

COMMITTEE OF THE WHOLE

May 8, 2012

9 a.m.

COUNCIL CHAMBERS

CIVIC CENTRE, 902 – 7TH AVENUE

Agenda Topics

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1. Feral Rabbit Program Update	1 – 4
2. Non-Permanent Residents Survey (verbal)	
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6. Councillor Updates (verbal)	

In Camera

No items



Feral Rabbit Management Plan Program Update and Evaluation

Program Goal

The goal of the Feral Rabbit Management Plan is to control and ultimately eliminate feral rabbits from the Town of Canmore. In 2011 Council approved:

- The Feral Rabbit Management Plan
- The hiring of a contractor to trap and remove rabbits from Canmore
- The transfer of rabbits to not-for-profit sanctuary groups that met Town criteria and evaluation standards

Program Summary

Rabbit totals

A total of one hundred and eighty-nine (189) feral rabbits were captured over fifty-six (56) days of trapping and were all transferred to not-for-profit sanctuaries managed by Earthanimal Humane Education and Rescue Society (EARS). There were no rabbits euthanized by the contractor: thirty-one (31) rabbits were born in captivity and seven (7) feral rabbits had to be euthanized by EARS under veterinary direction. This brings the total number of feral rabbits in sanctuaries to two-hundred and thirteen (213). All costs associated with the final location of feral rabbits (food, veterinary care, sterilization and on-going care) are the responsibility of EARS.

Trapping locations

Trapping began in early January and ended in late March. At the beginning of the program the contractor primarily focused efforts on pre-baiting and setting traps on municipal owned property and private properties. Due to few feral rabbits being captured and more residents requesting trapping, the focus then shifted to trapping on private property. Access agreement forms granting the contractor authority to enter private property were made available and by emailing contractor@canmore.ca, on the Town Web site, and at the Civic Centre front desk.

Financials

The 2012 operating budgets contained \$50,000 in contracted services for a feral rabbit program. In 2012 the year to date the costs are: \$39,680.70. Of this amount, \$10,000 will be credited back to the Town of Canmore due to work not being performed in April 2012. For the fall 2012 season this leaves a balance of \$20,319.30 available to work with between October and December. In January 2013 a budget of \$60,000 (\$10,000 more than budgeted in 2012) will be required to fund work from January to March and October to December (if required).

Fall 2012 trapping

The remainder of the 2012 operating budget will be spent in fall when trapping resumes. Given that the average monthly billing is \$10,000, and Administrations recommendation to begin trapping in October,



additional funding will be required. Administration is recommending that the additional \$10,000 will be covered through surplus in the bylaw services operating budget.

All residents that have requested trapping, but did not receive it by the spring were informed that their requests will be placed in a priority sequence for fall 2012. The town's website has been updated to reflect that trapping will resume in the fall and provides information on how to request trapping for the next season.

Program Overview

Major Successes

The 2011-2012 Feral Rabbit Management Plan had several successes:

- Contractor was well received by many community residents and worked well with Administration
- Negative media coverage seemed to subside after program began
- Staff understanding of rabbit management and work with sanctuaries strengthened
- Communication with not-for-profit sanctuaries was increased as a result of the program being implemented
- 140 private access agreements were obtained

Major Challenges

Several challenges emerged that included:

- Not enough lead time to secure private property access prior to start of program
- Late time in the season (January) to begin program
- Indications that there may be a number of residents who are feeding rabbits
- Late start to receiving approved sanctuary locations
- Residents who may not have supported program because they were against euthanization
- Working with media, sanctuaries, and responding to resident requests for access agreements was time consuming for staff
- There was a shortfall of \$10,000 in the first year projections for this program

Recommended Improvements for 2012-13 Program

A review of the feral rabbit program, in consultation with the trapper, has resulted in several enhancements that will be implemented for fall 2012:

1. Improved Private Property Access: Next season increased access to private property will be required to achieve greater success. Administration will continue to promote and collect private



property access agreements throughout the spring and summer in preparation for when trapping begins in the fall. Administration will review and implement a variety of advertising strategies to obtain these agreements.

