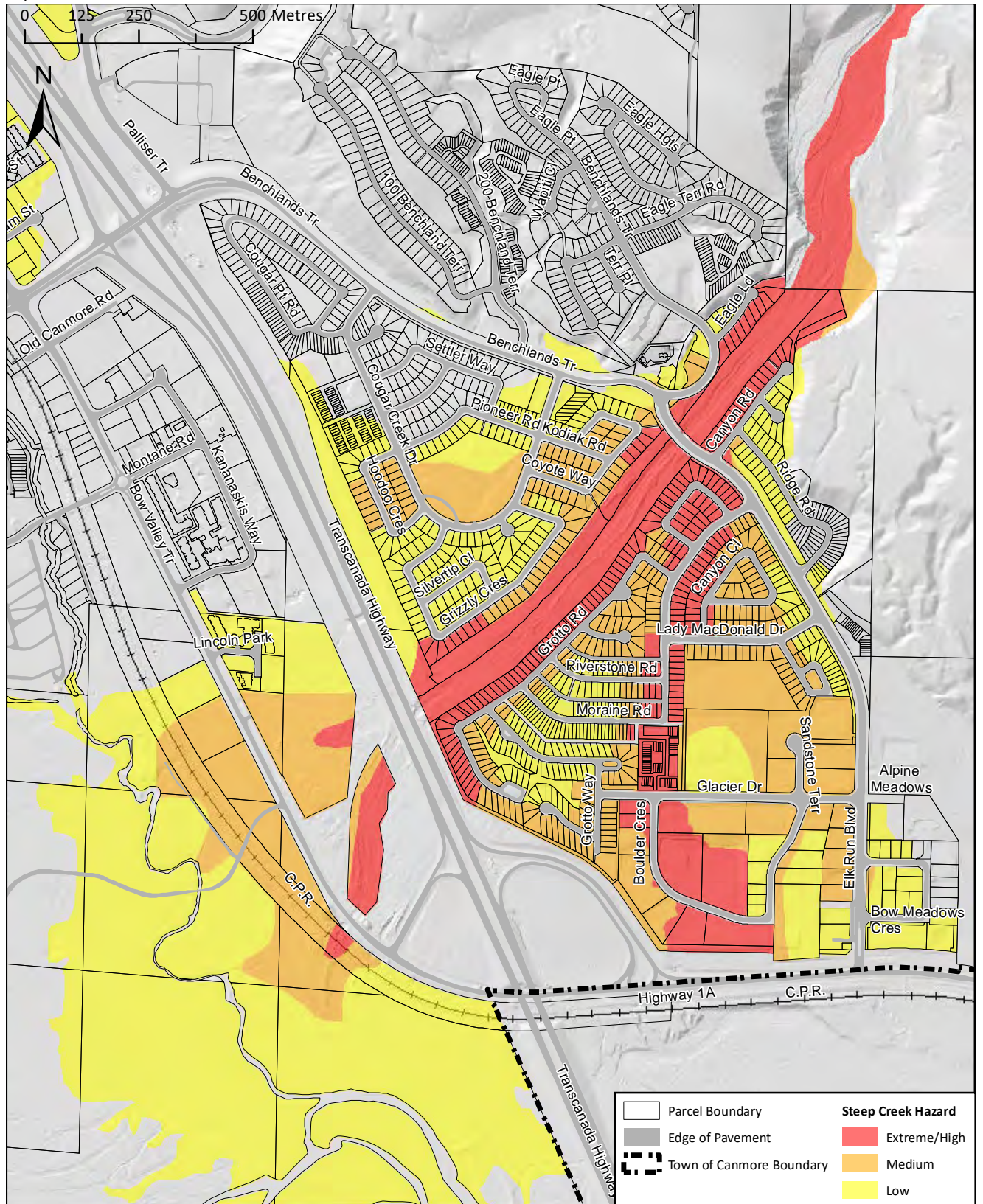
ATTACHMENTS

- 1) Current Cougar Creek Hazard Map, LUB 07 Development Overlays Map 3
- 2) Proposed Cougar Creek Hazard Zone Map
- 3) Location of Properties Owned by the Town

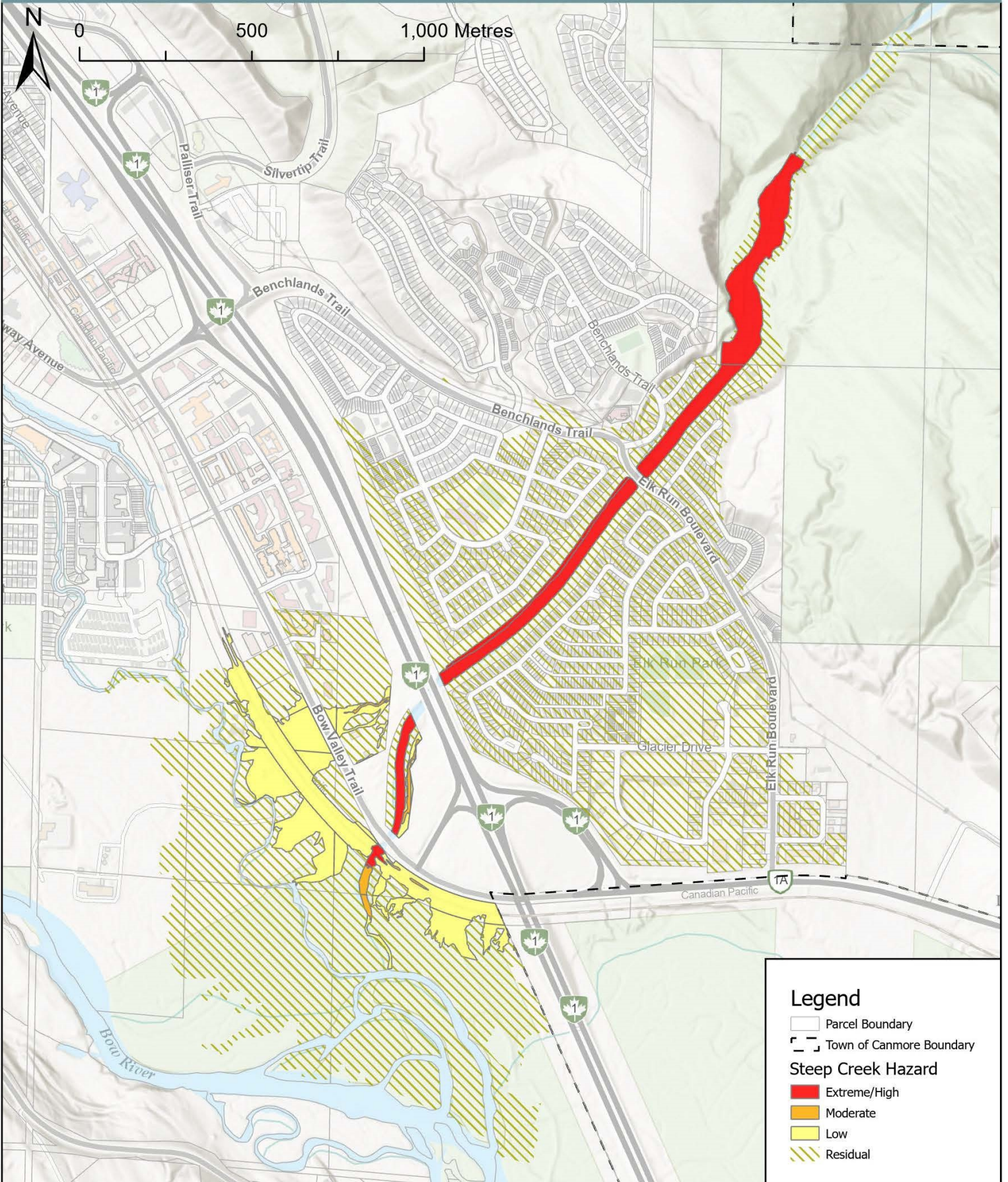
AUTHORIZATION

Submitted by:	Jennica Collette Development Planner	Date: <u>October 23, 2024</u>
Submitted by:	Félix Camiré Project Engineer	Date: <u>November 22, 2024</u>
Approved by:	Harry Shnider Manager of Planning and Development	Date <u>November 22, 2024</u>
Approved by:	Andy Esarte Manager of Engineering	Date <u>November 22, 2024</u>
Approved by:	Whitney Smithers General Manager of Municipal Infrastructure	Date: <u>November 29, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date: <u>December 9, 2024</u>

Map 3



Proposed Cougar Creek Hazard Map



Legend

- Parcel Boundary
- Town of Canmore Boundary
- Steep Creek Hazard**
- Extreme/High
- Moderate
- Low
- Residual

Location of Properties Owned by the Town



Briefing

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

TO: Committee of the Whole

SUBJECT: Affordability Measures and Services

SUBMITTED BY: Elle West, Community Evaluator

PURPOSE: To provide the Committee of the Whole with an update on affordability measures and municipal services that improve affordability.

EXECUTIVE SUMMARY

Council's Strategic Plan includes the goal of livability. One objective within the livability goal is: "Municipal initiatives and services are designed to increase affordability". Previously, one of the ways that affordability has been measured in Canmore was through participation with the Alberta Living Wage Network, and by publishing a "Living Wage" number annually.

The Town of Canmore will no longer be publishing a "Living Wage" number or renewing its membership with the Alberta Living Wage Network, due to the challenges of using this calculation. One challenge with the "Living Wage" was that household specific assumptions were necessary, resulting in limited applicability to all residents in the community. Another challenge was that the evolving calculation methods for the "Living Wage" hindered year-over-year comparisons of Canmore's numbers.

There are other ways that the Town will continue to measure affordability, and there are many municipal services designed to increase affordability in our community. Measures include three key areas: the cost-of-living index, income, and housing costs. These measures are described below, as well as community supports and their supportive quantitative indices.

BACKGROUND/HISTORY

Canmore has calculated and published a "Living Wage" number for Canmore since 2015. The methodology for calculating a "Living Wage" involves totaling all living expenses, including shelter, food, transportation, and childcare, reducing these expenses by the total government benefits available, including childcare subsidy, climate action incentive, Alberta affordability payments, and adding the total taxes and payroll deductions required.

During a review of the 2023-2026 Strategic Plan in January 2024, administration shared concerns about the "Living Wage" as a measure of affordability and confirmed with Council, the intent to move away from calculating Canmore's "Living Wage" in favour of other approaches.

DISCUSSION

References to the “Living Wage” will be removed from the Town website, from Council’s Strategic Plan, and from the Canmore Community Monitoring Report (CCMR).

As we move away from using the “Living Wage” as a measure of affordability, we want to focus not only on other measures of affordability, but also on the services and initiatives that reduce the cost of living for residents.

Key Measures:

These measures of affordability and livability are tracked in the Canmore Community Monitoring Report (CCMR).

1) **Cost of Living Index**

This is sourced from the Government of Alberta’s Spatial Price Index Survey, which measures price differences between selected Alberta communities for a basket of goods and services at a specific point in time, using Edmonton as the index base. The most recent year that data is available for is 2018.

In 2018, the cost of living in Canmore as captured by a basket of goods and living expenses was 42.9% higher than similar items in Edmonton. Every \$100 spent in Edmonton on living costs would require an additional \$42.90 for the same items in Canmore. Looking at individual items, \$100 on food in Edmonton would cost \$111 in Canmore. Non-food items such as personal care products supplies, recreation, transportation, etc., would cost \$148 compared to \$100 in Edmonton. Looking specifically at shelter, every \$100 spent on shelter in Edmonton would cost \$241 in Canmore which represents the highest discrepancy in Alberta.

2) **Income**

- **Median Income**

This indicator reports on the median census family income in Canmore.

Based on 2022 tax data (the most recent available), family income increased by 5% from 2021 to \$130,280. While family income didn't increase as fast as inflation between 2021 and 2022, income continued to remain above the inflation adjusted base income from 2008. In 2022, 87% of families reported some amount of employment income, leaving 13% with income from other sources such as pensions, investments or assistance programs.

- **Gini Coefficient - Index of Income Distribution**

This indicator reports on the Gini Index for Canmore based on after-tax household income. The Gini index is a measure of the distribution of income across a population. A higher Gini index indicates greater inequality, with high-income individuals receiving much larger percentages of the total income of the population. Based on 2021 census data sourced from Statistics Canada, Canmore's Gini Index moved slightly lower than 2016 (45) to 41. Canmore has the highest Gini index in Canada. For comparison, Banff's Gini Index in 2021 was 31, Toronto 40, Calgary 38, Vancouver 38.

