



**TOWN OF CANMORE
AGENDA**

Committee of the Whole
Council Chamber at the Canmore Civic Centre, 902 – 7 Avenue
Tuesday, January 21, 2025 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 January 21, 2025 Committee of the Whole Meeting
- B. DELEGATIONS – none**
- C. MINUTES**
1:05 1. Minutes of the December 17, 2024 Committee of the Whole Meeting
- D. STAFF REPORTS**
1:05 – 1:25 1. **Assessment Review Board Membership Options**
 Purpose: To present the Committee of the Whole with options for
 appointing members to the Assessment Review Board and get direction for
 bringing a recommendation to Council.
- 1:25 – 1:55 2. **Palliser Lands Development Update (Verbal Report)**
 Purpose: For information.
- E. COUNCILLOR UPDATES**
1:55 – 2:00 1. **January 2025 Councillor Updates**
- F. ADMINISTRATIVE UPDATE**
2:00 – 2:05 1. **January 2025 Administrative Update**
- G. COUNCIL RESOLUTION ACTION LIST**
2:05 1. **Council Resolution Action List as of January 15, 2025**
- 2:05 **H. CORRESPONDENCE**
 1. **Letter to Premier Smith re GIPOT Shortfall and Election Costs**
 2. **Letter from Minister Dreeshen re Automated Traffic Enforcement**
- I. CLOSED SESSION – none**
- 2:05 **J. ADJOURNMENT**

TOWN OF CANMORE
MINUTES
Committee of the Whole
Council Chambers at the Civic Centre, 902 – 7 Avenue
Tuesday, December 17, 2024 at 1:00 p.m.

COUNCIL MEMBERS PRESENT

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

COUNCIL MEMBERS ABSENT

None

ADMINISTRATION PRESENT

| | |
|------------------|---|
| Sally Caudill | Chief Administrative Officer |
| Therese Rogers | General Manager of Corporate Services |
| Whitney Smithers | General Manager of Municipal Infrastructure |
| Scott McKay | General Manager of Municipal Services |
| Ben Stiver | Municipal Clerk (recorder) |
| Amanda Hunter | Peace Officer |
| Riley Welden | Parks Planner |
| Andy Esarte | Manager of Engineering |
| Elle West | Community Evaluator |
| Jill Jamieson | Manager of Community Social Development |

Mayor Krausert called the December 17, 2024 Committee of the Whole meeting to order at 1:00 p.m.

A. CALL TO ORDER AND APPROVAL OF AGENDA

- 1. Land Acknowledgement**
- 2. Agenda for the December 17, 2024 Committee of the Whole Meeting**

34-2024COW Moved by Mayor Krausert that the Committee of the Whole approve the agenda for the December 17, 2024 meeting as presented.

CARRIED UNANIMOUSLY

B. DELEGATIONS

- 1. ATCO – Alberta’s Energy Landscape**

On behalf of ATCO, Shane Ellis, VP of Operations and Technical Services, and Kris Topp, Senior Manager of Business Operations, spoke to a presentation on Alberta’s Energy Landscape.

2. CAMBA Annual Update

Laura Quelch, Executive Director at Canmore Area Mountain Bike Association (CAMBA), spoke to a presentation on their annual update.

C. MINUTES

1. Minutes of the November 19, 2024 Committee of the Whole Meeting

35-2024COW Moved by Mayor Krausert that the Committee of the Whole approve the minutes of the November 19, 2024 meeting as presented.

CARRIED UNANIMOUSLY

D. STAFF REPORTS

1. Council Remuneration Policy (EX-002)

Administration spoke to a written report 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.

Meeting Break from 1:57 p.m – 2:08 p.m.

36-2024COW Moved by Mayor Krausert that the Committee of the Whole direct administration to amend the proposed Council Remuneration Policy by striking out section 14(g) from “Basic Rate” and inserting section 14(g) under “Per Diems”.

CARRIED UNANIMOUSLY

37-2024COW Moved by Mayor Krausert that the Committee of the Whole direct administration to amend the proposed Council Remuneration Policy by inserting “, including sub-committees,” into section 16(c) after “commissions”.

CARRIED UNANIMOUSLY

38-2024COW Moved by Councillor McCallum that the Committee of the Whole direct administration to present the dates in which the last two per diem rate changes occurred and calculate the cumulative cola increases, in line with staff, for both figures.

CARRIED UNANIMOUSLY

39-2024COW Moved by Councillor Foubert that the Committee of the Whole direct administration to amend section 23 of the proposed Council Remuneration Policy to allow for use of personal vehicles for overnight trips without a reduced compensation rate.

CARRIED UNANIMOUSLY

Meeting Break from 3:09 p.m. – 3:25 p.m.

2. Steep Creek Updates to the Municipal Development Plan and Land Use Bylaw

Administration spoke to a written report 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 Cougar Creek Long Term Mitigation and completed Hazard and Risk Assessments for portions of the Three Sisters Mountain Village Lands.

Minutes approved by: _____

3. Affordability Measures and Services

Administration spoke to a written report to provide the Committee of the Whole with an update on affordability measures and municipal services that improve affordability.

E. COUNCILLOR UPDATES

1. December 2024 Councillor Updates

Written report, received as information.

F. ADMINISTRATIVE UPDATE

1. December 2024 Administrative Update

Written report, received as information.

G. COUNCIL RESOLUTION ACTION LIST

1. Council Resolution Action List as of December 9, 2024

Written report, received as information.

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

J. ADJOURNMENT

40-2024COW

Moved by Mayor Krausert that the Committee of the Whole adjourn the December 17, 2024 meeting at 4:13 p.m.

CARRIED UNANIMOUSLY

Sean Krausert
Mayor

Ben Stiver
Municipal Clerk

Minutes approved by: _____



Briefing

DATE OF MEETING: January 21, 2025 **Agenda #: D 1**

To: Committee of the Whole

SUBJECT: Assessment Review Board Membership Options

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

PURPOSE: To present the Committee of the Whole with options for appointing members to the Assessment Review Board and get direction for bringing a recommendation to Council.

EXECUTIVE SUMMARY

The Assessment Review Board currently consists of two public members and two members of Council. Given the number of appeals that are anticipated in 2025, it's likely this small membership will create challenges and so administration has worked with other municipalities to come up with some options to increase the pool of board members. Administration requests that the Committee of the Whole consider the options presented in this report and provide direction for bringing a recommendation to Council.

BACKGROUND/HISTORY

At the October 2024 annual organizational meeting, Council directed administration to source additional appointees to the 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.

Council further directed 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.

DISCUSSION

Administration has met with the Town of Banff and the M.D. of Bighorn to discuss and evaluate options for increasing the pool of available candidates for each municipality. The results are set out below.

Option 1 Develop a Bow Valley Regional Assessment Review Board

The development of a Bow Valley Regional Assessment Review Board is currently not supported by the Town of Banff or the M.D. of Bighorn and so is not recommended by administration. Both other municipalities have adequate board membership and receive very few appeals.

Option 2 Appoint Members from Neighbouring Municipalities

The Assessment Review Bylaw is silent on eligibility requirements for board members, and the Town of Banff already permits individuals who live outside their municipality to be appointed to their ARB. Banff and the M.D. both received interest from some of their existing public members to hear appeals in Canmore, and the two public members in Canmore are open to hearing appeals in neighbouring municipalities. Going forward, we discussed including the option of multi-municipality appointments in our membership recruitment materials. We also discuss aligning our honoraria payments and providing procedures for virtual hearings. This arrangement does not require a formal agreement approved by Council

Even with the appointment of members from other municipalities, we still may have challenges getting quorum for hearings. If this option is chosen, administration recommends also initiating a further round of recruitment from residents of the Bow Valley.

If the Committee would like to make this recommendation to Council, the following motion could be considered:

That the Committee of the Whole direct administration to readvertise Assessment Review Board public member vacancies and bring a report to Council requesting the appointment of interested Banff and M.D. of Bighorn Assessment Review Board public members as well as other applicants from the three municipalities to the Canmore Assessment Review Board prior to April 30, 2025.