2. Early Trapping - To achieve greater success the trapping season will begin earlier next season (October or November based on the weather, snowpack and available food sources) with the goal of capturing as many feral rabbits as possible before they begin breeding.
3. Rabbit feeding - Next season the contractor will be instructed to notify Bylaw Services on a daily basis of properties that are suspected of feeding rabbits. Bylaw officers will then investigate these properties and issue warnings or tickets if warranted. This year one warning and two tickets were issued for feeding rabbits.
4. Working with sanctuaries - If sanctuary space is confirmed before fall trapping begins, there will be an opportunity to advertise that rabbits will be relocated to sanctuaries. This may increase the number of private property access agreements requested.
5. Resident Choice Forms: If sanctuary spaces are confirmed in advance, new forms will be available to property owners to allow them to indicate that they would like any rabbits trapped on their property to go to sanctuary.
6. Monitor Staff time: Recording of the amount of time to manage the program will be implemented in 2012-13.
7. Work with Media: Feral rabbit program information will be placed on the town page in the Rocky Mountain Outlook and on the website inform residents of the fall program restart date and explaining how to request trapping on private property. In addition, a variety of advertising strategies will be implemented to obtain private property access agreements.
8. Re-adjust Financial Target Based on First Year of Operation: In 2013 request \$60,000 (an additional \$10,000 over 2012 budget) in the operating budget to hire a contractor to locate, trap and remove feral rabbits.

Conclusion:

The need to control and ultimately eliminate feral rabbits from the Town of Canmore continues to be required and is aligned with other safety and wild smart strategies. The hiring of a contractor to implement the feral management program is required. The Town should continue to review requests for not-for-profit sanctuary groups that meet Town criteria and evaluation standards. Euthanization will also continue to be a method of rabbit control, if and when there are no available approved sanctuaries.



Program enhancements ranging from improved private property access, earlier trapping, dealing with illegal rabbit feeding, advertising sanctuary or euthanization choice for residents may all help to improve the number of rabbits caught and eliminated from the Town of Canmore. An additional \$10,000 will need to be spent in 2012 (covered off through operating surplus) to ensure an earlier start in the fall and \$60,000 will be required in the 2013 operating budget to continue with the program.

Report to Council May 8, 2012

A. CAO's OFFICE

1. CAO Report

- a) The CAO provided a roll-out of the strategic plan to all departments over the last 2 weeks of April. The next step in the planning process involves departments preparing action plans to address the strategic initiatives and goals established by Council. These action plans will form the basis of a draft 2013 Business Plan to be reviewed with Council in advance of budget preparations.
- b) The CAO attended a regional managers meeting in Airdrie on April 27th. Key items discussed included response to the Okotoks offsite levy ruling, performance benchmarking, customer service programs and electronic census process.

2. GM Municipal Infrastructure

- a) Canmore Business and Tourism
 - Continue to work on a sustainable funding formula. Some detailed review of business registry fees is ongoing.
- b) CCHC
 - Equity Units – 13 on the wait list and 3 units on the market:

PAH Program - Ownership

Wait List: 13

Current Listings:

For Sale by Owner:	1 x 2 bed at Mineside Court	\$228,776
For Sale by CCHC:	1 x 2 bed at Mineside Court	\$236,119
	1 x 3 bed at Mineside Court	\$348,842

Annual residency declaration process for PAH Leasehold owners underway

Qualifying incomes for the coming year have been calculated:

Calculation of 2012/13 maximum income to qualify to buy PAH					
Household Category	Median Income	Adjustment Factor		Median Income	120% Median Income
	2009	2010	2011	2011	2011
All Couple Families	\$ 92,270	3.61%	2.53%	\$ 98,019	\$117,625

- Hector PAH Rentals

PAH Program - The Hector Rental

Wait List: 7

Occupancy Rate:	April:	100%
	March:	97%
	February:	98%
	January:	98%

Qualifying incomes for the rental units have been calculated:

Income Limits by Unit Type at The Hector		
Unit Type	Income Limits	
	2011	2012
Studio	\$ 28,500	\$ 29,500
One Bedroom*	\$ 39,000	\$ 39,000
Two Bedroom	\$ 40,000	\$ 40,000
Three Bedroom	\$ 60,000	\$ 63,000
* interim income limit of \$39,000 approved in 2010		

- c) Multiplex
 - The RFP for the concession area closed on April 27. By April 24, 2 applications had been received.
 - The RFP for the design of signage was issued April 30.
 - Draft joint use agreement for all tenants has been started.
- c) Daycare
 - Lease has been sent to the daycare and preschool for execution and the joint use agreement continues to see progress. Both tenants are now in the building.
 - There have been inquiries about use of the old “Red Barn” building. Use for a bike swap for a week has been approved. Questions regarding longer term leases are being discouraged pending the demolition.