3) **Housing Costs**

- **Housing Price Ratio**

This indicator compares the median ownership price of home (all types) purchase in Canmore to family incomes from employment sources, resulting in a housing price ratio. The housing price to income ratio for all family types and home types was 7.3 in 2019. This means the median house was 7.3 x higher than the median family employment income. Banff’s Housing price ratio, for comparison, is 8.2. Cochrane sits at 4.0. The median home price in Alberta as of October 2024 is approximately \$544,752. The median family income from employment sources in Alberta is approximately \$96,000 per year. This means that the median home price in Alberta is about 5.67 times the median family income from employment sources.

- **Housing Purchase Prices**

This data reports on the median price of home purchases based on recent sales as well as the average price by home type (single family homes and multi-family units). Housing prices in Canmore (and Banff) more closely resemble big cities and other resort communities. Single family home median price for Canmore - \$1.54M, Toronto - \$1.5M, Vancouver \$2M, with several other communities included for comparison in the chart below (October 2023 – Real Estate Board of Greater Vancouver and the Canadian Real Estate Board: Calgary, Canmore, Banff, Toronto).

Location	Single Family	Town/Row House	Apartment/condo
Canmore	\$1.54M	\$973K	\$683K
Banff	\$2.38M	\$1M	\$682K
Cochrane	\$638K	\$383K	\$310K
Calgary	\$645K	\$395K	\$280K
Squamish	\$1.7M	\$992K	\$533K
Whistler	\$2.6M	\$1.4M	\$603K

- **Vital Homes**

The indicator shows the number of units, both ownership and rental, in Canmore Community Housing’s Vital Homes Program. This indicator also shows the percentage of new homes that are Vital Homes. Vital Homes are crucial at retaining non-market housing in perpetuity. The number of units continues to increase each year, with an increase of five homes from 2022 for a total of 280 homes in 2023. Canmore Community Housing (CCH) has both a rental and an ownership program, which provide housing opportunities below market rates. There are currently 110 rental units and 173 ownership units in the Vital Homes program. By the summer of 2025, 18 more units are expected to be added to this total with the Stewart Creek development, and more units are included in the Palliser Area Use Plan.

- **Average advertised rental rates, average number of rental vacancies, and income required to afford a one-bedroom unit.** This data is sourced from Canmore Community Housing’s (CCH) compilation of advertised rental listings. These rates are an average of all available advertised units. Sources include Asset West, PEKA, REMAX, RMO, The Peaks, Rent Faster and Kijiji. The average advertised rental price is trending upwards, with a one-bedroom rental costing

\$2,464 per month in 2023. The number of vacancies has been trending down since the year 2018. The general rule for determining rental shelter affordability is 30% of gross income.

It is important to note that there is a significant difference between the advertised rental rates described above and the average rental rates that long-term renters are paying. The rental rates collected by CCH are only for advertised units, and do not include rates from occupied units. The Canadian Mortgage and Housing Corporation (CMHC) collects average rent prices that do include occupied rental units, but only for buildings containing three or more rental units, such as apartments buildings and townhouses or row units. Smaller buildings, such as a single-family home renting a basement suite, are not included in the data provided by CMHC.

Another indicator the Town measures is Life Satisfaction. This reports on the percentage of people surveyed who rate the overall quality of life in Canmore as "good" or "very good" in Canmore’s Citizen Perspective Survey. In 2023, 93% of respondents rated the quality in life in Canmore as "good" or "very good".

The Town of Canmore also produces an estimation of the number of people experiencing housing insecurity or living unsheltered in the Bow Valley, sourced from the Housing and Service Needs Estimation through the Rural Development Network. This estimate is conducted in partnership with the YWCA Banff every two or three years and the results are presented to Town Council. The next estimation is planned for 2025.

Rather than participating in the “Living Wage” calculation, administration is currently resourced to continue updating the Community Progress Monitoring Report which reports on several indicators that are tied to Council’s 2023-2026 Strategic Plan.

Community Supports (services and initiatives)

Services and initiatives that reduce the cost of living for residents include specific supports for the “big three” (housing, transportation, food) as well as community and quality of life supports such as capacity building work, free public programs from recreation to arts and culture, initiatives specifically for low-income residents, and community foundation and non-profit work. Following is a description and details of notable services and initiatives.

Housing

The cost of housing is one of the most significant factors contributing to the cost of living. In addition to the Vital Homes program, Canmore has implemented a Housing Action Plan which includes limiting the growth of tourist homes, incentivising fulltime/long term occupancy of homes through a Livability Tax Program, and incentivizing purpose-built rental accommodations.

The Safe Park Program provides seasonal workers who sleep in their vehicles the means to do so safely and legally. Safe Park began as a pilot in 2021 and just completed its fourth year of operations, ending on September 30. This year the program reached full capacity and had a waiting list.

Safe Park Program Year	2021	2022	2023	2024
Number of registered participants	less than 5	11 vehicles, 13 people	50 vehicles, 60 people	62 vehicles, 75 people

Transportation

The cost of transportation is a significant factor which contributes to the cost of living. ROAM transit is the local transit system in Canmore and has provided bus routes in Canmore free of charge since 2019. This free public transportation is available to all residents and visitors in Canmore.

Food Supports

A variety of food supports, led through local not for profits, impact affordability in community. The Bow Valley Food Bank provides food hampers and supports a grant to the Homelessness Society of the Bow Valley who provide meals to their shelter guests. St. Michael's Anglican Church hosts "Food and Friends" a weekly community dinner on a free or pay what you can basis, which also to promotes social cohesion. The Canmore Food Recovery Barn prevents food items from being sent to landfill by reducing food waste and redistributing edible food.

Other Community Supports

Supporting Non-Profit Organizations

The Community Social Development department builds capacity through community development initiatives which strengthen grassroots community groups and Bow Valley non-profit organizations, so they are better able to meet the needs of people of Canmore. A strong non-profit sector lessens gaps in service, that the municipality may otherwise be called to fill.

The Family Connection Centre (FCC) (primarily funded through the provincial Family Resource Network grant) is a business unit of the CSD department and provides free prevention and early intervention services and supports for families and children ages 0 – 18 yrs. The FCC has seen a 21 % increase in program attendance, with social connections programs running January – September 2023 compared to January-September 2024:

2023: 2,991 participants

2024: 3,633 participants

Canmore seniors can access a number of varied supports through FCSS (Family and Community Support Services), such as the Taxi Pass Program, where low-income seniors or persons with disabilities receive 6 taxi vouchers per month to assist them in connecting with the community, the Meals on Wheels program, which coordinates volunteers to deliver nutritious meals to those unable to prepare meals for themselves, the Helping Hands program, which matches volunteers with seniors or persons with disabilities to help with household tasks, the Cycling Without Age program, which matches volunteers with seniors and persons with low mobility for rides in a trishaw, and the Volunteer Driver Program which provides seniors with a volunteer driver to medical appointments in Calgary (or other locations).

The Affordable Services Program (ASP) is administered through the Town's FCSS office. This program is available for residents under a defined income limit. Municipal offerings available through the ASP include discounts on regional ROAM transit routes, reduced membership fees at Elevation Place and eligibility for a variety of low-income programs through FCSS. In addition, there are currently 23 different local community partnerships who provide discounts to those on the Affordable Services Program, including the Nordic Centre, the Biosphere Institute, Canmore Senior's Association, and artsPlace. As of October 15, 2024, there are 582 households registered with the ASP, representing 1000 individuals.

The Community Volunteer Income Tax Program (CVTIP) helps make life more affordable for residents by pairing low-income individuals with volunteers who file their taxes for free. The program has two main benefits: it helps people complete their taxes and claim refunds, and it enables access to additional supports like the Affordable Services Program, Canmore Community Housing, childcare subsidies, Bow Valley Regional Housing, and government benefits such as the GST credit, Climate Action Incentive, Alberta Affordability Payments, and Guaranteed Income Supplement. Filing taxes is essential for unlocking these supports. In 2024, the Canmore CVTIP completed 270 tax returns, resulting in \$1,885,714 in benefits.

FINANCIAL IMPACTS

Annual membership fee for the Alberta Living Wage Network is \$1,500.

INTEREST HOLDER ENGAGEMENT

None.

ATTACHMENTS

None.

AUTHORIZATION

Submitted by:	Elle West Community Evaluator	Date:	<u>November 25, 2024</u>
Approved by:	Jill Jaimeson Manager of Community Social Development	Date	<u>November 25, 2024</u>
Approved by:	Scott McKay General Manager of Municipal Services	Date	<u>November 28, 2024</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date	<u>December 10, 2024</u>

DATE OF MEETING: December 17, 2024

Agenda #: E 1

1. Mayor Krausert

- a) Bow Valley Regional Transit Services Commission
 - I defer to Councillor Foubert's report.
- b) Tourism Canmore Kananaskis
 - An organizational meeting was held on November 4, 2024, and Jen Marran is the new Chair. After six years as Chair, Andrew Shepherd remains involved as the Past Chair.
- c) Rocky Mountain Heritage Foundation
 - The agreement is finalized. The RMHF will now initiate further Board recruitment. I did not participate in the negotiations over the agreement and have not participated in RMHF Board meetings. Given the above, I will no longer be reporting on this matter.
- d) Emergency Management Committee
 - Nothing new to report. The next meeting is scheduled for December 9, 2024, which is after submission of this report. Accordingly, this meeting will be reported on as part of the January 2025 Committee of the Whole update.
- e) Human Wildlife Co-existence Roundtable
 - A meeting was held on November 14, 2024, in Exshaw at the MD of Bighorn office.
 - The technical committee will be preparing a letter for Roundtable member signing that highlights some connectivity concerns with respect to the planned wildlife exclusionary fencing to be installed by the Province along the highway.
 - An issue was raised about camping on crown lands in Bow Valley Provincial Park that may cause problems with habituation of bears as well as increased wildfire risk. The provincial members in attendance at the Roundtable discussion were quite aware of the issue and are already preparing a brief for the government with options to consider.
 - Updates included . . . off-leash dogs are increasing on trails (about 1/3 of users, including 75% of mountain bikers); lots of bears around Canmore (including multiple grizzly sows with multiple cubs); fireguard update; Canmore Area Trails Strategy update (work progressing); and increased conflict with elk in Canmore townsites despite fewer elk in town.
 - We were reminded that even with challenges noted above, the Bow Valley is on the cutting edge and leading the way in human wildlife co-existence.
- f) Town of Canmore – MD of Bighorn Inter-Municipal Committee
 - Nothing new to report.

- g) Regenerative Tourism Taskforce
- Nothing new to report.
- h) Mid-Sized Cities Mayors' Caucus (MCMC)
- The monthly MCMC virtual meeting took place on November 20, 2024.
 - Planning is taking place for an MCMC event in Edmonton for MLA's, likely close in proximity to the AB Munis Spring Caucus.
 - Advocacy efforts continue with respect to getting a provincial government mid-sized cities caucus as well as automated traffic enforcement to protect municipal safety initiatives utilizing photo radar funding.
- i) Advocacy on Behalf of the Town of Canmore (in addition to MCMC activities)
- On November 8, 2024, I hosted a lunch with Minister McIver during which we discussed a variety of things going on in Canmore.
 - On November 13, 2024, I met with MLA Elmeligi to update her on issues in Canmore.
 - On November 15, 2024, the CAO and I had a virtual meeting with the mayors and CAOs of all five tourism-based communities to discuss next steps.
- j) Events
- On November 7, 2024, I attended the Bow Valley Business Excellence Awards at Silvertip, which were organized by the Bow Valley Chamber of Commerce.
 - On November 11, 2024, I participated in the Remembrance Day ceremonies at LGMS (provided remarks) and at the Canmore Legion Cenotaph (laid a wreath on behalf of the Town of Canmore).
 - On November 13, 2024, along with other members of Council, I attended the Town of Canmore annual Employee Appreciation Lunch.
 - On November 20, 2024, I hosted a Mayor's Town Hall (virtual) regarding Housing Action that had 100 people in attendance.
 - On November 24, 2024, the CAO and I attended the opening pipe ceremony and Chiefs dinner to kick-off the Iethka Nakoda Language Conference held at the Banff Springs. I brought remarks on behalf of the Town of Canmore.
- k) Other points of interest
- I continued with my regular appearance on Mountain FM with Rob Murray.
 - I conducted various media interviews, including: Rocky Mountain Outlook (various issues), CTV (Livability Tax Program), CBC (employee housing in industrial lands, debris retention structure, house prices in Canmore), and Global (debris retention structure and then a 10-minute televised segment regarding the debris retention structure).
 - On November 6, 2024, I attended a Hockey Day in Canada meet and greet with event sponsors, and to receive an update on planning for the event which will take place on the days leading up to and including January 18, 2025.
 - On November 12, 2024, attended a governance check-in meeting with Council and the CAO, which are intended to be a periodic, recurring activity.

- On November 22, 2024, the CAO and I met with Chief Young of the Chiniki First Nation and his CAO for lunch.
- On November 22, 2024, I was part of a ceremonial puck drop at the Canmore Eagles game to raise awareness of the upcoming Hockey Day in Canada in January.