Option 3 Join the Central Alberta Assessment Review Board

Although this option was not directed by Council, the Town of Canmore could join a regional assessment review board already established by the City of Red Deer. The City of Red Deer maintains a panel of public members from across Alberta and provides all services related to assessment review hearings to their partner municipalities.

The annual membership fee to join the Central Alberta Assessment Review board is \$2000. The partner municipalities are also required to pay board member honorariums, an hourly fee for administrative board support, meals and expenses, and costs for legal services if required.

If this option is chosen, Council will need to repeal the existing ARB Bylaw and replace it with a Regional Assessment Review Board Bylaw and authorize administration to sign a partner agreement with the City of Red Deer.

If the Committee would like to make this recommendation to Council, the following motion could be considered:

That the Committee of the Whole direct administration to bring a Regional Assessment Review Board Bylaw and a recommendation to sign a partner agreement with the City of Red Deer to Council for consideration.

FINANCIAL IMPACTS

There are no financial impacts associated with Option 1. For option 3, additional costs include the \$2,000 annual fee, approximately 20% higher board member honorariums, and a \$54 per hour fee for time spent by Red Deer staff to prepare for and attend hearings. These items would be reported as a variance in 2025 and could be incorporated into the budget starting in 2026.

INTEREST HOLDER ENGAGEMENT

Administration has met with the Town of Banff and the M.D. of Bighorn.

ATTACHMENTS

- 1) Assessment Review Board Bylaw 2019-17

AUTHORIZATION

Submitted by: Cheryl Hyde
Manager of Municipal Clerk's Office Date: January 7, 2025

Approved by: Sally Caudill
Chief Administrative Officer Date: January 10, 2025



BYLAW 2019-17

A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING AN ASSESSMENT REVIEW BOARD

The Council for the Town of Canmore in the province of Alberta, duly assembled; hereby enacts as follows:

1: TITLE

1.1. This bylaw shall be known as the “Assessment Review Board Bylaw.”

2: INTREPRETATION

2.1. In this bylaw:

- a) “Act” means the Municipal Government Act, as amended;
- b) “Assessment Review Board” means the Local Assessment Review Board and Composite Assessment Review Board;
- c) “Clerk” means the person appointed as a designated officer for the purposes of carrying out the duties and functions of the assessment review boards having jurisdiction in the Town, pursuant to Bylaw 2014-17 as amended;
- d) “Complaint” means a complaint about an assessment or tax applicable to a particular assessment or tax roll number as described in section 460 of the Act;
- e) “Local Members” means a qualified member of an Assessment Review Board duly appointed by council or the Province in accordance with the Act;
- f) “Provincial Member” means a person appointed to the Composite Assessment Review Board pursuant to subsection 454.21(2) of the Act.

2.2. Where a bylaw references a Town staff position, department or committee, the reference is deemed to be to the current name that the staff position, department or committee is known by.

2.3. Where a bylaw refers to a statute, regulation or other bylaw, it includes reference to any statute, regulation or other bylaw that may be substituted in its place.

3: ESTABLISHMENT

3.1. The Town of Canmore Local Assessment Review Board and Composite Assessment Review Board are hereby established.

3.2. Assessment Review Boards shall carry out the duties and responsibilities as set out in the Act and matters relating to the Assessment Complaints Regulation, as amended.

4: MEMBERSHIP AND TERM

- 4.1. Council shall appoint at least 3 persons as Local Members of the Local Assessment Review Board and at least 2 persons as Local Members of the Composite Assessment Review Board.
- 4.2. The term of membership for Local Members shall not exceed 3 years.
- 4.3. The number of consecutive terms for a Local Member shall not exceed 9 years.
- 4.4. Despite subsection 4.3, if a Local Member reaches the maximum years of service, they may conclude the current term for which they have been appointed.

5: REMUNERATION

- 5.1. Local Members are eligible to claim per diems for attending the following municipal business:
 - a) Training required under the Assessment Complaints Regulation, as amended;
 - b) Assessment Review Board hearings;
 - c) Writing and reviewing Assessment Review Board decisions; and
 - d) Carrying out the duties of the General Chair.
- 5.2. Local Members shall be compensated per diem rates at the rate set out for councillors in the Council Remuneration Policy, as amended.

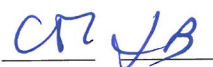
6: RESIGNATIONS AND REMOVALS

- 6.1. A Local Member may resign from the Assessment Review board at any time by sending written notice to the General Chair.
- 6.2. Council may remove a Local Member at any time.
- 6.3. If a vacancy occurs before the end of a term, Council may appoint a replacement.

7: GENERAL CHAIR

- 7.1. Council shall designate one of the Local Members of the Assessment Review Board as the General Chair for both the Local Assessment Review Board and the Composite Assessment Review Board.
- 7.2. All members of the Assessment Review Boards, including the provincial members, shall report to the General Chair concerning administrative matters.
- 7.3. The General Chair may establish rules, procedures and policies for the administration of the Assessment Review Boards.
- 7.4. The General Chair shall not establish any rule, procedure or policy that is inconsistent with the Act and its regulation or this bylaw.

Bylaw approved by:



8: CLERK OF THE ASSESSMENT REVIEW BOARDS

8.1. Upon receiving a complaint, the Clerk of the Assessment Review Boards shall, in consultation with the General Chair, set a date, time and location for a hearing before the Assessment Review Board.

9: FEES

9.1. The Clerk of the Assessment Review Board may charge fees as approved by a resolution of Council.

10: REPEAL AND TRANSITION

10.1. 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.

10.2. Bylaws 11-2011 and 2014-16 are repealed.

10.3. Despite the repeal of Bylaws 11-2011 and 2014-16:

- a) The bylaw continues to apply to all complaints filed on or before December 31st of the year in which the property was assessed; and
- b) Any Assessment Review Board appointed pursuant to the bylaw continues until such time as all complaints before such Assessment Review Board have been resolved.

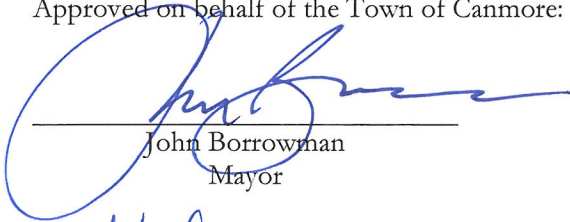
10.4. This bylaw comes into force on the date it is passed.

FIRST READING: April 2, 2019

SECOND READING: April 2, 2019

THIRD READING: April 2, 2019

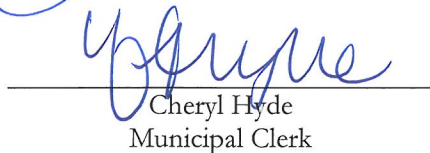
Approved on behalf of the Town of Canmore:



 John Borrowman
 Mayor

April 4, 2019

 Date



 Cheryl Hyde
 Municipal Clerk

April 3, 2019

 Date

Bylaw approved by: CH JB



Councillor Updates

DATE OF MEETING: January 21, 2025

Agenda #: E 1

1. Mayor Krausert

- a) Bow Valley Regional Transit Services Commission
 - I defer to Councillor Foubert's report.
- b) Tourism Canmore Kananaskis
 - Nothing new to report as I was unable to attend the December 11, 2024, meeting.
- c) Emergency Management Committee
 - On December 9, 2024, we met and received updates on wildfire mitigation (BV Interagency Wildfire Committee; Fireguard Construction; FireSmart), disaster recovery program, and G7 updates.
- d) Human Wildlife Co-existence Roundtable
 - Nothing new to report.
- e) Town of Canmore – MD of Bighorn Inter-Municipal Committee
 - Nothing new to report.
- f) Regenerative Tourism Taskforce
 - Nothing new to report.
- g) Mid-Sized Cities Mayors' Caucus (MCMC)
 - The monthly MCMC Executive virtual meeting took place on December 11, 2024.
 - The MCMC Executive will be meeting with Minister Nixon in January to brief him about MCMC.
 - 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.
- h) Advocacy on Behalf of the Town of Canmore (in addition to MCMC activities)
 - On December 2, 2024, I wrote to the Premier (with cc to several ministers) regarding the shortfall from the Grants in Place of Taxes program and the additional costs we will be facing due to changes by the Province regarding municipal elections.
 - On December 18, 2024, I joined a tour of the progress being made on Canmore's fireguards, which was organized for Minister Loewen.