3. Human Resources

- a) Recruitment Update – Positions filled in April
Bylaw Services - Community Peace Officer (2), Streets and Roads Operator (2 – term), Paid Response Fire Fighters, Recreation and Facilities Administrative Assistant (term)
- b) Recruitment in Progress
Parks Seasonal, CAO, Parks Operations, Permit Clerk, Facilities Supervisor, Engineering Intern, Facility Operator (Term), Big Fun Camps Summer Leaders and Team Leader
- c) IAFF bargaining preparation continues, meetings to resume in May
- d) Planning for Employee Recognition Event on May 10 is well underway.

4. Financial Services

- a) 2012 MSI Capital Program Changes

The 2012 MSI Capital Program Changes have been listed below for review. These changes have been made by the Province to ensure that the application, reporting and eligibility process of the program is streamlined and efficient to meet the needs of Alberta Municipalities by way of:

Re-Aligned Application Cycle

- No application deadline
- Future program guidelines released in fall of each year
- Municipalities can apply for MSI capital projects based on estimated future allocations. It is not necessary to wait for the approved annual allocation.

Expanded Project Eligibility

- Off-site Project Management (e.g. construction supervision, budget monitoring)
- Non-routine Maintenance (e.g. sewer line repairs, refinishing building components)
- Ancillary/Small Equipment (e.g. appliances, radios, meter reading devices)
- Beautification (e.g. fixed art, decorative lighting, community signs)

Reduced Documentation Requirements

- Simplified application submission requirements.
- Simplified documentation required for justification for temporary borrowing costs.

B. MUNICIPAL SERVICES

1. Community Enrichment

a) Family and Community Support Services (FCSS):

- Bow Valley Interagency E-letter is being distributed by Canmore FCSS in 2012. Interagency is a group of agency personnel that network and share information as a way of better serving our communities. We have about 200 members and we meet together 7 times a year. We distribute an e-letter weekly that informs agencies about various initiatives, programs, personnel changes, training and invitations to partner. The Town of Canmore IT Department helped set up our E-letter process and it receives approximately 120 hits a week.

b) Arts and Culture:

- Touchstone Sculpture: Peter Powning was in Canmore April 14, 16, 17 for the Community Engagement sessions at the civic centre where he collected 247 artifact impressions for inclusion in the sculpture. Impressions were taken using clay. People were genuinely excited about their contributions of artifacts and learning about the process. This created a buzz around town with people talking to each other about their contribution. This Public Engagement was very successful! All artifacts were documented along with the stories about each object and will be used to create a catalogue for Touchstone.
- Peter went into Ecole Notre Dame des Monts on Friday April 20 for school participation and will be visiting Elizabeth Rummel the week of April 23. The children were engaged and really enjoyed the session, as did Peter.

2. Recreation Services

a) Recreation Department

- 200 participants have registered for spring community classes thus far, most courses started the week of April 10th.
- Spring day camps ran from March 26-30 & April 2-5 and a total of 235 children participated.
- We continue to see excellent participation in our co-ed drop-in recreation program (specifically for indoor soccer).

- b) Aquatics Department
 - We hosted the CALA (Canadian Aqua fitness Leaders Alliance) Conference on April 14/15. There were 45 delegates here from Ontario, British Columbia, Alberta and Wales.
 - There is a National Lifeguard course is scheduled for April 20-22 and 27-29. There are 6 participants registered.
 - Lawrence Grassi Middle School has 15 grade 8 students participating in the Bronze Medallion course during school hours on Tuesday and Friday for the next 10 weeks.
 - There are 84 students from Elizabeth Rummel School and Ecole Notre-Dame des Monts participating in the Swim to Survive program.
 - Spring aquatic courses began the week of April 10th with all or most classes full.
 - The Canadian Para-Alpine Ski Team rented the pool for a swim during a spring training camp that was held in Banff the week of April 16th.
 - Kayaking courses have resumed on Sundays from 6-8pm through the Bow Valley Kayak Club.
- c) Guest Services Department
 - Easter special event well attended. 70-75 people attended the crafts/face painting event.