2. Councillor Foubert

a) Bow Valley Regional Transit Services Commission

- The malfunction of Parks Canada's fueling infrastructure has been resolved.
- Thanks to rider and driver feedback, there are two new programs rolling out. One is a communications campaign on bear spray best practices while riding the bus and the other is a dusk-until-dawn Request a Stop program.
- On-It ridership numbers were lower in 2024 than expected. In 2023, there were 42,745 passengers who rode the service from Calgary to Banff/Canmore. In 2024, that number was 31,171. Two new services launched in 2024, On-It to Lake Louise with 3,315 passengers and Moraine Lake direct with 1,791 passengers.
- Three new MCI buses have arrived – watch for the fall grizzly, winter cougar, and wolverine bus in the fleet.
- Roam did well in the Best of the Bow with two categories won in Banff and three in Canmore, including Best Environmental Program for the first time.
- The board was presented with a review from Dillon on Fare Technology with contactless open payment, account-based systems, fare capping and non-registering fareboxes recommended for consideration.

b) Community Grants Selection Committee

- Nothing new to report.

c) Canmore Museum Society

- The Museum presented to council at its November COW meeting.
- We are currently recruiting for those passionate about our community's history and storytelling to join the board.
- Applications for a new executive director are being reviewed.

d) Downtown Canmore Business Improvement Area

- Winter vibrancy campaign underway downtown with window decoration competition and more lights.
- AGM held at the end of October, earlier than usual, which is a better time of year to hold the BIA's AGM.
- Members voted in favour of a new budget that includes changes to the levy so that annual inflation is included, as well as tourist homes and visitor accommodation units.

e) Subdivision and Development Appeal Board

- No appeals.

- f) Other points of interest
 - ABMunis Municipal Governance Committee first meeting December 6.
 - Attended the Tourism Industry Association of Alberta Tourism Budget Forum and Premier's Dinner on November 19
 - Attended Remembrance Day ceremony
 - Attended the Bow Valley Chamber of Commerce Business Excellence Awards
 - Municipal Climate Leaders Caucus November 28
 - Risk Aware session with RMRF November 27

3. Councillor Graham

- a) Biosphere Institute of the Bow Valley
 - First meeting with group.
 - Building for Sustainability event sold out.
 - Strategic Plan has been published to the website.
 - Approved budget of \$656,538.
- b) Bow Valley Wildsmart
 - Nothing new to report.
- c) Canmore Mountain Arts Foundation
 - Approved Budget.
 - Board working on a new Strategic Plan.

4. Councillor Hilstad

- a) Canmore Community Housing
 - Please see Attachment 1 for CCH Operations Report for October.
 - Our November meeting was postponed to a later date due to scheduling conflicts. I look forward to meeting our newest board members Leah Lechelt and Dan Roycroft at our next board meeting.
- b) Canmore Planning Commission
 - I defer to Councillor McCallum's report.
- c) CAO Performance Review Committee
 - Nothing new to report.
- d) Municipal Emergency Advisory Committee
 - I defer to Mayor Krausert's report.
- e) Enforcement Appeal Review Committee
 - Nothing new to report.

- f) Heliport Monitoring Committee
- Welcome to our newest board members David Curry and Nadege Luquet.
 - Frank Liszczak was nominated and accepted the role of Chair of the committee.
 - Alpine continues to operate as specified under the terms of the lease agreement.
 - Alpine investigated a complaint that was brought to their attention via social media, upon review the complaint in question was found to be a different helicopter company that was doing flights/work within Canmore airspace.
- g) Other points of interest
- LEGO bricks can withstand compression better than concrete. A LEGO brick can support the weight of up to 375,000 LEGO bricks (950lbs) before it will fail. That many bricks could build a tower of LEGO that is almost 3.5km in height.

5. Councillor Mah

- a) Bow Valley Waste Management Commission
- I defer to Councillor Marra for her report.
 - From October 30th – November 1st, I attended the Recycling Conference of Alberta in Banff. Highlights of this workshop included an update on the rollout of EPR. Province wide, it will be a significant challenge to meet the 2025 deadlines for many municipalities.
- b) Canmore Community Housing
- I defer to Councillor Hilstad’s report for operations summary
 - The CCH ED review committee is currently in the process of finalizing feedback forms. We are aiming for a 360-degree review where the ED receives feedback from direct reports, board members and shareholders. In addition, the ED will be providing a self-assessment highlighting wins, and how they can best improve.
- c) CAO Performance Review Committee
- Nothing new to report.
- d) Cultural Advisory Committee
- The Cultural Advisory Committee met on October 28th, 2024.
 - We are currently filling committees for public art decisions.
 - Happy to announce that starting mid November, we are initiating an earlier call for Main Street Art Work in the pedestrian zone. This year’s current bear sculpture by Cedar Mueller, “Soopolallie” was a resounding success. Just recently, the sculpture was sold through Canada House.
- e) Emergency Management Committee
- I defer to Mayor Krausert’s report

- f) Other points of interest
- On November 7th, attended the Cougar Creek Retention Structure media event. Great event, and to see the nearly finalized project is very appreciated!
 - On November 13th, attended the Employee Appreciation Event for town staff at the Coast Hotel. Great to see the level of support amongst staff for all that they do!

6. Councillor Marra

- a) Assessment Review Board
- Appeals are now complete. Nothing new to report
- b) Bow Valley Regional Housing
- See Attachment 2 for the meeting minutes, bulletin, and waitlist.
 - Draft budget was presented.
- c) Bow Valley Waste Management Commission
- The 2025 Draft Budget was presented and approved by the board.
- d) Canmore/MD of Bighorn Intermunicipal Committee
- First Response Fire Agreement has been completed and will be presented to our Councils at the December business meetings. It was agreed that the current agreement will remain the same as it serves both communities well. The agreement period will be from January 1, 2025 to December 31, 2029.
 - Next meeting to be held in Q1, 2025.
- e) Canmore Public Library
- See Attachment 3 for the Marigold Library November Board Meeting Highlights.
 - The Full Moon Swap was successful with 500+ people attending.
 - Adopt a Magazine fundraiser raised \$3,000.00, thanks to all our who supported this fundraiser.
 - We are still short a few subscribers to our newsletter to reach our goal of increasing subscribers by 25%. (Have you signed up to see what's happening at your Library?)
- f) Southern Alberta Energy from Waste Association
- See Attachment 4 for the update from the SAEWA Executive Director.
- g) Subdivision and Development Appeal Board
- Nothing new to report.
- h) Other points of interest
- I attended the RCA -Recycling Council of Alberta conference
 - I attended and laid a wreath from the Town of Canmore at the Cenotaph rededication ceremony, at the Canmore Legion in Honor of those who served in the Gulf War, Afghanistan War and NATO missions.
 - I toured the Cougar Creek Debris Flood Retention Structure.
 - I attended the November 11th Remembrance Ceremony
 - I attended a Governance Workshop with members of Council and our CAO
 - I also attended the Town of Canmore Staff appreciation Luncheon where service awards were presented. It was great to see all the 5-30 year!! award recipients.

- Along with all of Council and Administration I attended our First finance meeting for budget, more to come.

7. Councillor McCallum

- a) Assessment Review Board
 - Nothing new to report.
- b) Bow Valley Regional Housing
 - I defer to Councillor Marra.
- c) Canmore Planning Commission
 - Nothing new to report.
- d) Canmore Community Housing
 - I defer to Councillor Hilstad.
- e) Other points of interest
 - November 7th - Attended the opening of the Cougar Creek Flood Retention Structure.
 - November 11th – Attended and led Remembrance Day Services as a member of the Royal Canadian Legion.
 - November 12th – Attended a governance workshop with my colleagues
 - November 13th – Attended the Town Employee Appreciation Event at the Coast



Housing Operations

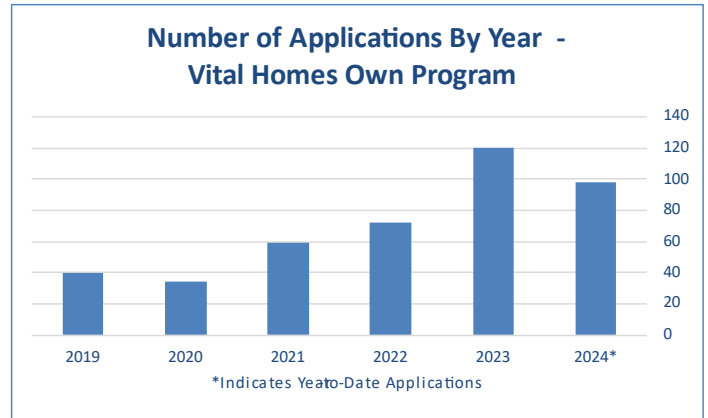
September proved to be the slowest month of the year, both in terms of real estate sales but in terms of new applications for both programs as well. As anticipated, one real estate sale moved to a firm sale scheduled to close in February 2025 however with no new listings coming on during September, CCH does not anticipate any sale closings for October. While resales have slowed in the past two months, CCH has now finalized sales pricing for our new Stewart Creek development and should be ready to launch the pre-sales this month pending final documentation review. Our Vital Homes Programs saw single digit growth for the first time this year, with both the Rental program and the Ownership program seeing 7 new applications apiece. Our monthly Vital Homes Ownership Information Session also saw registration under capacity for the first time this year, but with the October session already close to capacity this would appear to be a limited circumstance.

CCH OPERATIONS REPORT											
September 2024											
	OWN Program			RENT Program							
Wait List:	288	+5 over last month		220			+2 over last month				
Applications YTD:	98	+10 over last month, -9 over same time last year		121			+7 over last month -50 less than same time last year				
<i>Applications Received/Processed 2023:</i>	120			197							
Current Occupancy:				100%	Hector		100%	McArthur		100%	Wolf Willow
Total Vital Home Units:	173	1 firm sale		60			48		2		
Turnover YTD:	5%	11		3%	2		0%	1		33%	1
Turnover 2023:	11%	19 sales (19/173)		18%	11 Units (11/60)		31%	15 units (15/48)		30%	3 Units (3/9)
↑ Above numbers updated as of September 30, 2024 ↑											

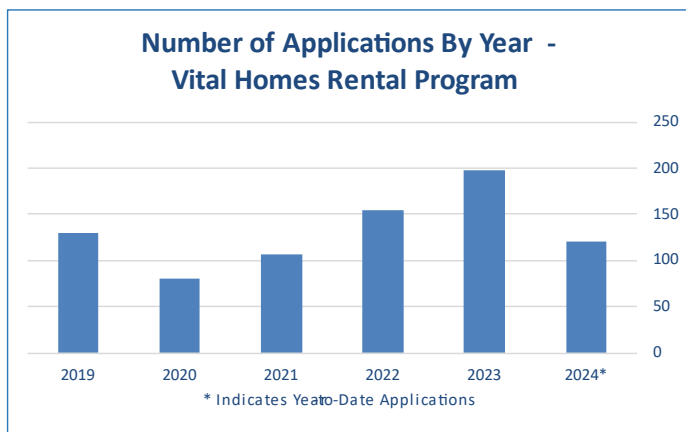


Vital Homes Ownership Program

The Vital Homes Ownership waitlist now stands at 288 households, up just slightly from last month with another 4 new application appointments already booked for October. One resale moved to a firm sale during the month of September, with no other resale listings coming on. Based on historical data, CCH administration could reasonably anticipate 1-2 more listing before the end of the calendar year however this could change at any time. While the volume of application appointments was lower last month as indicated earlier in the Operations Brief, CCH does still estimate seeing the total number of applications match or even exceed last year’s record high number (120).



Vital Homes Rental Program

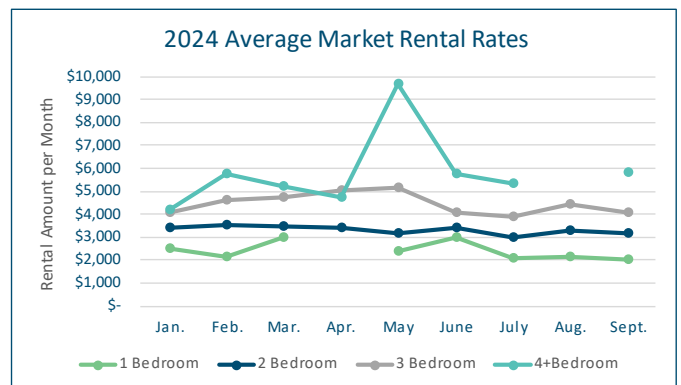


The Vital Homes Rental program waitlist currently stands at 220 households, also up just slightly from the previous month. Unlike the Vital Homes Own Program, CCH administration does not anticipate the number of new applications this year to exceed the previous year however the total would still be the second highest total in the last five years. While two rental unit changes are slated to be completed at the start of October, the overall turnover rate for 2024 is far below previous levels as this will only be the third unit turnover at The Hector and the second at McArthur Place. A new lease

rate structure has also been implemented for CCH properties that will begin to take effect in November 2024 and better aligns with the long-term maintenance needs for the buildings and creates a what CCH believes is a more equitable distributions of rental rates across unit sizes.