i) Events

- On December 3, 2024, I provided remarks at the Giving Tuesday event held in Canmore at St. Michael Anglican Church hosted by a local Giving Tuesday Committee.
- On December 3, 2024, I attended and provided remarks at the International Day for Persons with Disabilities held at artsPlace.
- On December 5, 2024, I attended the Canmore Health and Wellness Resort Open House at the Bill Warren Training Centre.
- On December 12, 2024, I hosted the 35th Annual Mayor's Volunteer Celebration organized by FCSS and held at the Canmore Golf & Curling Club.
- On December 15, 2024, I provided remarks along with MP Richards and representatives from the BV Food Bank on stage of the CPKC Holiday Train.
- On December 19, 2024, I participated in a ribbon cutting and provided brief remarks for Spring Creek Manor.

j) 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), CBC (wildlife fencing for Hwy #1).
- I provided a holiday greeting recording for Stoney Nakoda radio: *"Aba wathtech! This is Mayor Sean Krausert of Chumapchihchiyán Kudi Bi. I want to wish a wonderful holidays and good cheer to you and your families during the time of Oda natabi. Ísnyes"*
- On November 27, 2024, along with all of Council, I attended a meeting with the Canadian Rockies Public Schools Board of Trustees.
- On December 6, 2024, along with the CAO, participated with the Town of Banff, ID9, and Parks Canada in a meeting discussing our Collective State of Wildfire Readiness.
- On December 9, 2024, along with the CAO, the Manager of Protective Services, and RCMP Staff Sergeant, attended a G7 meeting about designated demonstration zones.
- On December 12, 2024, I attended a meeting with the Executive Director of CNIB for AB & NWT, who wanted to start a discussion with the Town about accessibility for the visually impaired.
- On December 16, 2024, along with members of Council and Senior Administration, I participated in a tour of Spring Creek Manor.

2. Councillor Foubert

a) Bow Valley Regional Transit Services Commission

- The commission was successful in a grant from the Canada Permanent Transit Fund of \$394,000 a year over 10 years.
- Supply chain issues for buses in Canada continue and Roam expects six new buses to arrive in April/May 2025.
- Dillon presented the results of a recent study to understand our future fleet and facility needs. It is considered a 30-year timeframe, with increased capacity from articulated or double-decker buses, ridership forecasts, replacement timelines, and schedules. By 2050, Roam will need 115 vehicles, land for a 170,000-260,000 square foot facility, and funding.

- b) Community Grants Selection Committee
 - Nothing to report.
- c) Canmore Museum Society
 - The Museum held its annual general meeting in December and is welcoming two new board members: Dave Jones and Tabitha Foubert. I want to thank Rob Seeley for his time on the board, as his term with the board ended this year.
- d) Downtown Canmore Business Improvement Area
 - The BIA board is focused on its 2025 event calendar and ensuring all event permit deadlines are met for the Town of Canmore.
 - A debrief on Window Wonderland and changes for next year are expected.
 - The BIA is excited to be part of the upcoming WarmUp event with the Town and Folk Fest.
- e) Subdivision and Development Appeal Board
 - Appeal took place on January 13, 2025.
- f) Other points of interest
 - ABMunis Municipal Governance Committee first meeting Dec. 6
 - Attended the Canmore Hotel and Lodging Association Jingle and Mingle event
 - Attended the December BOWDA lunch.
 - Attended International Day for Persons with Disabilities event at artsPlace and the launch of the Sunflower lanyard initiative.
 - Volunteered at the NYE event at the Rec Centre.

3. Councillor Graham

- a) Biosphere Institute of the Bow Valley
 - Attended the Christmas Party.
- b) Bow Valley Wildsmart
 - Square Dance raised \$8800.
 - Working closely on Canmore Area Trail Strategy (CATS).
- c) Canmore Mountain Arts Foundation
 - No meetings.
 - Attended ArtsPlace Christmas Party
- d) Other points of interest
 - Attended Mayor's Volunteer Awards.
 - CRPS meeting regarding update on LGMS Development.
 - Attended Bow Valley Not For Profit Event.

- Attended Internation Day for Persons with Disabilities Event. Fantastic evening with inspiring speakers. One of the Highlights of this Term.
- Attended Council Christmas Party.
- Attended Rundle Spa Open House to talk with developers and constituents.
- Toured Banff YWCA facility and met with ED and Chair.

4. Councillor Hilstad

- a) Canmore Community Housing
 - Please see Attachment 1 for the CCH Operations Report for December.
 - The Arcori online portal/waitlist technology is going live in January 2025 with a staged approach to help transition to a new system.
 - 205 Stewart Creek Rise continues to progress well with electrical and plumbing rough-in work continuing in the south building with insulation and vapour barrier on the horizon.
- b) Canmore Planning Commission
 - I defer to Councillor McCallum's report.
- c) CAO Performance Review Committee
 - Nothing new to report.
- d) Municipal Emergency Advisory Committee
 - I defer to Mayor Krausert's report.
- e) Enforcement Appeal Review Committee
 - Nothing new to report.
- f) Heliport Monitoring Committee
 - Nothing new to report.
- g) Other points of interest
 - A Blue Whale's heart weighs around 400lbs, it can be around the size of a Volkswagen Beetle, pumps about 60 gallons (227L) of blood per beat and can be heard from about 2 miles (3.22 km) away.

5. Councillor Mah

- a) Bow Valley Waste Management Commission
 - The Commission met on December 19th and monthly financial updates confirm that the Commission is on firm financial footing.
 - After our organizational meeting, I'm pleased to announce that Councillor Marra will continue to chair the Commission for the remainder of the term.
- b) Canmore Community Housing
 - I defer to Councillor Hilstad's report for the operations summary.

- The CCH ED review committee is currently in the process of awaiting feedback forms to return. 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.
 - We have also started a committee focused on the ED's continual development over this next year. I will be leading this committee.
- c) CAO Performance Review Committee
- Nothing to report.
- d) Cultural Advisory Committee
- The Cultural Advisory Committee met on November 25th, 2024.
 - We are currently fulfilling committees for public art decisions.
 - A call has been made for Main Street Artwork in the pedestrian zone. Given the importance of this piece, the earlier call for submissions is prudent
 - After our organizational meeting, I'm pleased to announce that Christine Moreland is the new chairperson.
- e) Emergency Management Committee
- I defer to Mayor Krausert's report.
- f) Other points of interest
- On November 27th, I attended a presentation from the CRPS board demonstrating next steps for their housing development.
 - On December 12th, I attended the 35th Annual Mayor's Volunteer Appreciation Event at the Canmore Golf and Curling Club. Great to celebrate the amazing volunteers in our community and to honour the depth of their contributions!

6. Councillor Marra

- a) Assessment Review Board
- Nothing to report.
- b) Bow Valley Regional Housing
- The Board has a holiday mingle with the residents.
- c) Bow Valley Waste Management Commission
- I defer to Councillor Mah's report.
- d) Canmore/MD of Bighorn Intermunicipal Committee
- No meetings.
 - Next meeting is in February.

- e) Canmore Public Library
 - No meeting in December.
- f) Southern Alberta Energy from Waste Association
 - Updates on future project and presentation of draft MOU.
 - See Attachment 2 for the latest press release.
- g) Subdivision and Development Appeal Board
 - Nothing to report.
- h) Other points of interest
 - I attended a site tour of the new Spring Creek Mountain Village (SCMV) employee housing.