3. **Protective Services**

- a) First quarter statistics attached.
- b) S/Sgt. Brad Freer, Police Committee Chair John reeves and Councillor Hans Helder gave a presentation on the RCMP business plan at the Alberta Association of Police Governance.
- c) Enhanced policing shifts will begin on the May long weekend.
- d) The transition of ambulance services to Alberta Health Services on April 1 was seamless.
- e) Bylaw services BSOP focus for May is commercial waste, construction site parking and unattached trailers.
- f) Town Engineering, Bylaw Services and the Protective Services Manager met with representatives from CP Rail to discuss trespassing on the rail line in Canmore. CP will be conducting rail safety education in the spring. The capital fencing project will be managed by the town and the goal is to complete this project by the end of August. CCTV was discussed, not recommended and will be reevaluated after the fence has been installed.
- g) The domestic animal kenneling agreement has been signed. Impounded dogs and cats are now being kenneled and cared for by a private service provider.

C. **MUNICIPAL INFRASTRUCTURE**

1. **Planning & Development**

- a) Trails Advisory Group

At the recent Trails Advisory Group meeting (April 19), a representative from the environmental community expressed concern about the density of trails in Wildlife Corridor and Habitat Patches. Citing scientific research, the suggestion is that land managers need to agree upon target trail densities and consolidate trails towards meeting targets. The action

item is for representatives to consider this topic at the next Bow Corridor Ecosystem Advisory Group (BCEAG) meeting in June.

b) Capital Projects

- Trail signs have been installed at two trailheads at Quarry Lake (one new and one replacement), and at the Mineside trailhead (at the boat launch on the Bow River path). Design work is complete in conjunction with the Provincial government and new trailhead signage will be installed at the Cougar Creel trailhead in the near future.

2. Engineering Services

a) Capital Projects

- 5th Street Rehabilitation and Enhancement – Design and public engagement complete, project has been tendered and will be awarded in early May. Construction start-up scheduled for May.
- CPR Fencing (Rec Centre and A&W areas) - Meeting held with CP Rail to confirm fencing type (6' high, tight mesh to prevent climbing, vandal resistant), and schedule for the project. Target completion August 2012 in advance of next school year.
- Stoneworks Creek Diversion – Flood inundation map complete as per Alberta Environment requirements. Alberta Environment is prepared to approve the diversion however they have requested that the Town of Canmore commit to limiting development within the flood inundation area in the event of diversion failure. Administration is reviewing the impacts of this requirement and once resolved is prepared to tender the work as soon as approval is granted by the Province.
- Paved pathway rehabilitation and replacement – This project includes the rehabilitation of the entire pathway along the CPR tracks behind BVT between 17th street and Railway Avenue to address substructure failure. Engineering has placed this project on hold pending a staff report to Council that will bring forward an alternative which is more in-line with the recent (and as of yet unapproved) BVT ARP.
- Other 2012 capital projects progressing through design and procurement to allow for 2012 completion.

- b) BVRTSC (Bow Valley Regional Transit Services Commission) – A community survey is underway to determine ridership preferences such as desired destinations and service hours. A report to Council with the results of the survey and a public open house along with proposed bus routing will be brought forward to Council once engagement is complete.**

Regional service to Banff is scheduled for Fall start-up (October / November timeframe).

3. Public Works

1. Streets & Roads

- a) **Street Sweeping:** The delivery of the new street sweeper is expected in mid-May. In the interim, staff have been sweeping crosswalks (manually), sweeping sidewalks and paved pathways. A rental unit was contracted for over a week at a cost of \$5,000 to sweep all priority and collector roadways. Residential street sweeping will commence once the new sweeper has arrived.

2. Solid Waste Services

- a) **Yard Waste:** collection has begun at the Boulder Recycle Depot.
- b) **Large Item Clean Up:** begins on May 7th. Call 403-678-1580 to register.
- c) **Toxic Round Up & Paint Exchange:** May 12th at Public Works (10am – 4pm)
- d) **Community Clean Up:** May 26th at Recreation Centre (8am – 1pm)

3. Parks

- a) **Invasive Plants:**
 - **Theatrical Presentation:** Canmore High School grade 10 will be presenting the “Weed Wars” theatrical play on June 12th and 13th.
 - **Wild Flower and Native Plants Presentation:** On May 5th 9:30am – 11:30am by Steve Tannas in the Council Chambers.