Canmore Rental Statistics for 2024

In addition to the return of slightly lower average and median rental rates across almost all property types, CCH has observed that market unit availability has been at their highest levels of the year in the third quarter aside from 4+ bedroom units. While still below the inventory levels of the third quarter of 2023, current lease rates have been noted to be slightly lower than during the same period, again aside from the 4+ bedroom unit category which is seeing rates about \$200 / month higher than the same time last year. Rental statistics have historically been recorded by CCH administration on a weekly basis by reviewing local property management websites and online resources such as RentFaster and



Kijiji, with every care taken to not include those listings that may only be 30 days in length (the minimum required to qualify for a long-term rental in Canmore). While these sites are not reviewed daily, CCH administration is confident that the statistics recorded are providing a good depiction of market rates in the Canmore area.

Aside from the aforementioned 4+ bedroom units which have seen an upward trend through the year, rates continue to be relatively stable in the market for 2024.

Canmore Rental Statistics for 2024		Jan.	Feb.	Mar.	Q1 Averages	Apr.	May	June	Q2 Averages	July	Aug.	Sept.	Q3 Averages
1 Bedroom	Average	\$ 2,498.33	\$ 2,172.50	\$ 2,995.00	\$ 2,555.28		\$ 2,360.00	\$ 3,000.00	\$ 2,680.00	\$ 2,093.25	\$ 2,116.67	\$ 2,013.80	\$ 2,074.57
	Median	\$ 2,995.00	\$ 2,172.50	\$ 2,995.00	\$ 2,995.00		\$ 2,400.00	\$ 3,000.00	\$ 2,700.00	\$ 1,975.00	\$ 2,100.00	\$ 2,200.00	\$ 2,100.00
	Units Available	3	2	1	2	0	3	1	1	4	3	5	4
2 Bedroom	Average	\$ 3,415.83	\$ 3,514.72	\$ 3,499.09	\$ 3,476.55	\$ 3,433.85	\$ 3,144.44	\$ 3,391.67	\$ 3,323.32	\$ 3,010.00	\$ 3,277.00	\$ 3,181.25	\$ 3,156.08
	Median	\$ 3,050.00	\$ 3,500.00	\$ 3,247.50	\$ 3,247.50	\$ 3,400.00	\$ 3,200.00	\$ 3,225.00	\$ 3,225.00	\$ 2,950.00	\$ 4,450.00	\$ 3,050.00	\$ 3,050.00
	Units Available	12	11	12	12	13	9	6	9	7	7	8	7
3 Bedroom	Average	\$ 4,062.50	\$ 4,630.38	\$ 4,742.86	\$ 4,478.58	\$ 5,037.50	\$ 5,166.67	\$ 4,075.00	\$ 4,759.72	\$ 3,862.67	\$ 4,450.00	\$ 4,098.13	\$ 4,136.93
	Median	\$ 3,750.00	\$ 4,500.00	\$ 5,000.00	\$ 4,500.00	\$ 5,375.00	\$ 5,550.00	\$ 3,900.00	\$ 5,375.00	\$ 4,100.00	\$ 4,350.00	\$ 3,617.50	\$ 4,100.00
	Units Available	5	13	7	8	8	6	4	6	15	6	8	10
4+Bedroom	Average	\$ 4,187.50	\$ 5,771.67	\$ 5,200.00	\$ 5,053.06	\$ 4,750.00	\$ 9,675.00	\$ 5,787.50	\$ 6,737.50	\$ 5,347.50		\$ 5,795.00	\$ 5,571.25
	Median	\$ 4,250.00	\$ 5,000.00	\$ 4,800.00	\$ 4,800.00	\$ 4,750.00	\$ 9,675.00	\$ 5,150.00	\$ 5,150.00	\$ 5,347.50		\$ 5,795.00	\$ 5,571.25
	Units Available	4	9	5	6	5	7	4	5	2	0	1	1
Summary Total		24	35	25	84	26	25	15	66	28	16	22	66

Asset Management

The installation of the new concrete pathway behind building A of McArthur Place is well underway, with construction scheduled to finish within the next two weeks which should make accessibility much stronger during the winter months as the pathway conversion will make snow clearing possible where it had not been when the path was only made from gravel. With the completion of this project, CCH is excited that to have seen several major maintenance projects completed this season at both of our rental buildings and continues to review the projects that will be targeted for completion in 2025.

Housing Development

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



205 Stewart Creek Rise – Ownership Townhouse Project



The south building has taken shape over the last few weeks with great progress made on the wood-framed structure. All three levels are completed, and roof trusses are expected to be installed soon.

The foundation of the north building is excavated and formwork of the footings is in progress. Framing of this building is expected to start next month.

Power contractors have mobilized and are working to complete transformer and underground power install for the next few weeks.



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

100 Palliser Lane - Purpose Built Rental Development

The Development Permit process continues for 100 Palliser Lane, with the first round of review comments issued by the Town of Canmore. The project team has submitted a formal response and is awaiting approval to proceed on this development.

Design of the structure is progressing with consideration given to incorporating green building features. All energy inputs are being analysed to optimize building performance in an effort to achieve a high green building standard.



100 Palliser Lane is a 144-unit purpose built rental complex located in the Palliser area on the east side of the Trans-Canada Highway. This project will fill a significant demand in the rental housing program and will include two buildings: one 6 storeys and one 4 storeys. Underground and surface parking will be provided along with on-site amenity areas, permanent and dedicated bicycle storage and landscaping. Conceptual Planning was completed last fall in alignment with the recently approved Palliser Area Structure Plan. This project is currently in detailed design development and CCH is working with Prime Architectural Consultant, GGA Architecture, and pre-construction partner, Ledcor Construction Inc.



Annual General Meeting Minutes
 Thursday, November 23, 2023, 9:00 a.m.
 Bow River Seniors Lodge. Canmore, AB

PRESENT: Lisa Rosvold, Karen Marra, Joanna McCallum, Ted Christensen, Don Beaulieu and Anita Szuster

TELECONFERENCE: Chip Olver

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

1. CALL TO ORDER

CAO I. Wilson called the meeting to order at 10:04 a.m.

2. ADOPTION OF AGENDA

Motion 23-104: K. Marra to approve the agenda as presented with the updated of 5.a.vi. Client Services Manager. Carried unanimously.

3. APPROVAL OF MINUTES

a. Previous Annual General Meeting

Motion 23-105: L. Rosvold that the minutes of the December 02, 2022, annual general meeting be approved. Carried unanimously.

4. ELECTION OF OFFICERS

- a. L. Rosvold acclaimed as Chairperson (nominated by J. McCallum)
- b. K. Marra acclaimed as Vice Chairperson (nominated by (C. Olver)

5. APPOINTMENT OF COMMITTEES

a. Executive Committee

Motion 23-106: C. Olver that L. Rosvold, K. Marra, and I. Wilson be re-appointed to the Executive Committee as required by BVRH By-law 5.3.1. Carried unanimously.

b. Personnel Committee

Motion 23-107: D. Beaulieu that L. Rosvold, K. Marra, and J. McCallum be appointed to the Personnel Committee. Carried unanimously.

c. Community Integration Committee

Motion 23-108: C. Olver that L. Rosvold, K. Marra, D. Beaulieu and T. Christensen be appointed to the Community Integration Committee. Carried unanimously.

d. Policy Review Committee

Motion 23-109: A. Szuster that L. Rosvold, J. McCallum, and future KID representative be appointed to the Policy Review Committee. Carried unanimously.

6. APPOINTMENT OF AUTHORIZED SIGNATORIES

Motion 23-110: C. Olver to appoint L. Rosvold, K. Marra, J. McCallum, Chief Administrative Officer (CAO), Operations Manager, and Client Services Manager as signing authorities. Carried unanimously.

7. APPOINTMENT OF EXTERNAL AUDITOR

Motion 23-111: A. Szuster to appoint the auditing firm Kenway Mack Slusarchuk Stewart (KMSS) as external auditor for the fiscal period January 01, 2023 to December 31, 2023. Carried unanimously.

8. APPOINTMENT OF FINANCIAL INSTITUTION

Motion 23-112: J. McCallum to appoint CIBC as the BVRH financial institution. Carried unanimously.

9. SCHEDULE OF MEETINGS IN 2024

Motion 23-113: D. Beaulieu that regular meetings of the board be held online or at Bow River Seniors Lodge in Canmore, Alberta, on the fourth Thursday of every month. Carried unanimously.

10. NEXT ANNUAL GENERAL MEETING

Motion 23-114: C. Olver that the next AGM will be held on November 28, 2024. Carried unanimously.

11. ADJOURNMENT

Motion 23-115: K. Marra that the meeting adjourn at 10:56 a.m. Carried unanimously.



Lisa Rosvold, Chairperson



Ian Wilson, CAO

MINUTES PREPARED BY: Jennifer Comighod, Client Services Manager

Monthly Bulletin

November 2024



NEWS, INITIATIVES, AND EVENTS

Annual External Audit

BVRH undergoes external audits annually. Ascend LLP has started the process for 2024.

2025 Budget Development

Budget development is nearly complete. We anticipate a 6% increase in lodge costs due to rising costs and occupancy rates as well as a 16% increase in continuing care (DSL) costs for the same reasons as we continue to admit residents to the recently opened Secure Space floor.

PROGRAM OCCUPANCY RATES

Bow River Lodge - NSL	96%
Bow River Lodge – CC(DSL)	64%
Cascade House	71%
Bow River Homes	100%
Mount Edith House	100%
Community Housing	100%
Rent Supplement	100%

SPECIAL PROJECTS

This is Home (Phase 3+)

Considering ongoing, stubborn uncertainty in the interest rate markets, rising construction costs and challenges aligning GOA and CMHC funding, we will submit our project proposal to Alberta Seniors, Community, and Social Supports as soon as we are able to. Our proposal will be reinforced with an enhanced business case being developed in collaboration with a broad-scale construction and design firm, who are lending us their expertise on a voluntary basis.

These projects will allow us to develop greater certainty toward future capital and operational sustainability. The province received approximately \$500 million in funding requests in 2023 for which they had \$80 million to spend. They have approximately \$405 million in total for the program over the next few years.

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

BOW VALLEY REGIONAL HOUSING

Alberta's HMBs were created by the Government of Alberta (GOA) to operate and administer provincially owned social housing facilities and programming. The province holds an extensive portfolio of these facilities through the Alberta Social Housing Corporation (ASHC), serving many needy and

vulnerable Albertans. Each HMB is a not-for-profit self-governing corporation under the Alberta Housing Act that manages ASHC assets in their respective region. HMBs may operate various housing programs and own facilities. HMBs function as property managers for the province, often working to address relevant housing needs in their region.