7. Councillor McCallum

- a) Assessment Review Board
 - Nothing to report.
- b) Bow Valley Regional Housing
 - I defer to Councillor Marra's report.
- c) Canmore Planning Commission
 - CPC heard and approved the following application:
PL20240082
802 10 St, Canmore, AB T1W 2A7
Plan 1095F; Block 46; Lots 1,2
Mixed-use building with ground floor Retail Sales (3 units) and second and third floor Visitor Accommodation (13 units total)
Variances to maximum front yard setback, maximum building and eave line height, minimum vehicle parking (accepting a portion as cash in lieu of), minimum creek setback, and requirements for the corner visibility triangle. The agenda for the hearing can be read [here](#).
- d) Canmore Community Housing
 - I defer to Councillor Hilstad's report
- e) Other points of interest
 - November 27th – With my council colleagues, we met with the CRPS Board of Trustees to discuss further details on their housing project.

- November 29th – At the invitation of their President and CEO, I was invited to attend [MDDL](#) school with about 50 other individuals interested in promoting and producing missing middle housing in their communities using creative zoning changes and specialized funding through CCHC. You should go.
- December 13th – With my council colleagues, I attended the 35th Annual Mayors Volunteer Celebration. It is one my favourite events and a real honour to attend in my final year on council.
- December 23rd – Had the opportunity to take the Lodge Residents out to look at all the Holiday Light Displays. It is always a pleasure.





Housing Operations

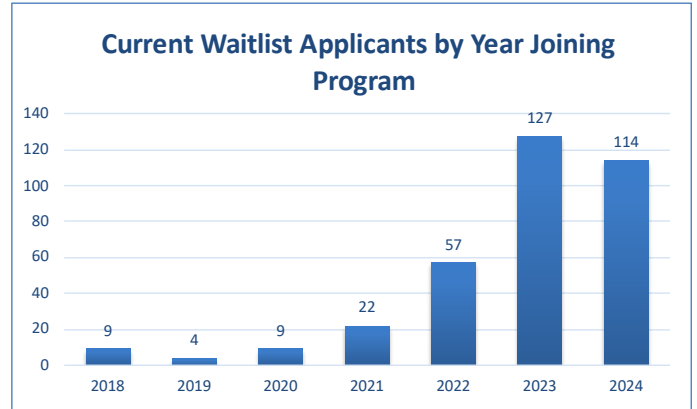
While CCH continued to see no new resale listings become available within our Vital Homes Ownership portfolio, the launch of Ptarmigan Pointe saw 13 of the 18 units find buyers from the top part of our waitlist, and administration anticipates having the remaining units under contract before the holidays in December. As noted in last month’s Operation Brief, interest in these units was considerable and we are delighted to be able to have these new offerings for members of the Vital Homes Own program, especially considering the waitlist for that program reaching 300 households, and the year-to-date (YTD) applications matching a similar pace of applicants from 2023. For our Vital Homes Rental program, the total number of applicants remains relatively steady from October, and applications for this program lag behind the high-water mark that was seen in 2023, though it should be noted that YTD applications for 2024 will likely be in line with prior non-pandemic years.

| CCH OPERATIONS REPORT | | | | | | | | | | | |
|---|-------------|--|--|--------------|------------------|--|--|------------------|--|------|---------------|
| November 2024 | | | | | | | | | | | |
| | OWN Program | | | RENT Program | | | | | | | |
| Wait List: | 300 | +8 over last month | | 212 | | | +1 over last month | | | | |
| Applications YTD: | 115 | +8 over last month, +22 over same time last year | | 140 | | | +9 over last month -45 less than same time last year | | | | |
| Applications Received/Processed 2023: | 120 | | | 197 | | | | | | | |
| Current Occupancy: | | | | 100% | Hector | | 100% | McArthur | | 100% | Wolf Willow |
| Total Vital Home Units: | 173 | | | 60 | | | 48 | | | 2 | |
| Turnover YTD: | 5% | 11 | | 5% | 3 | | 6% | 3 | | 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 November 30, 2024 ↑ | | | | | | | | | | | |

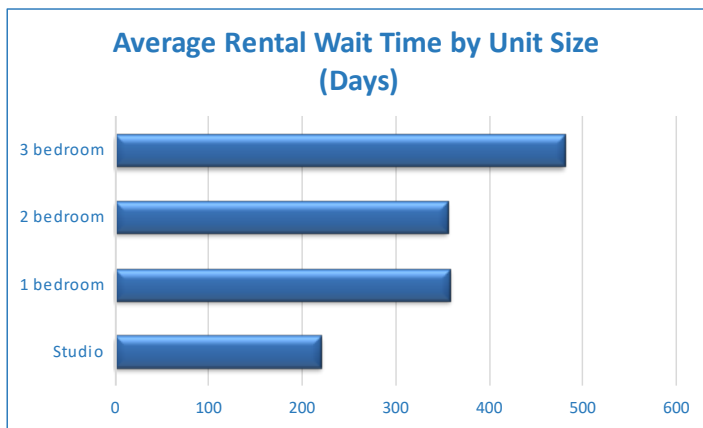


Vital Homes Ownership Program

With eight new applicants joining the waitlist in November, the Ownership program as noted above has now reached 300 total households. CCH administration now anticipates that the total number of applications will come very close to meeting last year’s number of 120. A common question heard during our Vital Homes Ownership Information Sessions (required to join the program) concerns the length of time new applicants should expect to wait to purchase a home, and while it is difficult for CCH administration to put a number on this due to the vast majority of our sales being based on resale listings and other factors such as mortgage pre-qualification amounts and applicants waiting for specific units/complexes, 2024 sales have shown that applicants had been on the waitlist an average of 30 months before purchasing.



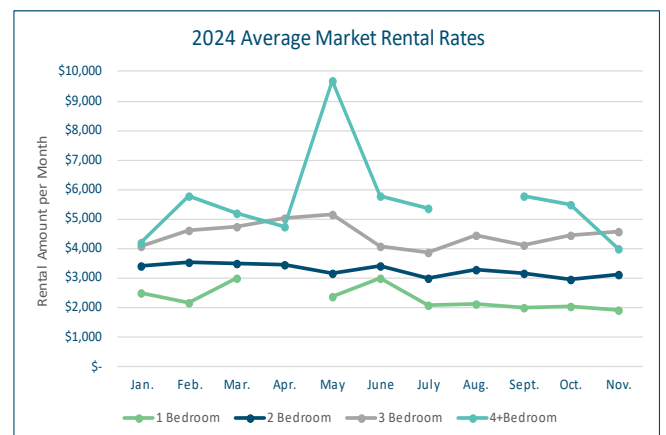
Vital Homes Rental Program



The Vital Homes Rental program waitlist currently stands at 212 households, up marginally from the previous month. With only one 1-bedroom unit coming available at the end of November, turnover rates remain extremely low relative to prior years and all lease renewals are in place for both December 2024 and January 2025. Of the last four 1-bedroom units that CCH was able to move new tenants into this year (including the applicant that will be moving into a unit in December), the average wait time for those applicants was approximately 23 months.

Canmore Rental Statistics for 2024

As has been the case throughout 2024, the availability of 1-bedroom units in the market continues to be extremely limited in Canmore, which is the size of unit that continues to see the most demand with new applications for our Vital Homes Rental program. While inventory for 2 bedrooms continued to be in double digits for a second consecutive month which has not been seen since the Spring, the average market rental rate actually increased by approximately \$200 / month but still sits below the higher rates seen in Q1 and Q2 of this year. As per the chart, the same trend of an average rental rate increase along with increased inventory was also true for 3-bedroom units.



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.

| Canmore Rental Statistics for 2024 | | Jan. | Feb. | Mar. | Q1 Averages | Apr. | May | June | Q2 Averages | July | Aug. | Sept. | Q3 Averages | Oct. | Nov. |
|------------------------------------|-----------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 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 | \$ 2,033.33 | \$ 1,924.50 |
| | 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 | \$ 2,000.00 | \$ 1,924.50 |
| | Units Available | 3 | 2 | 1 | 2 | 0 | 3 | 1 | 1 | 4 | 3 | 5 | 4 | 3 | 2 |
| 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 | \$ 2,940.17 | \$ 3,121.85 |
| | 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 | \$ 2,800.00 | \$ 2,895.00 |
| | Units Available | 12 | 11 | 12 | 12 | 13 | 9 | 6 | 9 | 7 | 7 | 8 | 7 | 12 | 13 |
| 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 | \$ 4,450.00 | \$ 4,555.00 |
| | 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 | \$ 4,250.00 | \$ 4,500.00 |
| | Units Available | 5 | 13 | 7 | 8 | 8 | 6 | 4 | 6 | 15 | 6 | 8 | 10 | 7 | 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 | \$ 5,500.00 | \$ 4,000.00 |
| | 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 | \$ 5,500.00 | \$ 4,000.00 |
| | Units Available | 4 | 9 | 5 | 6 | 5 | 7 | 4 | 5 | 2 | 0 | 1 | 1 | 2 | 1 |
| Summary Total | | 24 | 35 | 25 | 84 | 26 | 25 | 15 | 66 | 28 | 16 | 22 | 66 | 24 | 26 |

Asset Management

The installation of the new concrete pathway and lighting bollards behind building A of McArthur Place is now complete, ahead of the true start of the winter season. No other major maintenance work is scheduled to be completed this year; however CCH administration is already evaluating potential exterior maintenance projects for 2025. CCH is pleased with the work that has been able to be accomplished this year across both of our rental buildings and looks forward to ensuring our tenants are secure in well-maintained properties into the future.

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 electrical and plumbing rough-in work inside the south building continues with insulation and vapour barrier on the horizon.

The foundation of the north building is complete, backfilled, and framing has started.

The construction team continues to maintain a clean and safe work site.



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, an update and change to the DC District is underway to ensure the appropriate site setback requirements coincide with the proposed development plans. This is being ran in conjunction with the DP application.

Design of the structure is progressing with consideration given to incorporating near net zero considerations. All energy inputs are being analysed to optimize building performance 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. This project is in detailed design development and CCH is working with Prime Architectural Consultant, GGA Architecture, and pre-construction partner, Ledcor Construction Inc.



PRESS RELEASE:

SOUTHERN ALBERTA CHOOSES THE PATH TO GREEN ENERGY

Date: December 17, 2024

The Southern Alberta Energy from Waste Association (SAEWA), which represents 34 municipalities across Southern Alberta, have selected Global Green Energy Group as their long-term partner in reducing the amount of waste heading to landfill by converting our daily waste into clean green renewable energy.

The SAEWA selection process involved evaluation of nine proponents that were short-listed down to three considered as economically sound and capable of providing multiple financial & environmental benefits to the local communities. The SAEWA Executive Special Committee did recommend Global Green Energy Group to the SAEWA Board and the decision was ratified unanimously.

SAEWA's Chair, Ray Juska says "This is the culmination of many years of effort by committed municipalities and their representatives. We all knew there had to be a better way and we finally have it. Thanks, and congratulations to them all. "

Global Green Energy Group is a subsidiary of Singapore based Global Green International Investments (GGII), whose world leading waste to energy technology, has for over 15 years been converting various waste streams into renewable energy in an environmentally sustainable way. GGII has designed a unique modular pyrolysis unit, which heats the waste materials, without the use of oxygen and captures the smaller molecular compounds to produce renewable energies.

GGII's chairperson Allan Clarke says "Our technology objective targets over 90% of the daily waste stream heading to the landfill into renewable energy. Waste contains energy and rather than heading to the landfill, our technology converts that energy to synthetic low sulphur diesel, biochar & electricity, and now includes waste to hydrogen, with our partnership in 2024 with Canadian hydrogen specialist Ivy's Energy".

GGEG will now work closely with SAEWA and its project partners Ivy's Energy & Black Veatch & Epcot Crenshaw to establish one or more waste to energy facilities in Southern Alberta to provide a sustainable waste management solution to the local communities.

GGEG/GGII, in collaboration with its Canadian marketing agent, Viking North Environmental Tech, is committed to driving sustainable waste solutions and expand its waste conversion business.

Project Partners

Global Green International Investments Pte Ltd – established in Asia's global business centre, Singapore in 2010 to globally market its patented waste to energy technology. Its Japanese technology & manufacturing partners have established and operated a number of commercial facilities in South Korea and continued research & development ensures technology advancements and efficiencies of waste conversion and operation. GGII and its global license partners are developing facilities in Australia/New Zealand, Philippines, Indonesia & Bangladesh. www.ggienergy.com



The Southern Alberta Energy from Waste Association (SAEWA) is a non-profit coalition of 34 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 2013, 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. Management of waste and the climate is paramount to our initiative to avoid landfilling and reduce Green House Gasses, by producing Green Biofuels and even Hydrogen. www.saewa.ca



Epcot Crenshaw Corporation (ECC), a Pennsylvania-based developer specializing in industrial sustainability, has been appointed as the exclusive partner for the technology transfer, certification, and deployment of GGEG's GGII technology. ECC's expertise will ensure the project delivery is completed to comply with the highest sustainability & economic priorities in America. www.epcotcrenshaw.com



GGII and IVYS' s Absorption have been working together to develop a green hydrogen process capacity using the gases generated by the GGII pyrolysis process. IVYS Absorption's innovation will combine with GGII technology to provide a further option for the effective management of waste and the climate and energy challenges we face. www.ivysads.com



GGEG is represented by Castle Placement, LLC as its investment banker. Castle Placement, a member of FINRA and SIPC, has experienced investment bankers with significant personal relationships and a robust, data-driven technology platform that provides unparalleled and transparent access for issuers and investors. www.castleplacement.com

DATE OF MEETING: January 21, 2025

Agenda #: F 1

A. CORPORATE STRATEGIC TEAM

1. CAO

- a) Attended International Day for Persons with Disabilities event at artsPlace. Learned a lot and had a great time.
- b) To streamline our process, improve work products, ensure Council has what they need to make substantive and meaningful decisions, and continue business transformation, a working group of CST, MCO, and Legal met to create an internal review process for updating bylaws and policies.
- c) Attending monthly G7 update meetings plus topic specific meetings as requested.
- d) Administration has debriefed the budget process to date to capture learnings from the process so far to ensure learnings to date aren't lost over the holidays. We will do a full debrief after the budget is approved in February.

2. General Manager of Municipal Services

- a) Participated in a tour of the newly constructed staff housing building (The Manor) in Spring Creek.
- b) Attended a Government of Alberta information session on changes to policing legislation. The focus of the session was police governance committees.
- c) Attended the 35th Annual Mayor's Volunteer Celebration Event.

B. MUNICIPAL SERVICES

1. Community Social Development

- a) Fortis Alberta provided a \$1,250 donation to the Family Connection Centre. Their community investment program focusses on giving back to the communities where their customers and employees live and work. They believe that building a stronger community is important to creating a sustainable future for all Albertans.
- b) Origin at Spring Creek has 'soft launched' its Accessible Shuttle Service using their current complement of accessible vehicles. The soft launch will allow for testing of the administrative systems/ processes with the new community (non-Origin resident) clients. An additional (Town supported) accessible vehicle purchase is expected to be completed shortly. The Accessible Shuttle Service is for any Canmore resident that requires extra assistance (physical and/or cognitive) while travelling in the Canmore area. This is a fee for service program that offers Affordable Services Program participants subsidized pricing. More information is available at www.originspringcreek.com/accessible-shuttle-service/
- c) On the International Day of Persons with Disabilities (December 3rd) an event was held at artsPlace to celebrate the disability community in the Bow Valley. The event included a resource fair, guest speakers, a challenge where the Mayors of Canmore and Banff competed against each other, the soft launch of the sunflower lanyard program, and a silent disco. The event was supported by a grant from the Premier's Council on the Status of Persons with Disabilities.