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

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

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

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

OUR MISSION STATEMENT

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

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

Our projects include the following:

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

OUR VISION STATEMENT

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

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

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

OUR VALUES



More information is available on our website at www.bvrh.ca

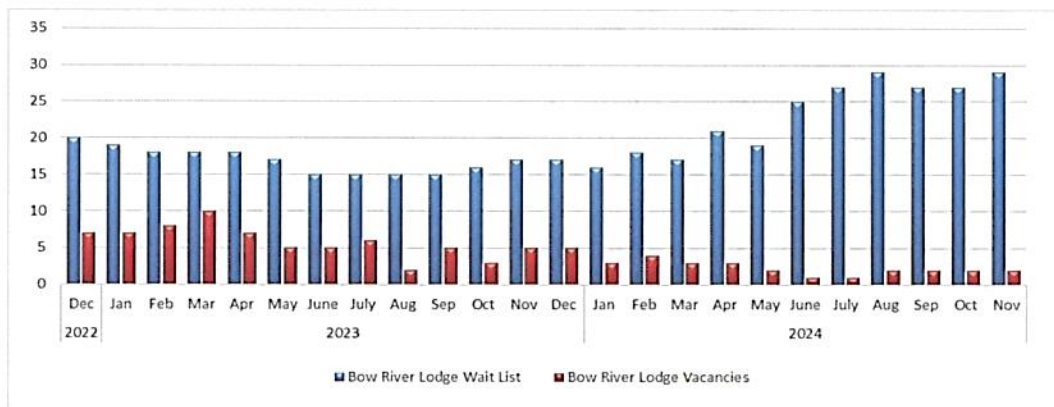
November 2024 Occupancy & Waitlist Report



Bow River Seniors Lodge in Canmore

Occupancy and waitlist as of November 19, 2024:

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



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

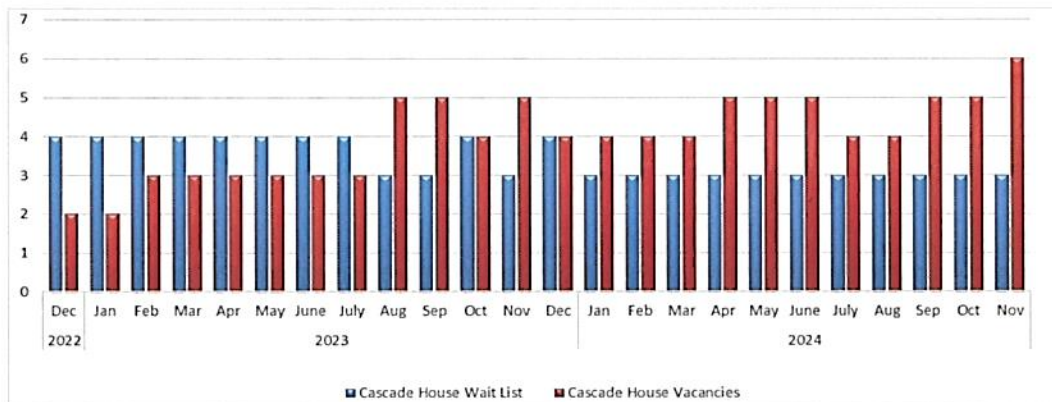
Occupancy as of November 19, 2024:

- There are sixty units in Continuing Care Home Type B.
- First floor – Type B (Secure Space) has thirty units at 30% occupancy
- Second floor – Type B (formerly DSL4) has thirty units at 97% occupancy.
- AHS controls the admissions process; we are not privy to waitlist information.

Cascade House (Seniors Lodge) in Banff

Occupancy and waitlist as of November 19, 2024:

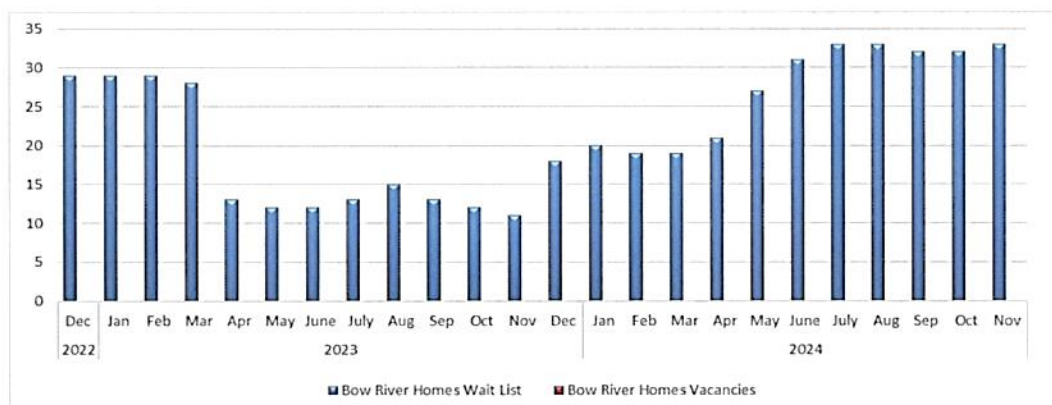
- The lodge has twenty-two residential suites.
- Of those suites, twenty are occupied or available for occupancy.
- The other suites are not available for occupancy. They are not captured in the chart below but include the following:
 - One is being rehabilitated.
- 71% of the habitable suites are occupied or awarded pending move-in.
- Three candidate households are wait-listed, and all of them are not yet ready to move in.



Bow River Homes (Seniors Self-Contained) in Canmore

Occupancy and waitlist as of November 19, 2024:

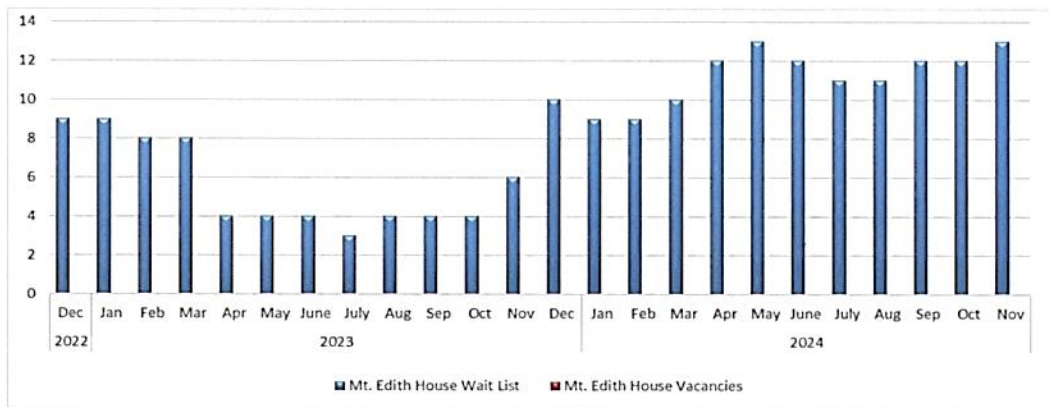
- The project has twenty-eight self-contained residential units.
- 100% of the habitable units are occupied or awarded pending move-in.
- Thirty-three candidate households are wait-listed.



Mount Edith House (Seniors Self-Contained) in Banff

Occupancy and waitlist as of November 19, 2024:

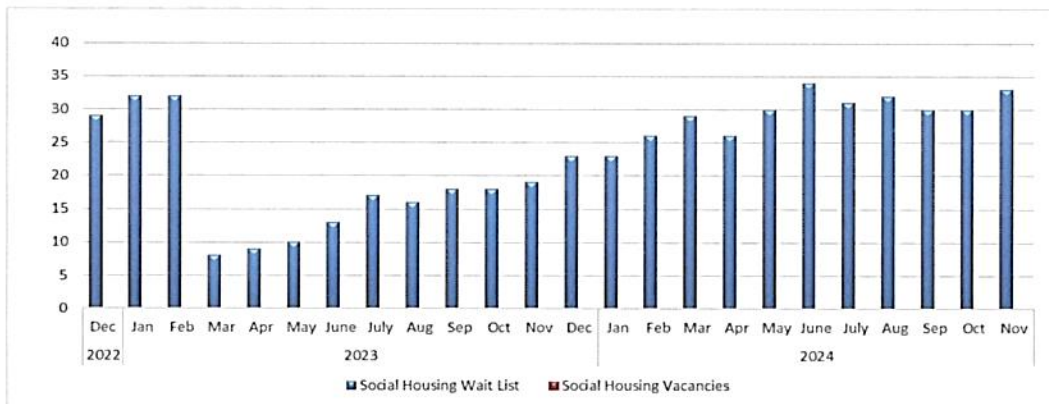
- The building has thirty-four self-contained residential units.
- 100% of the habitable units are occupied or awarded pending move-in.
- Thirteen candidate households are wait-listed.



Community Housing Projects in Canmore

Occupancy and waitlist as of November 19, 2024:

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



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

Occupancy and waitlist as of November 19, 2024:

- A monthly budget of \$32,583.00.
- Providing financial subsidies to sixty-one active client households.
- Fourteen candidate households are wait-listed.
- The monthly subsidy totalled \$31,397, averaging \$515.00 per client household.
- Of our active RS client households:
 - 48 live in Canmore
 - 10 live in Banff
 - 1 live in Deadman’s Flat
 - 2 live in Exshaw

Notes to Council

E1 Attachment 3



November 23, 2024 Board Meeting Highlights

Welcome

Marigold Board welcomed recently appointed representatives:

- Faye McGhee, Kneehill County
- Laura Chitwood, Rocky View County

Financial Statements

Unaudited financial statements to October 31, 2024 were accepted as presented.

Budget 2025: Operating and Capital & Projects Budgets

The Operating and Capital & Projects Budgets were approved.

Freedom to Read Week 2024

Marigold proclaimed Freedom to Read Week, which will take place February 23—March 1, 2025. Jessie Bach, Communications & Engagement Manager, read the Freedom to Read proclamation and presented to the Board about intellectual freedom.

Policy Approval & Decision

Policies reviewed & approved:

- Contingency Plan for Finance
- Finance Policy
- Provision of Services Policy
- Collection Management Policy
- Transfer Payments Policy
- IT Capacity Fund Policy
- Information Technology (IT) Services Policy
- TRAC Card Operational Bylaw



Upcoming Board Meetings:

Saturday, January 25, 2025 9:30 AM
TEAMS Virtual Meeting

Saturday, April 12, 2025 9:30 AM
Marigold Library System & Western Irrigation
District Community Room, Strathmore

Questions?

Contact CEO Lynne Price
lynne@marigold.ab.ca
December 17, 2024 Committee of the Whole 1:00 p.m.

Marigold Library System

B 1000 Pine Street
Strathmore Alberta, T1P 1C1 | 1-855-934-5334
marigold.ab.ca Page 111 of 133

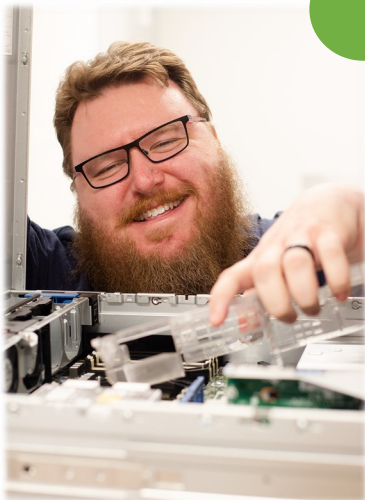
Notes to Council—November 23, 2024

Indigenous Services Update: Kim Visser

Library Services Consultant Kim Visser presented an update about Marigold's services to the Stoney Nakoda Nation. Throughout 2024, Indigenous Outreach Specialist Rose Reid promoted library service to residents and attended ceremonies and other events on the Nation.

Kim and Rose attended the provincial Indigenous Library Liaison meeting in Maskwacis in March and hosted the Indigenous Advisory Group at Marigold in September.

IT Update: Richard Kenig



The Board heard a presentation from IT Manager Richard Kenig. In 2024, the IT department focused on several major infrastructure and maintenance projects including purchasing and installing switch replacements and UPS battery backups at all member libraries. Library moves in Airdrie, Morrin, and Rumsey also required IT support.

2024 projects also included two major library software upgrades, investigating alternative products for patron texts and e-mail notifications, investigating a new user-friendly online catalogue for patrons to find library books, ebooks, etc., and planning for ongoing reliability and resiliency of IT services.

Going forward, the IT department is working on several new projects with Microsoft to ensure libraries have the most up-to-date productivity software and support for mobile solutions.

CEO & COO Updates

COO L. Taylor encouraged Board members to complete the annual Library Staff & Board Member Satisfaction Survey. Information and updates were shared from recent meetings with the provincial Public Library Network Operating Partners and the Public Library Services Branch. Lastly, the Board heard about Marigold's weeding and inventory projects, including recent projects at the Banff and Bighorn libraries.

CEO L. Price provided updates from The Alberta Library and the Library Association of Alberta. Information was shared about provincial advocacy efforts, new language in the Alberta Libraries Act regarding intermunicipal library boards, and Supernet bandwidth.



SOUTHERN ALBERTA ENERGY FROM WASTE ASSOCIATION

PURPOSE:

To develop an energy-from-waste facility for the treatment of solid waste with the value-added benefits from development of energy-from-waste. This process will significantly reduce the Alberta environmental footprint through the offset of GHG credits and has the potential to generate positive socio-economics.

MEMBERSHIP:

A non-profit entity registered under the Society Act of Alberta is formed of a collaborative membership representing 51 southern Alberta municipalities and stakeholders; a regional footprint population of 124,132. SAEWA is the largest municipal collaboration of its kind in Alberta.

ORGANIZATIONAL STRUCTURE:

Board of Directors (14)

Executive Board of Directors (6)

SUPPORTING STAFF MEMBERS:

Administrator - Sherry Poole sherry@saewa.ca (403) 563-5759

VOTES:

Per 2014 Bylaws

TERMS:

Per SAEWA Bylaws (Amended Draft 2023)

Chair and Executive Officers - 2 years

Vice Chair – until a new representative is appointed

FUNDING/REQUISITIONING:

Based on per capita request.

WHO MEMBERS WORK WITH:

Alberta Environment

Recycling Council of Alberta

Northern Care

Capital Region Waste Minimization Advisory Committee

Calgary Region Waste Reduction Partnership

Rural Alberta's Development Fund

REPORTING ACCOUNTABILITY:

To respective Boards/Counties/Commissions

MEETINGS:

Monthly – last Friday of every month. Locations varies according to municipal designated host.

Annual AGM is held in Fall with notices issued 31 days prior as per the bylaws (2014).

ACTS/REGULATIONS/ ETC. WHICH THEY FOLLOW

Not applicable at this time.

UNDER WHAT AUTHORITY THEY EXIST

N/A – the Association is its own authority.

RESOURCES:

<http://www.saewa.ca/>

BACKGROUND:

The Southern Alberta Energy from Waste Association (SAEWA) is a non-profit coalition of municipal entities and waste management jurisdictions in southern Alberta committed to the research and implementation of Energy Recovery from non-recyclable waste materials that will reduce long term reliance on landfills. Established in 2009, SAEWA is seeking to foster sustainable waste management practices that contribute to our society’s overall resource efficiency and environmental responsibility. SAEWA is in the final planning stages to develop an Energy-From-Waste Facility that will handle the conversion of municipal and other sources of solid waste into energy.

The future of waste in Southern Alberta needs to be based on the 4 “R’s”.

- Reuse
- Recycle
- Reduce
- Recover Energy from Waste

This forth R is as important as the other 3 and SAEWA’s goal is that the fourth “R” becomes the standard.

DATE OF MEETING: December 17, 2024

Agenda #: F 1

A. CORPORATE STRATEGIC TEAM

1. CAO

- a) The Town of Canmore hosted an employee appreciation lunch in mid-November and gave out 5, 10, 15, 20, 25, and 30 year service awards and recognized employee nominations for culture and team work.
- b) November was budget prep month for CST and Finance. Many, many, many working meetings.
- c) Held a meeting to discuss housing initiatives and opportunities for partnership with CCH, BVRH, YWCA, BCF, Pauw Foundation and Town staff
- d) Work with Partners for Affordable Housing is ongoing
- e) Attended 1.5 days of the 2-day Îethka Nakoda Language Conference in Banff and it was time incredibly well spent.
- f) Participated in Governance session with Council
- g) Attended the celebration for the announcement of the Pauw Foundation support for the YWCA and SAIT partnership to provide a hospitality and tourism training facility in Banff.
- h) Attended artsPlace Expanding Our Reach Steering Committee meeting
- i) Attended Remembrance Day ceremony
- j) Attended a working session with the Town and RCMP project team to continue to refine RCMP requirements for a new detachment building

2. General Manager of Municipal Services

- a) As part of a media event, toured the substantially complete Cougar Creek flood mitigation structure
- b) Attended a review and presentation of findings from the Alberta Community Peace Officer: Law Enforcement Duty Risk Assessment and Mitigation Report put on by the Alberta Community Peace Officer's Association in Lacombe

3. General Manager of Municipal Infrastructure

- a) Attended a working session with the Town and RCMP project team to continue to refine RCMP requirements for a new detachment building.
- b) Attended a media event on the substantial completion of the Cougar Creek debris flood retention structure.
- c) Attended the Remembrance Day ceremony.
- d) Attended the first Alberta Passenger Rail Master Plan – Rocky Mountain Parks Regional Group meeting with representatives from the Province of Alberta, Town of Banff, Bow Valley Regional Transit Services Commission, Banff National Park/Parks Canada, MD of Bighorn, and ID 9.
- e) Attended a full-day Passenger Rail Forum in Calgary, hosted by the province. The forum included presentations on high-speed rail delivery experience both nationally and internationally, and attendees from across the province.

- f) Chaired the November meeting of the Canmore Planning Commission.
- g) Attended the November board of directors meeting for Canmore Community Housing.
- h) Attended a meeting to discuss the provincial undermining regulations and municipal process for land use bylaw and municipal development plan amendments with some residents.

4. General Manager of Corporate Services

- a) Livability Tax Program – following budget approval of the Livability Tax Program Budget we learned that for the 2024 tax year the City of Toronto has increased their vacant home tax from 1% to 3%. The City of Ottawa has also updated their approach to a phased increase in tax rate. For the first year a property is vacant, the rate is 1%. For each additional consecutive year that the property is vacant, the rate goes up 1% up to a maximum of 5%.

B. MUNICIPAL SERVICES

1. Community Social Development

- a) The World Health Organization has identified that loneliness and isolation have a serious impact on physical and mental health, quality of life, and longevity. The effect of social isolation and loneliness on mortality is comparable to that of other well-established risk factors such as smoking, obesity, and physical inactivity. Through FCSS's community development and partnership work, it became evident that there was a need for social connections for folks who find themselves between the Canmore Young Adult Network (CYAN) and Seniors Association demographics. A call out was orchestrated in community and a working group was developed to think strategically about how to meet the connection needs of this population. One strategy was to start a Facebook group where folks could post opportunities to connect, and Canmore "Prime Time" was created in early Nov 2024. It currently has 91 members and connections are being made for attending local holiday markets, meeting up at local restaurants and curating small groups to go skiing. The working group has intention to meet again in the near future to look at hosting a more formal event.
- b) The Grand Pal Program on November 20th, in collaboration with Right From The Start (RFTS), the Canadian Rockies School Board (CRPS) and FCSS brought together 53 seniors and 63 grade five students for an annual kickoff event filled with tea, games, and meaningful conversations. The gathering marks the beginning of a year-long journey of letter writing and connection building. Through shared stories and experiences, participants from different generations will learn about each other's lives and build new intergenerational friendships.

2. Protective Services

- a) Wildfire has been ranked as the highest hazard on the Hazard Identification and Risk Assessments (HIRA) in Banff, Canmore, the MD of Bighorn, and Improvement District 9 for many years. There have been long joint working relationships between Parks Canada Resource Management and the Town of Banff, and Alberta Forestry (Wildfire) and the Town of Canmore and MD of Bighorn. Likewise, emergency managers in municipalities in the Bow Valley have been sharing information, plans and programs that support all-hazard mitigation through meetings, mutual aid agreements, and most recently, the Regional Emergency Management Plan (REMP). Now, the Town of Banff, Town of Canmore, Parks Canada Resource Management Banff and Lake Louise/Yoho field units, the MD of Bighorn, and Alberta Forestry and Parks are starting a Bow Valley Interagency Wildfire Committee. This committee is a natural extension of

the Regional Emergency Management Bylaws in both Banff and Canmore and current informal information sharing that already happens. This committee will have a specific focus on wildfire risk reduction and is being created for several reasons:

- There is a technical expertise required for some projects that reduce risk such as vegetation management, fire guards, and Wildland Urban Interface (WUI). This committee would bring together fire experts and emergency managers while coordinating regional access and sharing of further expert contracted services when required.
 - There is a high level of public interest that would be supported with coordinated updates and a single point of contact to receive public input.
 - An interagency, regional committee acknowledges the borderless nature of the hazard, and that strategic planning across jurisdictions would be advantageous. Likewise, when planning mitigation projects, a committee will be able to deconflict project objectives that may arise between jurisdictions before they arise.
 - Wildfire response often requires resource sharing (equipment and personnel), and this committee would be ideally placed to plan for that coordination.
 - The first meeting date for this Committee is December 11, 2024. The committee has prioritized two deliverables:
 - 1) create a regular meeting schedule, develop a terms of reference with roles and responsibilities, and establish the goals and objectives of the committee;
 - 2) set a date for public-facing meetings where there is an opportunity for the community to provide wildfire-related concerns, suggestions, and questions to the Committee. The estimated date for the public information meeting would be February 2025. A communications sub-committee is also being established to support the strategic and operational planning.
 - The Bow Valley Interagency Wildfire Committee will report and provide recommendations to their respective Emergency Advisory Committees, Emergency Management Agencies, and Councils and Directors of Emergency Management.
- b) The Director of Emergency Management spoke about wildfire readiness at the Melodies for a Resilient Future: Jasper Benefit Concert hosted by the Biosphere Institute at ArtsPlace on November 24th. The intent is to build resilience in the community by talking openly about wildfire in the context of climate change and working together in community for a better future.
 - c) The Director of Emergency Management has been involved with a number of activities related to G7 to support emergency planning for the event, including the Main Planning Conference for the tabletop exercise to provide information about the region and Canmore's municipal emergency management plans. The Directors of Emergency Management for the Town of Canmore, Town of Banff, MD of Bighorn, and Kananaskis Improvement District have also started to meet regularly to conduct regional information and workload sharing.
 - d) The Municipal Enforcement department focused proactive patrols on open doors (Community Standards Bylaw) and safe winter driving in December.
 - e) During the Canada Post strike, the mailing tickets requirements (within 21 working days) found in section L – Device Requirements, 2023 Automated Traffic Enforcement Guidelines, was suspended by the Director of Law Enforcement Standards and Audits until the strike was over.
 - f) Construction on the Bow Valley Community Fireguard kicked off during the week of November 18th. Below are some pictures of the work the week of December 1st.



Bow Valley Community Fireguard – Stoneworks Creek Mechanical Harvest Block



Bow Valley Community Fireguard – Stoneworks Creek Mechanical Harvest Block – Fir Retention



Bow Valley Community Fireguard – Stoneworks Creek Mechanical Harvest Block



Bow Valley Community Fireguard – Stoneworks Creek Mechanical Thinning Block

3. Economic Development

- a) A business survey closed on November 15th. Once the data has been analyzed, Economic Development will report back on the findings to the Committee of the Whole.
- b) Major Event Grant received six applications for funding increasing the competitive nature of this process in reviewing applications in alignment to the grant requirements. Funding allocations were issued to the following groups in 2024: Nordic Canada Ski Nationals, Hockey Day in Canada, FIS Para Cross Country World Cup and the IBU Para Biathlon World Cup. 2025 funding is a combination of financial contribution and in-kind requested use of Town owned facilities or support.
- c) Arts and Culture:
 - New Year's Eve: "Ring in the New Year at the Rink" returns to the Canmore Recreation Centre on December 31st from 5 – 8 p.m. The free all-ages evening of entertainment will include a DJ dance party, ice skating, marshmallow roasting, food vendors, and fireside performances by local musicians The Ducks and Cave Arcade. The evening will conclude with pyrotechnics show at 8 p.m., visible from the field outside the Recreation Centre, followed by the final fireworks display at Millennium Park at midnight.
 - Winter Warm Up: The Winter Carnival will evolve into an exciting programming collaboration with Folk Festival and The Howl Experience this year, taking place on Feb 27, 2024. The event, currently in planning, will feature local artists and performers, with performances hosted in local businesses and arts and cultural venues to engage young adult audiences and stimulate the local economy. It will also showcase Indigenous storytelling and cultural performances, aimed at engaging diverse audiences and families.
 - The Three Sisters Gallery (at Elevation Place) show *Imagine* will run from November 14, 2024, to January 27, 2025. The exhibition received a record-breaking 96 submissions, with 22

artists selected to showcase their work. *Imagine* explores nature through the lens of the microcosm, offering perspectives, sights, sounds or spaces that hold nature's small, tiny or hidden worlds.

- Calls for submissions for the Main Street Art Sculpture and Main Street Art Street Murals will be announced in December. Public art enhances Canmore's public spaces, with the vibrant Main Street Pedestrian Zone serving as a hub to celebrate the Town's culture, pride, and community.
- The call for submissions to the Lamphouse Emerging Artist Bursary will be issued in December, with the award presented to an emerging artist in the New Year.
- A Request for Proposals has been issued for a consultant or consulting group to develop a Public Art Plan for Canmore, AB. The plan will guide decisions on the acquisition, placement, installation, and maintenance of public art in municipal buildings and public spaces, incorporating placemaking principles to enhance Canmore's unique identity and sense of place.
- A grant request of \$17,050.00 has been submitted to Canadian Heritage to support programming for National Indigenous History Month and Canada Day activities. Programming collaborations with Canmore Museum and artsPlace have been included to foster cultural partnerships, enhance community engagement and expand reach and impact of these cultural programs, ensuring diverse and culturally relevant content.

C. CORPORATE SERVICES

1. Communication

- a) Hosted a media event for the functional completion of the Cougar Creek Debris Flood Retention Structure. Members of present and past Councils and Administration were present, in addition to representatives from our partners at the Province of Alberta, including Deputy Minister of Environment and Protected Areas, Kate Rich. The event resulted in significant regional coverage, with 8 stories running with outlets including Global TV and CBC.
- b) Hosted a Virtual Town Hall with Mayor Krausert on Housing Action on November 20. 100 people were in attendance.
- c) Campaigns for both the Livability Tax Program and the Fireguard were out in the community starting in November and are using the new Big Story format.