- Sixty-five people attended and the planning group, which consists of representatives from Bow Valley Connections Centre, Rocky Mountain Adaptive, Bow Valley Equine Adaptive, Vecova, Artsplace, and FCSS, plans to host an event again in 2025.
- d) Mayor's Volunteer Celebration was held at the Canmore Golf and Curling club on December 12, 2024. The evening was a powerful reminder of the extraordinary ways volunteers enrich our community. Whether it's through small, quiet acts of kindness or major commitments of time and energy, every effort, no matter how big or small, creates ripples of impact that strengthen the fabric of our town. In total, 13 individual volunteers and 9 groups (a total of 55 volunteers) were recognized at the event.
 - e) Bow Valley Non-Profit Summit - The Town of Canmore and Town of Banff FCSS's hosted the inaugural Bow Valley Non-Profits Summit on November 27 & 28th, 2024. The Summit event consisted of an evening keynote speaker and networking event at artsPlace Canmore (sponsored by the Banff Canmore Foundation) followed by a full day of professional development workshops and learning at the Banff Rocky Mountain Resort (sponsored by the Wim and Nancy Pauw Foundation). The second day of the Summit was comprised of workshops including a panel conversation on strategic storytelling and amplifying cause; Diversity, Equity and Inclusion in the Non-Profit Landscape; Beyond Collaborations and Engaging and Retaining Volunteers. In total, 82 people attended the event, representing 62 different Bow Valley organizations. Participant feedback is currently being reviewed and will be used to inform an action plan for FCSS's non-profit support in 2025/2026.

2. Recreation Services

- a) In 2024, the door count at Elevation Place averaged 1,650ppl/day (7.39% increase from 2023). The Canmore Recreation Centre averaged 635ppl/day (15.22% increase from 2023).
- b) Elevation Place memberships averaged 3,219 in 2024, 7.66% increase from 2023.
- c) Recreation delivered 902 registered programs, with 3,994 participants which is about a 5% decrease from 2023.

3. Protective Services

- a) Bow Valley Community Fireguard Updates:
 - On December 18, 2024, the Manager of Protective Services, the Deputy Chief, and a Communications Advisor accompanied the Mayor and Minister Loewen on an operational tour of the Bow Valley Community Fireguard construction site with members from Alberta Forestry and Parks.
 - To reduce emissions and the impact of smoke from pile burning, debris from the Bow Valley Community Fireguard construction will be disposed of through the use of an air curtain burner. Operations on the air curtain burner began the beginning of January.
 - Approximately 1,000 truckloads of logs are expected to be completed out of the Stoneworks Creek East and West blocks of the Bow Valley Community Fireguard construction. Hauling started at the beginning of December and most days saw 20 truckloads being removed a day.
- b) Community Peace Officers worked until 10pm on December 31st to support Ring it in at the Rink and to have a presence on the roadways for New Years Eve. Municipal Enforcement worked with both the RCMP and Canmore Fire Rescue ahead of New Years Eve to ensure all agencies were prepared should they encounter illegal fireworks and/or other incidents requiring a coordinated response.

4. Economic Development

Arts and Culture:

- a) **New Year's Eve: Ring it in at the Rink** – On December 31st, the Canmore Recreation Centre hosted a free, all-ages event with a DJ dance party, ice skating, marshmallow roasting, food vendors, and live music. The evening ended with pyrotechnics at 8 p.m. and a fireworks display at Millennium Park at midnight.
- b) **Winter Warm Up** – In 2025, the Winter Carnival will evolve into a collaboration with the Folk Festival, The Howl Experience, and Connect Downtown. The event will feature enhanced cultural, family, and youth programming, offering a fresh way for the community to celebrate the season. Additionally, it will support engagement with the Area Redevelopment Plan for downtown. The event will take place on February 27, 2025.
- c) **Public Art Calls** – In December 2024, two public art calls for the Main Street Pedestrian Zone and a request for proposals for the Canmore Public Art Plan were released.
- d) **Lamphouse Emerging Artist Bursary** – Launched on December 12, 2024, this bursary supports Canmore artists with funding for education, supplies, or residencies. In 2025, the bursary will increase to \$3,500, with \$1,000 designated to supporting a local high school student.
- e) **Words to Action Workshop** – As part of the Town's cultural sector support services, Canmore partnered with Frankie D's, Listen Studios, Bow Valley Immigration Partnership, artsPlace, and Howl Experience to offer a November workshop on creating meaningful land acknowledgements. Held during Bow Valley Community Week (Nov 18), the session included a cultural walk and a discussion on crafting acknowledgements. Of the 33 participants, 89% felt more confident sharing them, and 75% were inspired to take personal action toward reconciliation.

C. CORPORATE SERVICES

1. Human Resources

- a) Approval of the Livability Tax Program Budget means that the HR team has performed system configuration of the new department, GL coding, and positions, and can also begin talent acquisition activities to fill the newly approved positions required for delivery of the Livability program.
- b) The annual Partners in Injury Reduction (PIR) Health & Safety audit was completed in November 2024, and the results are in. The Town received an outstanding score of 94%, highlighting the organization and management's strong commitment to worker health and safety, particularly in implementing effective risk controls. Participation in the PIR program requires that senior leadership develop and implement an annual action plan to ensure continuous improvement. Next steps include the creation of the action plan, and communication of the results and priorities for organizational implementation.
- c) The Town's RRSP Plan has moved from Canada Life to Industrial Alliance, for smoother management with one service provider as well as greater discounts on management fees.
- d) Applications have been submitted for federal summer job grants.

2. Finance

- a) Assessment services for the town have transitioned from Benchmark Assessment Consultants Inc. to Legassy Municipal Services. An update on the 2024 assessment information for the 2025

tax year will be provided to Council following completion of the assessment roll, when the notices will be sent out.

- b) This past fall, the Finance team in conjunction with the assessor reviewed the applications received by local non-profit organizations under the Community Organization Property Tax Exemption Regulation (COPTER). No applications from new organizations were received and the same community groups as had been granted exemption under COPTER in prior years continue to qualify for exemption. The one change of note is that for the Canmore Golf and Curling Club, due to changes in the club's operations and recent board decisions regarding interpretation of the COPTER regulation, the Club is now deemed to qualify under the regulation, rather than under Bylaw 2022-02, Non-Profit Community Organizations Exemption Bylaw. As this was the only organization listed in the bylaw, Administration intends to rescind the bylaw at an upcoming meeting.

3. Communication

- a) Website statistics from June 1 to November 30 show that we have seen approximately 211,000 users visit our site, averaging 1,175 per day, resulting in 610,000 pageviews. The statistics show that users and pageviews have increased slightly from the first half of 2024. The most frequently visited pages include the recreation calendar, our main landing page, parking information, and career opportunities. We continue to see the majority of users accessing our website on their mobile devices and tablets (approximately 68%).
- b) As the Planning Department finalizes the draft Downtown Area Redevelopment Plan, we are preparing for the third phase of public engagement in February 2025. This phase will give the community an opportunity to review the draft plan before it is presented to Council for first reading in spring 2025.

4. Municipal Clerk

- a) The nomination period for candidates for the 2025 municipal election opened on January 1 and will close at noon on September 22, 2025. Individuals may fundraise and make election expenditures before being nominated as long as a Notice of Intent has been completed and submitted to the Town's returning officer. More information and applicable forms are available on the Town's website. Election day is October 20, 2025.

D. MUNICIPAL INFRASTRUCTURE

1. Facilities

- a) Elevation Place Cooling Enhancements (7291): This project is now substantially complete.

2. Public Works

- a) Parks
 - All outdoor skating rinks are open as of December 19th.
 - Parks Seasonal Worker job posting will be live starting January 6th, 2025, remaining open until we fill the appropriate number of positions.
- b) Streets and Roads
 - Minimal snow and ice control response in December.

- An incident involving a vehicle striking the traffic signal control cabinet late in the afternoon on Friday, November 8, at the Benchlands/Railway Ave/Bow Valley Trail intersection caused a significant traffic disruption and a response from multiple contractors and internal operators. The coordinated effort secured the location, and teams were able to have the intersection functioning by noon the next day. Costs for the incident exceed \$90,000.
- A long-awaited new Solid Waste Services collection vehicle has been received. The unit will be onboarded and activated for operation; it replaces aging equipment that is costly to maintain.

c) Solid Waste Services

- Christmas tree depots are out from December 22 until the end of January. The four locations are: Quarry Lake parking lot, Fairholme/17 Street, Boulder Crescent Recycle Depot, Benchlands Trail (Bike skills parking lot).
- The Extended Producer Responsibility collection service agreement has been executed with Circular Materials. A verbal offer has been received for processing compensation. This offer has been accepted and we are awaiting a processing service agreement from Circular Materials. With these two service agreements in place we will be ready for the April 1st, 2025 start date.

d) Utilities

- Regulatory: No contraventions to report.
- Service Highlights:
 - Leaking Valve Replacement: A leaking water valve was found along 1st Street. EPCOR responded to deploy dechlorination pucks due to its proximity to Spring Creek. A repair was scheduled for November 26th and was to include no water for approximately 75 homes during normal working hours. Affected homeowners were given advance notice that included bottled water and actions that can be taken to minimize the impact such as doing laundry beforehand.
 - Lift Station 3: The secondary power supply was required for the small lift station along 17th Street that services Industrial Place. An emergency repair that included 300m of powerline being restrung was completed on December 5th. There were no service interruptions.
 - Water Hydrant Inspections: The annual inspection program was completed with a total of 11 hydrants found frozen. All 11 hydrants were found in areas of new construction and were all thawed and placed back into service.

e) Sustainability

- The 2024 Keep Wildlife Alive (KWA) Ambassador program was wrapped up with a very successful year. The program saw significant improvements and expansion from 2023. The Ambassadors visited 624 homes and spoke with 330 households, this is up from 175 homes visited in 2023. The program ran from June 20th to November 14th in Canyon Ridge, Riverstone, and Grotto Mountain Village, and distributed pamphlets only in the Homestead area, Eagle Terrace and Benchlands Terrace. During the conversations with residents the

Ambassadors recorded resident pledges. The Ambassadors followed up on these pledges to verify if they were completed. This is a summary of the result from the 2024 KWA program:

- Out of the 118 residents that Ambassadors talked to whom had fruit trees on their property, 91 made a pledge to remove the fruit or the tree and 27 made no pledge. Of the 91 who made a pledge, 84 (92%) took action to remove their tree or the fruit from their tree.
- Among those who committed to removing their tree by themselves, 80% followed through with action. 62% removed their tree and 18% removed the fruit from their tree. In contrast, homes where only a brochure was left (no conversation) resulted in 16% of residents following through with an action. 3% with tree removal and 13% with fruit removal.
- Among those who pledged to use the Fruit Tree Removal Incentive Program, 100% followed through with an action. 64% removed their tree and 36% chose to remove the fruit.
- 92% of residents who agreed to consider using the Fruit Tree Removal Incentive Program followed through with an action. 52% removed their tree and 40% removed the fruit.
- Of those who made a pledge to remove the fruit from their tree, 95% followed through with an action. 25% removed the tree itself, and 70% removed the fruit.
- Administration is working with the Biosphere to host a “Share and Repair” Fair this spring. This is a free community event that promotes circular economy and waste reduction through free repair, share and reuse services, workshops, and presentations. We are featuring booths and workshops from local businesses and organizations that support reuse, repair, recycling, upcycling, and sharing.
- The Clean Energy Improvement Program (CEIP) is entering its third year. As of December 31, 2024, there were five completed projects and 20 active applications. Solar installations and high efficiency windows and doors are the most common upgrades financed through CEIP, followed by insulation, high efficiency water heaters and furnaces, and heat pumps. The Town can accommodate 55-75 projects over the four years of FCM program funding.
- A half-day training session on air source heat pumps was held for local trades and building professionals at the Canmore Recreation Centre on January 28. It was delivered by the Emissions-Neutral Buildings Information Exchange (ENBIX)/Alberta Ecotrust, in partnership with BOWDA, the Biosphere Institute, and Local Energy Efficiency Partnership (LEEP)/Natural Resources Canada.

| 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. | 2-Jan-25 | |
| 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. | 2-Jan-25 | |
| 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 proposed a 2025 capital project at the December 10, 2024 Finance Committee meeting to rewrite the existing Land Use Bylaw, which will encompass this direction. | 10-Dec-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 proposed a 2025 capital project at the December 10, 2024 Finance Committee meeting to rewrite the existing Land Use Bylaw, which will encompass this direction. | 10-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 | |
| 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 | Review of the policy was brought to December COW meeting. Policy will be brought back to Council for approval once requested edits have been made. | 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 held engagement sessions with neighbouring municipalities (Banff and MD of Bighorn) exploring the potential of a regional assessment review board. A report with options will be brought to Council on January 21, 2025. | 2-Jan-25 | |
| 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 held engagement sessions with neighbouring municipalities (Banff and MD of Bighorn) exploring the potential of a regional assessment review board. A report with options will be brought to Council on January 21, 2025. | 2-Jan-25 | |

| | | | | | | | |
|------------|---|---|-----------|----------|--|-----------|--|
| 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 | The Property Tax Taskforce work will begin once a new General Manager of Corporate Services is hired. | | |
| 278-2024 | Land Transaction - Teepee Town Right of Way Pilot Project | Direct the proceeds of the sale of a parcel of land created by Road Closure Bylaw 2024-17 to Canmore Community Housing for the purpose of advancing their Palliser lands development portfolio. | 3-Dec-24 | Planning | | | |
| 305-2024 | 2025 Interim Budget Approval, 2025 Master Fee Schedule, and Cancellation of Capital Projects | Direct administration to cancel capital projects CAP 7183, CAP 7259, CAP 7292, CAP 7293, CAP 7335, and CAP 7372. | 10-Dec-24 | Finance | | | |
| 36-2024COW | Council Remuneration Policy (EX-002) | Direct administration to amend the proposed Council Remuneration Policy by striking out section 14(g) from "Basic Rate" and inserting section 14(g) under "Per Diems". | 17-Dec-24 | Finance | Council Remuneration Policy to be brought forward at the February 4, 2024 Regular Meeting of Council | 18-Dec-24 | |
| 37-2024COW | Council Remuneration Policy (EX-002) | Direct administration to amend the proposed Council Remuneration Policy by inserting ", including sub-committees," into section 16(c) after "commissions". | 17-Dec-24 | Finance | Council Remuneration Policy to be brought forward at the February 4, 2024 Regular Meeting of Council | 18-Dec-24 | |
| 38-2024COW | Council Remuneration Policy (EX-002) | Direct administration to present the dates in which the last two per diem rate changes occurred and calculate the cumulative cola increases, in line with staff, for both figures. | 17-Dec-24 | Finance | Council Remuneration Policy to be brought forward at the February 4, 2024 Regular Meeting of Council | 18-Dec-24 | |
| 39-2024COW | Council Remuneration Policy (EX-002) | Direct administration to amend section 23 of the proposed Council Remuneration Policy to allow for use of personal vehicles for overnight trips without a reduced compensation rate. | 17-Dec-24 | Finance | Council Remuneration Policy to be brought forward at the February 4, 2024 Regular Meeting of Council | 18-Dec-24 | |
| 9-2025 | Destination Stewardship Council | Direct administration to respond collaboratively if and when approached by the Town of Banff to explore the creation of a Destination Stewardship Council with partners within the Bow Valley. | 7-Jan-25 | CST | | | |

December 2, 2024

Via Email:
premier@gov.ab.ca

The Honourable Danielle Smith, MLA
 Office of the Premier
 Government of Alberta

Dear Premier Smith,

RE: Grants in Place of Taxes Shortfall and Ballooning Election Costs

At the AB Munis Convention this past Fall, you invited municipalities to share data with the province on how much we are being “short changed” with respect to Grants in Place of Taxes (“GIPOT”) since funding was reduced by the Provincial Government in 2019-2020. Below is the amount that the Town of Canmore has had to write off in taxes owing from provincial properties, which then must be collected from other property owners.

| <u>Grant in Place of Taxes Shortfall Written Off</u> | |
|---|------------------|
| 2019 | \$17,909 |
| 2020 | \$32,783 |
| 2021 | \$42,566 |
| 2022 | \$42,478 |
| 2023 | \$47,600 |
| 2024 | \$42,590 |
| TOTAL: | \$225,926 |

It was also stated during AB Munis that we should advise the Provincial Government of the increased costs we are projecting for the 2025 municipal election due to not having the benefit of electronic tabulators. The following compares the election costs from last election to the projected costs of the next election.

| <u>Town of Canmore Municipal Election Costs</u> | |
|---|-----------|
| 2021 | \$22,000 |
| 2025 | \$70,000* |
| <i>*2025 is projected to cost ~3.2 times the 2021 election</i> | |

Of the \$70,000 projected for 2025, \$62,000 is directly related to changes in vote counting and maintaining a permanent electors register. While the budget triples, it is anticipated that it will take substantially longer to provide results while risking greater probability of human error.