D. MUNICIPAL INFRASTRUCTURE

1. Planning & Development

- a) On November 19, Harry Shnyder and Caitlin Van Gaal (Sustainability) attended the stakeholder focus group session for the update to the provincial South Saskatchewan Regional Plan, in Calgary.
- b) Work to bring forward recommendations removing tourist homes as a development use within local area plans and the Land Use Bylaw is underway. The first phase of amendments include:
 - Removal of enabling language within Town-authored local area plans (i.e., Bow Valley Trail Area Redevelopment Plan and Teepee Town Area Redevelopment Plan) and
 - Removal of 'tourist home' as a listed use in the following land use districts: Town Centre (TC); Gateway District (GD); Gateway District 2 (GD-2); Bow Valley Trail Central Commercial (BVT-C); Bow Valley Trail – Teepee Town Commercial (BVT-T), Bow Valley

Trail General Commercial (BVT-G); Town Centre Creekside Direct Control District (TC-1). Individual owners within these districts will be informed of upcoming changes. The notification will state that they may continue to operate as a legal non-conforming use, however requests to change the use back to a residential use will remove the legal non-conforming status.

- The second phase will include amendments to statutory plans and land use districts that govern development within the Silvertip, Spring Creek Mountain Village, and Three Sisters Mountain Village development areas.

It is expected that the proposed amendments will be presented to Council in March 2025.

2. Engineering Services

- a) Complete Street Improvements Railway to Main (7359): A Request for Proposals has been issued for the next phase of Railway Avenue rehabilitation and transportation improvements, between the railway tracks up to and including the intersection at Main Street. Closing for submissions is in January. The award of the contract will be contingent upon a robust plan for efficient and well-managed delivery, and costs within budget. The RFP targets an early spring start and the end of August 2025 for substantial completion of utilities and surface works. The project includes water and sewer deep utility rehabilitation. Trenchless options - those that do not require full excavation – are the basis for the RFP. If feasible, trenchless could materially reduce impacts of construction on adjacent properties and corridor travel and reduce the overall schedule duration. Excavations will still be required at discrete locations, and the cost of utilities themselves may be similar to trenched methods.
- b) Hazard Mitigation – Cougar Creek Construction (1562): The Cougar Creek project reached substantial performance in early December. The construction site is shut down for the winter. Some deficiencies, miscellaneous minor work, final reclamation, culverts removal, and complete commissioning of the structure remain to be done. These items will be completed in the spring of 2025. Furthermore, a large volume of surplus materials, such as rockfill and rip rap, has been stockpiled on site, to be used in the future for other hazard mitigation projects, with the Three-Sisters Hazard Mitigation project expected to use up the majority.

3. Facilities

- a) Elk Run Road Maintenance Facility Repairs & Maintenance (7348): The roofing contract has been awarded. The asphalt shingles will be replaced with metal roofing for enhanced longevity, wildfire resiliency and rooftop solar preparedness. Additional scopes of work for priority repairs and maintenance will be confirmed in 2025 followed by implementation.
- b) Elevation Place Cooling Enhancements (7291): Construction was initiated in November, with completion expected prior to year end.
- c) The RCMP detachment working group met on October 29. The focus was on estimated cost projections using the estimating tool used by the RCMP that uses input metrics (e.g. number of RCMP staff) to create an initial budget estimate. It also considers actual costs from recent RCMP detachment construction projects. It is estimated that the cost of construction would be approximately \$32M. This does not include land costs or site-specific costs such as undermining mitigations or road access civil works. It is estimated that 2.5 acres of land would be required. These cost and land size estimates also do not include any co-location of other services, such as the second 4-bay fire station that is planned as the Town grows toward full build-out of

approximately 35,000 residents. This information will be used to inform the off-site levy in future updates.

- d) Heliport Monitoring Committee: A meeting with the new heliport monitoring committee members was held on November 19. This meeting was held to welcome and orient the new members to the committee. No formal complaints about heliport operations were received from the community, and Alpine Helicopters continues to operate within the terms of the lease. Frank Liszczak was voted as the new chair of the committee. Concerns were raised about the application to the Province regarding an application by another helicopter operator to establish a helipad within the MD of Bighorn, but within the close vicinity of the existing heliport.

4. Public Works

a) Parks

- Outdoor ice surface building began on November 18th and is ongoing but weather dependent.

b) Streets & Roads

- Snow and Ice Control (SNIC) season moved in to full swing in October – there were three snow events requiring service delivery from various teams in the four week period between October 15 and November 15. Conditions have been mild with warm weather supporting the effort to help keep the active transportation network clear for users.
- SNIC inventories and accountabilities for 2024/25 include:
 - 99.05 kms of roadways (contracted)
 - 53.06 kms of paved path and sidewalks (Streets & Roads team)
 - 49 transit stops (contracted)
 - Various additional infrastructure pieces including bicycle corrals, barrier free stalls, EV charging stations, and paid parking kiosks (mix of contracted and in-house services)

c) Solid Waste Services

- The contract has been awarded for the regional construction, renovation and demolition waste reduction project. The kick-off for the project takes place in December, stakeholder engagement will happen January-May of 2025, and the implementation report should be completed by June 2025.
- The leaf and grass bins have been removed for the season. One scrub and brush bin will remain through the winter.

d) Utilities

- Regulatory: No contraventions for the Town of Canmore to report.
- Operational highlights:
 - October 17: After completing hydraulic testing of a new lift station in Three Sisters, a contractor began to release the testing water in the sanitary system when it was noticed that fluid was discharging from a manhole. The likely reason for the backup was a blockage due to rock and gravel sediment found in the sanitary main, which was fixed on the same day.
 - October 24: A problematic manhole along Fairholme Drive that required regular monitoring by EPCOR was replaced with two new manholes to help with grade issues.

- October 25: A fire hydrant by Fairholme Drive and 14th Street, found to be leaking was replaced (as it was beyond repair).
- October 28: Water began to surface along 8th Avenue. EPCOR responded and put down dichlorination pucks to ensure no chlorinated potable could enter a watercourse. A contractor completed the watermain repair 3 days later without any service interruptions.
- November 4: During the annual leak detection program, a leak was found along a water main on 3rd Street. EPCOR coordinated the repair.
- November 8: The flow meters that provide water and wastewater services to Harvie Heights and Deadman's Flats were inspected and to ensure they were reading correctly.
- November 15: A leaking watermain valve was discovered along 3rd Avenue. EPCOR responded and dichlorination pucks were set out. The repair impacted approximately 50 adjacent homes as they were without water for about 24 hours. EPCOR provided reasonable notice and supply drinking water.

e) Sustainability

- As of November 20, 2024, a total of 120 fruit trees were removed from 73 properties through the Fruit Tree Incentive Program. A total of \$29,570 out of the \$60,000 available for 2024 has been administered through the program. The remaining funding that has not been allocated in 2024 under capital project 7361 will be carried over into 2025 to offer additional funding for fruit tree removal and build on the momentum from 2024.
- The Fruit Tree Removal on Town land program has wrapped up for the year with the removal of 74 trees, fully using the program funding.
- The 2024/2025 Community Cruisers Bike All Winter program is well underway. 87 Canmore residents were selected to participate with the available funding, out of the 118 that applied. The program started in 2020 and provides participants with assistance to winterize their bike, including free or subsidized winter bicycle tires, lights and fenders, training on winter bike riding, as well as a Bike All Winter Mentor in exchange for a commitment to ride their bike throughout the winter. Environment and Sustainability provided \$12,000 for this year's program. The number of people that Community Cruisers can accommodate each year varies depending on the additional grant funding they can obtain and their own contribution from revenue-generating activities. Affordable Services Program members and lower income residents are prioritized in the selection process. The 2023/2024 program had 63 residents selected out of 91 applicants.
- The Biosphere and the Library host monthly "Earth Talks", bringing in environmental speakers. On October 29, Administration teamed up with the Biosphere and Library for an Earth Talk focused on the Clean Energy Improvement Program (CEIP). The Town's staff liaison from Alberta Municipalities, the provincial administrator of CEIP, delivered the presentation. A local contractor also presented information on heat pumps, which are eligible for CEIP financing. The event was well attended with a great discussion from an engaged audience. Administration and AB Munis staff also hosted a CEIP booth at the Building for Sustainability Symposium, put on by BOWDA and the Biosphere, on October 27 and 28.
- With the completion of the Climate Emergency Action Plan the Town has achieved Milestone 4 recognition from the Partners for Climate Protection (PCP) Program. PCP

provides a five-milestone framework for best practice in climate action planning. Milestone 4 is for plan implementation. It requires a detailed implementation schedule, quantification of greenhouse gas and financial impacts of actions, and that the climate action plan is integrated and linked to the municipal budgeting process. The Town will submit for Milestone 5 in mid-2025. This is the top milestone in the PCP program and focused on ongoing monitoring and reporting.

Council Resolution Action List							G1
Motion #	Agenda Item	Resolution	Council Mtg Date	Service Area	Action Status	Last Update	Date Complete
99-2021	MOU with Stoney Nakoda	Direct administration to investigate and report back on the scope, process and resources needed to establish a Memorandum of Understanding (MOU) with the Stoney Nakoda Nation.	27-Apr-21	CST	The Stoney Nakoda Nation have indicated that they would like access to lands within the Town of Canmore boundaries for cultural ceremonies. This would help build relationships that will assist with establishing an MOU. Council approved a request to advance this work at the Sept 7, 2021 council meeting. Administration continues to reach out to the Stoney Nakoda Administration to advance this work.	17-Dec-24	
216-2021	Advancing Truth and Reconciliation with the Stoney Nakoda Nation	Direct administration to work with the Stoney Nakoda Nation to identify lands within the Town of Canmore boundaries that would be appropriate for cultural ceremonies and assist with any necessary agreements for the use of these lands.	7-Sep-21	CST	Work is ongoing. The next step for this item rests with the Stoney Nakoda Nation.	17-Dec-24	
16-2023FIN	2024 Operating Budget Motion	Direct administration to return in the 2025 budget process with options to no longer use the photo radar reserve to fund equivalent of 1.5 RCMP officers.	31-Oct-23	CST	This was presented as part of the options presented to finance committee during the 2025-2026 budget process	17-Dec-24	17-Dec-24
122-2023	Housing Action Plan	Direct administration to investigate and report back on changes to residential districts in the Land Use Bylaw that can facilitate provision of additional housing supply.	6-Jun-23	CST	Administration will be proposing a capital project in 2025 to renew the existing Land Use Bylaw, which will encompass this direction.	23-Sep-24	
124-2023	Housing Action Plan	Direct administration to report back on options and funding required for adding a comprehensive planning process to establish parameters to consider infill, or "missing middle" housing opportunities in established neighbourhoods and explore options for eliminating single detached dwellings.	6-Jun-23	CST	Administration will be proposing a capital project in 2025 to renew the existing Land Use Bylaw, which will encompass this direction.	23-Sep-24	
193-2023	2023 Capital Budget Amendment Large Item Collection Vehicle	Direct administration to return during the 2025 budget process with a review of the large-item pickup service level and provide recommendations on ways to increase potential circular economy opportunities to expand the reuse and sharing economy for residents.	15-Aug-23	Solid Waste	This was presented as part of the options presented to finance committee during the 2025-2026 budget process	17-Dec-24	17-Dec-24
208-2023	LUB Amendment 2023-20 – CPC Authority and Referrals and Subdivision Authority, Development Authority (DA), and CPC Establishment Bylaw Amendment 2023-28 – DA and CPC	Direct administration to return by June 2024 with options to remove, where feasible, naming of Council and Canmore Planning Commission as the Development Authority from Direct Control Districts within the Land Use Bylaw and replace it with the Development Officer	5-Sep-23	Planning	The first set of amendments were approved in March 2024. Additional amendments will come forward in the first quarter of 2025.	27-Aug-24	
114-2024	Fireworks Ban and Fire Bylaw Amendment 2024-11 - Community Safety	Direct administration to include increased cultural programming for Canada Day and New Year's Eve celebrations as an option for finance committee during the 2025-2026 budget process.	4-Jun-24	CST	This was presented as part of the options presented to finance committee during the 2025-2026 budget process	17-Dec-24	17-Dec-24
132-2024	Council Remuneration Committee	Direct administration to return to Council with an update to the Council Remuneration Policy as recommended by the Council Remuneration Review Committee.	18-Jun-24	CST	Intending to present to council at the January 7th regular meeting.	17-Dec-24	
228-2024	Committee Appointments	Direct administration to source additional appointees to Assessment Review Board by: 1) Seeking an agreement with a neighbouring municipality to second members of their Assessment Review Board, and bring said agreement to Council for approval by April 30, 2025; or 2) If said agreement is not feasible, then initiate a further round of recruitment from residents of Canmore to sit on the Assessment Review Board, and bring the candidates to Council for consideration prior to April 30, 2025.	22-Oct-24	CST	Administration has begun engagement sessions with neighbouring municipalities (Banff and MD of Bighorn) exploring the potential of a regional assessment review board. Work is ongoing.	17-Dec-24	
229-2024	Committee Appointments	Direct administration to engage with neighbouring municipalities, i.e. the Town of Banff and the Municipal District of Bighorn, to explore working with the Town of Canmore to develop a regional Assessment Review Board.	22-Oct-24	CST	Administration has begun engagement sessions with neighbouring municipalities (Banff and MD of Bighorn) exploring the potential of a regional assessment review board. Work is ongoing.	17-Dec-24	
246-2024	Business Registry Licence	Direct administration to return with recommended amendments to the Business Registry Licence Bylaw that will explore requiring all individually titled visitor accommodation units to obtain a business licence and that the display of the licence be subject to the same requirements as tourist homes and that administration include any additional resources required to process the anticipated increase in business licences as an option for Council as part of the 2025/2026 budget process.	5-Nov-24	Eco Dev.	Administration presented anticipated financial impacts of Business Registry Bylaw amendments to the Finance Committee on December 5, 2024. Proposed bylaw amendments are being worked on and will be presented to Council in 2025.	5-Dec-24	
254-2024	Property Tax Task Force - Livability Program Revenue	Direct administration to include exploration of the collection of Livability Program revenue from the "Residential Vacant Services Land" subclass as part of the upcoming Property Tax Task Force.	5-Nov-24	CST			



ALBERTA
PUBLIC SAFETY AND EMERGENCY SERVICES

*Office of the Minister
Deputy Premier of Alberta
MLA, Calgary-West*

AR 29969

November 20, 2024

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

Dear Mayor Krausert:

As a respected partner in the field of police governance in Alberta, I am writing to highlight how recently proclaimed legislative changes may affect your community.