Thank-you for consideration of this feedback.

Sincerely,



Sean Krausert (he/him)
Mayor

cc via email *Minister Ric McIver (Municipal Affairs)*
Minister Nate Horner (Treasury Board & Finance)
MLA Sarah Elmeligi (Banff-Kananaskis)
His Worship Tyler Gandam, President (AB Munis)
Ms. Rachel de Vos, Chief Policy and Advocacy Officer (AB Munis)
Town of Canmore Council
Dr. Sally Caudill, CAO (Town of Canmore)



ALBERTA
TRANSPORTATION AND ECONOMIC CORRIDORS

*Office of the Minister
MLA, Innisfail-Sylvan Lake*

To: See Distribution List

November 29, 2024

Dear Chief Elected Official:

I am writing to share an important update regarding the Government of Alberta's review of Automated Traffic Enforcement (ATE) and the steps we are taking to enhance traffic safety in our province.

Over the past year, we conducted a thorough review of ATE to ensure it was focused on improving road safety, not generating revenue. As part of this process, we engaged with municipalities and law enforcement stakeholders to gather input on proposed policy changes. The insights shared during these consultations, including those from engagement sessions in June and August 2024, were instrumental in shaping our decisions.

The Government of Alberta has approved the following policy changes to ATE:

- ATE use will be prohibited on all provincial highways.
- ATE speed enforcement will be restricted to school zones, playground zones, and construction zones.
- Intersection Safety Devices (ISDs) will be limited to red-light enforcement only.

In addition, municipalities may request provincial approval for ATE locations that do not align with the three policies noted above by submitting a business case demonstrating a high frequency of collisions at the site compared to similar locations and evidence that other safety measures have proven ineffective. Approved locations will be audited every two years to ensure ongoing compliance.

The Government of Alberta has lifted the freeze on ATE.

Effective December 2, 2024, there is an immediate expectation of municipalities to remove any sites that do not comply with the policy parameters above.

A transition period between December 1, 2024, and April 1, 2025, will allow the province to work with municipalities to confirm compliance with the three policy parameters and remove inactive ATE sites. The province expects that municipalities will make their best effort to remove non-compliant sites immediately. We recognize that removing Intersection Safety Devices, specifically speed on green, may require additional time to remove or reconfigure.

Letter to Municipalities

Attached with this letter is the Interim Automated Traffic Enforcement and Technology Guideline (Guidelines) that outline the business case requirements and process for your use.

During this time, municipalities can reevaluate their equipment needs and seek approval to upgrade equipment/technology that could be used in locations that comply with the new policy parameters. No new ATE programs will be permitted until April 1, 2025, when the transition period is complete.

The Guidelines will be updated in two phases:

- Interim Guidelines – Attached here with the policy parameters direction. This includes amendments to ATE device requirements, including the new technology approval process and quarterly reporting requirements.
- 2025 ATE Guidelines – on or before April 1, 2025: The final Guidelines will be released, detailing business case criteria for sites, including increased visibility and signage requirements for all sites; updated program requirements; enhanced quarterly reporting; the comprehensive audit process; and an accountability framework. My department will also consider supporting re-engineering of proven unsafe intersections & roadways.

These changes reflect our commitment to enhancing traffic safety while ensuring ATE is used responsibly and effectively. Thank you for your ongoing cooperation as we work together to implement these updates.

Should you have any questions regarding the decision by the government related to the new policy changes and the transition period, please contact Kristin Ward Diaz, Executive Director, Modernization and Strategic Integration at Kristin.warddiaz@gov.ab.ca.

Thank you for your continued support for traffic safety in Alberta.

Sincerely,



Honourable Devin Dreeshen, ECA
Minister, Transportation and Economic Corridors

cc: Honourable Mike Ellis, Minister, Public Safety and Emergency Services, ECA
Rae-Ann Lajeunesse, Deputy Minister, Public Safety and Emergency Services
Bryce Stewart, Deputy Minister, Transportation and Economic Corridors
Chiefs of Police [Calgary, Camrose, Edmonton, Grande Prairie, Lethbridge, Medicine Hat, Taber]

Attachment

ATE Interim Guidelines

A. Introduction

The Government of Alberta, municipalities, and police services are accountable for ensuring ATE programs are used to improve transportation safety outcomes. Public transparency and accountability is paramount. ATE programs must achieve measurable traffic safety outcomes in protecting vulnerable road users in school zones, playgrounds, construction zones, and at intersections with red light infractions, as part of a broader traffic safety tool kit. The Government of Alberta, together with traffic safety partners, undertakes many different initiatives and tasks in an effort to reduce fatalities and serious injuries on Alberta's roads to improve safety. ATE is one tool to reduce the amount and severity of collisions.

Under section 3 of the *Police Act*, the Government of Alberta is responsible for ensuring adequate and effective policing throughout Alberta. The Minister of Public Safety and Emergency Services, under section 3.1 of the Act, may establish standards for police services, police commissions, and policing committees to ensure standards are met. All police services in Alberta must comply with the standards, including regional, municipal, First Nations and provincial police services (i.e., Royal Canadian Mounted Police).

Over the past year, the Government of Alberta conducted a comprehensive review of ATE to ensure its primary focus is on improving road safety rather than generating revenue. As part of this process, we engaged municipalities and law enforcement stakeholders to gather input on proposed policy changes. Insights shared during these consultations, including engagement sessions held in June and August 2024, were instrumental in shaping our decisions.

B. Policy Guidance

The Government of Alberta has approved the following policy changes to ATE:

- ATE use will be prohibited on all provincial highways.
- ATE will be restricted to school zones, playground zones, and construction zones.
- Intersection Safety Devices (ISDs) will be limited to red-light enforcement only.

Municipalities may request provincial approval for ATE locations outside these parameters by submitting a business case. The business case must demonstrate a high frequency of collisions at the site compared to similar locations and provide evidence that other safety measures have proven ineffective. Approved locations will be audited every two years to ensure ongoing compliance.

ATE freeze is now lifted.

C. Compliance Expectations

Effective December 1, 2024, municipalities are required to immediately begin removing any ATE sites that do not comply with the following policy parameters:

- ATE for speed enforcement is permitted only in school zones, playground zones, and construction zones.
- Intersection Safety Devices (ISDs) may be used solely for red-light enforcement.

D. Transition Period

To facilitate compliance, the province has outlined a transition period from December 1, 2024, to April 1, 2025. During this period:

- The province will work with municipalities to confirm adherence to the new policy parameters and remove non-compliant ATE sites.
- Municipalities are expected to make their best effort to remove non-compliant sites promptly.
- Additional time may be granted for removing or reconfiguring ISDs, particularly those used for "speed on green" enforcement.
- No new ATE programs will be permitted until the transition period concludes on April 1, 2025.
- The province will also release updated Automated Traffic Enforcement and Technology Guidelines (Guidelines) to detail the business case requirements and process.
- Municipalities may reevaluate their equipment needs and seek approval to upgrade or replace equipment for use at locations compliant with the new policy parameters.

A 2025 ATE Guidelines will be released on or before April 1, 2025, detailing:

- Business case conditions for additional sites. however business cases will not be reviewed until such time that the criteria, process and an ATE Compliance Unit are established.
- New requirements will focus on increased visibility and signage at all sites, updated program standards, enhanced quarterly reporting, a comprehensive audit process, funding application for re-engineering of proven unsafe locations and an accountability framework.
- Municipalities must achieve full compliance with these requirements by April 1, 2025

The following sections from the 2023 ATE Guidelines remain in affect: C, D, G, K, M, O, P, Q, R, S