The Government of Alberta is enhancing civilian governance of the Royal Canadian Mounted Police (RCMP) by proclaiming sections of the *Police Amendment Act, 2022*, and creating the Police Governance Regulation and Police Governance (Ministerial) Regulation. These amendments will ensure communities policed by the RCMP have a voice in setting local and province-wide policing priorities and performance goals by creating municipal and regional policing committees, as well as a Provincial Police Advisory Board.

These changes will take effect on March 1, 2025, after a transition period to allow municipalities to pass and implement relevant bylaws. Every community in Alberta served by the RCMP will be required to be represented by one of the following types of governance bodies, depending on their population size and type of police service agreement.

Communities with a population of 15,000 or greater, policed under a Municipal Police Service Agreement

- These communities are required to establish a Municipal Policing Committee (MPC), through bylaws, by March 1, 2025.
- MPCs will consist of between three and seven members appointed by the municipality's council.
- The Minister may also appoint committee members based on the size of the committee.

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Communities with a population of less than 15,000, policed under a Municipal Police Service Agreement

- These communities are required to establish a Regional Policing Committee, through bylaws, by March 1, 2025.
- Each RCMP district is a region (e.g., South, Central, East, and West), and each region contains five to 10 municipalities required to work with other communities in the same RCMP district to form a Regional Policing Committee (RPC).
- RPCs will consist of at least one member appointed by each municipality represented.
- Communities may opt out of a RPC in favour of establishing their own municipal committee, or a joint committee with another municipality, with ministerial approval.

Communities policed under the Provincial Police Service Agreement

- Small and rural communities policed under the Provincial Police Service Agreement, including municipalities with a population under 5,000, municipal districts and counties, and Metis Settlements, will be represented by the Provincial Police Advisory Board.
- The province will appoint up to 15 members to the Provincial Police Advisory Board, including representation from First Nations, Métis communities, Rural Municipalities of Alberta, Alberta Municipalities, and all four provincial RCMP districts.
- Costs for the Provincial Police Advisory Board will be borne by the province.
- The Provincial Police Advisory Board will be operational by March 1, 2025.

Attached for further reference is a Frequently Asked Questions document with more information about the new requirements for RCMP local governance bodies. You can also find the Police Governance (Order in Council) Regulation, the Police Governance (Ministerial) Regulation, and the proclamation of the *Police Act* sections establishing these governance bodies on the Alberta.ca website at www.alberta.ca/alberta-kings-printer.

Please note that in the next few weeks your administration will receive communication from department representatives with details about planned information sessions regarding these governance bodies. If you have any questions or require support in the set-up of these governance bodies, please contact the department at: AlbertaPoliceGovernance@gov.ab.ca.

Thank you for everything you do to help ensure Albertans can live, work, and raise families in safe and secure communities.

Sincerely,



Honourable Mike Ellis
Deputy Premier of Alberta
Minister of Public Safety and Emergency Services

Attachment

404 Legislature Building, Edmonton, Alberta T5K 2B6 Canada Telephone 780-415-9550
Unit 234, 333 Aspen Glen Landing SW Calgary, AB T3H 0N6 Canada Telephone 403-216-5439 Fax 403-216-5441

Frequently Asked Questions:

RCMP civilian governance

Alberta's government is enhancing civilian governance of RCMP policed communities to ensure they have a voice in setting local and province-wide policing priorities and performance goals by creating municipal and regional policing committees, as well as a Provincial Police Advisory Board.

This document provides answers to questions about the establishment and operation of RCMP civilian governance bodies.

Why is the government mandating civilian governance bodies for RCMP-policed communities?

Creation of these new civilian governance bodies responds to a long-standing desire of communities to have more say in how they are policed by the RCMP.

By establishing municipal and regional governance committees and the Provincial Police Advisory Board, we are giving communities the opportunity to provide input on both local and provincial policing priorities and RCMP service delivery while increasing police accountability.

Civilian governance bodies support a paradigm shift that sees local police as an extension and a reflection of the communities they serve.

What will the function of the municipal police committees be?

Municipal policing committees will enhance civilian governance of local policing by:

- Overseeing the administration of the municipality's police service agreement;
- Representing public interests and concerns to local RCMP leadership and collaborating with local detachments to plan yearly priorities and strategies for municipal policing and community safety; and
- Regularly reporting on the implementation of programs and services that support police service priorities.

What will the function of the regional police committees be?

Regional policing committees will help ensure Alberta's small rural communities have a voice in how they are policed.

- Regional committee's roles and responsibilities will be similar to their municipal counterparts, advocating for the priorities and concerns of smaller communities while also supporting integrated community safety planning for RCMP policed municipalities in the region.
- The boundaries of the four new regional policing committee zones correspond to Alberta's four RCMP districts, to ensure local policing priorities are accurately reflected in service delivery.

How many different civilian governance bodies will be established?

Four regional policing committees will be established to align with the four RCMP districts in Alberta.

The number of municipal policing committees will depend on whether individual communities decide to either participate in one of the four regional boards, form joint municipal policing committees with neighbouring communities, or form their own municipal policing committee. It is recognized that some communities already have a committee similar in nature to what is envisioned.

How will the civilian governance body for a community be determined?

Communities with a population over 15,000 that are policed by the RCMP will be required to establish municipal policing committees.

RCMP policed communities with a population between 5,000 and 15,000 will be represented by regional policing committees but can apply to opt out and form their own municipal policing committee.

Communities with a population under 5,000 that are served by the RCMP under the Provincial Police Service Agreement will be represented by the Provincial Police Advisory Board. The board will make recommendations on province-wide policing priorities and other aspects of RCMP service delivery.

What is the timeline for these governance bodies to be established?

The amendments and new regulations will come into force on March 1, 2025.

A transitional period, between November 2024 and February 2025, will allow municipalities to pass relevant bylaws and make other preparations for implementation.

This transition period also allows municipalities that already have civilian governance bodies time to adapt those bodies to the new statutory requirements.

What is the process for communities that want to opt out of a regional committee and establish their own municipal or joint policing committee?

Communities seeking to opt out of a regional committee in favour of establishing their own municipal committee (or a joint committee with another municipality) must have a formal process in place to do so, consistent with how other municipal committees are established and aligned with the *Police Act* and Police Governance Regulation.

- Municipalities will also need ministerial approval in order to opt out of a regional committee and/or form a joint municipal committee.
- Any municipality can be part of a joint municipal policing committee, as long as it meets the definition of municipality in the *Police Act*.

To initiate the process of obtaining ministerial approval, a municipality can contact the Ministry of Public Safety and Emergency Services at AlbertaPoliceGovernance@gov.ab.ca.

What are the requirements for the composition of the municipal and regional policing committees?

Municipal policing committees will consist of between three and seven members, appointed by the municipality's council, for terms of two to three years. The municipality's chief elected officer is not eligible to be elected as chair or vice-chair of a municipal policing committee.

Regional policing committees will consist of at least one member appointed by each municipality represented for terms of two to three years.

- Regional policing committees can include additional members appointed by the municipalities with the agreement of all the municipalities in the region. Both municipal and regional policing committees may also include provincial members appointed by the minister.

Will committee positions be voluntary or paid?

Municipalities can choose whether to establish remuneration for their policing committee (municipal or regional) members through their respective bylaws.

Will the municipalities have to pay for the setup and administration of the governance bodies

Municipalities are responsible for the costs of establishing, administering, and sustaining membership of municipal and regional policing committees.

If a municipality cannot afford these costs, they have the option of utilizing a portion of their annual Police Support Grant, which allows funds to be used for governance and local police oversight.

Communities with populations between 5,000 and 15,000 may also take the opportunity to share costs related to RCMP governance by becoming part of a regional policing committee.

What is the role of the Provincial Police Advisory Board?

The Provincial Police Advisory Board will serve as an advisory body for about 275 small rural municipalities, such as municipal districts and counties, as well as eight Metis Settlements policed by the RCMP under the Provincial Police Service Agreement. The board will support the alignment of local and provincial priorities across the province.

The PPAB will be responsible for developing and maintaining communication between the Alberta RCMP, the provincial government, and the small and rural communities it represents.

The PPAB will help advance the interests of RCMP-policed communities by

- Advising and supporting collaboration between the RCMP, communities, and community agencies on integrated community safety planning;
- Representing the interests of communities served by the RCMP under a provincial police service agreement;
- Reporting annually on progress related to provincial police service priorities, provincial police service resourcing, and related initiatives; and
- Working with the RCMP and the Ministry of Public Safety and Emergency Services to communicate with municipalities about provincial priorities, resourcing, and community specific challenges.

How will the government ensure alignment between provincial and municipal policing priorities?

Both municipal and regional policing committees are required to consider provincial policing priorities when setting local ones.

The Provincial Police Advisory Board will provide advice on behalf of small and rural communities policed by the RCMP, to support overall alignment of local and provincial policing priorities.

Who will pay administration costs associated with the Provincial Police Advisory Board?

Costs for the Provincial Police Advisory Board will be the responsibility of the province.

Can the government appoint provincial members to these policing committees or to the board?

Yes. The government is responsible for ensuring adequate and effective policing across the province, and provincial appointees help the government fulfill that obligation.

The Minister of Public Safety and Emergency Services appoints all members of the Provincial Police Advisory Board and can appoint a small number of members to municipal, joint municipal, or regional policing committees based on size.

Who can municipalities contact with questions about the new civilian governance bodies?

Municipalities can contact the Ministry of Public Safety and Emergency Services at AlbertaPoliceGovernance@gov.ab.ca with questions and/or support in setting up these new governance bodies.

More information on RCMP civilian governance bodies can be found in the *Police Act* and in the Police Governance Regulations, found at Alberta King's Printer.



PARTENAIRES DANS LA PROTECTION DU CLIMAT

November 26, 2024

His Worship Mayor Sean Krausert and Members of Council
 Town of Canmore
 902 7 Ave
 Canmore, Alberta
 T1W 3K1

Dear Mayor Krausert and Members of Council:

On behalf of the FCM-ICLEI Partners for Climate Protection (PCP) program, we wish to congratulate the Town of Canmore for achieving Milestone 4 for community greenhouse gas (GHG) emissions. Achievement of this milestone signals that your local government has developed an emissions inventory, set GHG reduction targets, developed a local action plan, and implemented actions to reduce emissions in the community as a whole. The Town of Canmore has shown bold leadership in addressing these important issues, and we are pleased to share your achievement in the next PCP Newsletter. We encourage your municipality to use [PCP's Digital Recognition Assets](#) to further celebrate your success.

We look forward to working with you in the monitoring of progress and reporting on results community GHG emissions, which form the remaining milestones in the PCP framework. Your efforts, along with those of a growing number of PCP participants, are making a significant contribution to reducing Canada's GHG emissions.

PCP members benefit from one-on-one support from the PCP Secretariat. Visit the program's online networking platform at pcphub.fcm.ca to connect with other members, and PCP staff, to receive support in achieving your next milestone.

Should you have any questions about PCP, our program officer can be reached by e-mail at pcp@fcm.ca.

Yours sincerely,

Lindsay Telfer

Manager, Capacity Development at the
 Green Municipal Fund, Federation of
 Canadian Municipalities

Megan Meaney

Executive Director, ICLEI Canada —Local
 Governments for Sustainability