4. Municipal Campground

- a) **Campground** opened on May 1 and site fees remain unchanged from 2011. Non-serviced sites are \$25/night and power sites are \$35/night.

5. Utilities

- a) **Regulatory:** No reportable contraventions or violations
- b) **Business as usual.**

Bylaw Services Quarterly Report – January to March 2012

Warnings and Tickets

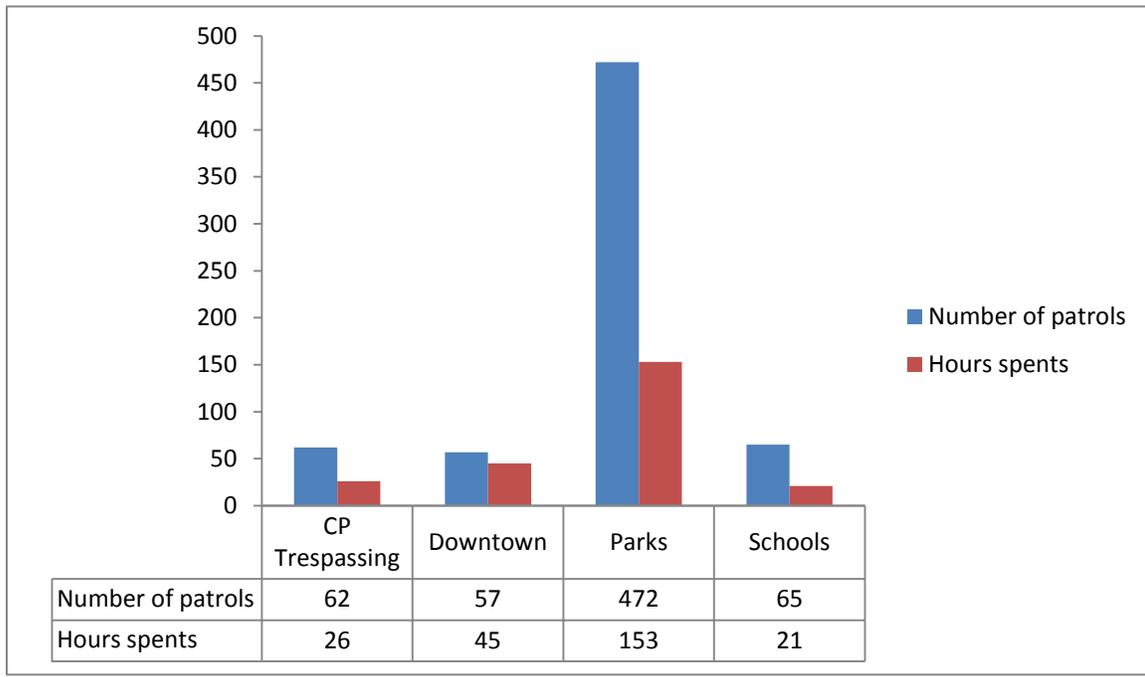
From January to March 2012 a total of 514 warnings and tickets were issued. Warnings and tickets result from investigations or offences that are observed while on patrol.

Bylaw/Provincial Statute	Warnings	Tickets
Animal Control Bylaw	26	10
Traffic and Streets Bylaw	29	181
Traffic Safety Act	98	78
Waste Bylaw	5	2
Taxi Bylaw	3	2
Land Use Bylaw	0	2
Noise Bylaw	2	0
Parks Bylaw	0	0
Business Registry Bylaw	0	0
Gaming & Liquor Act	0	0
Petty Trespass Act	1	1
Hunting & Trapping	0	0
Clearing of Sidewalks	73	0
Water Bylaw	1	0
TOTAL	238	276

- 24-\$230 tickets were issued for expired licence plates, the greatest percentage of Traffic Safety Act tickets.
- 110-\$30 tickets were issued for parking contrary to a sign (no parking or stopping), the greatest percentage of Traffic and Streets Bylaw tickets.
- 72 Warning notices were issued under the Clearing of Sidewalk Bylaw.
- 13 domestic animals were impounded and 1 was surrendered to the SPCA.

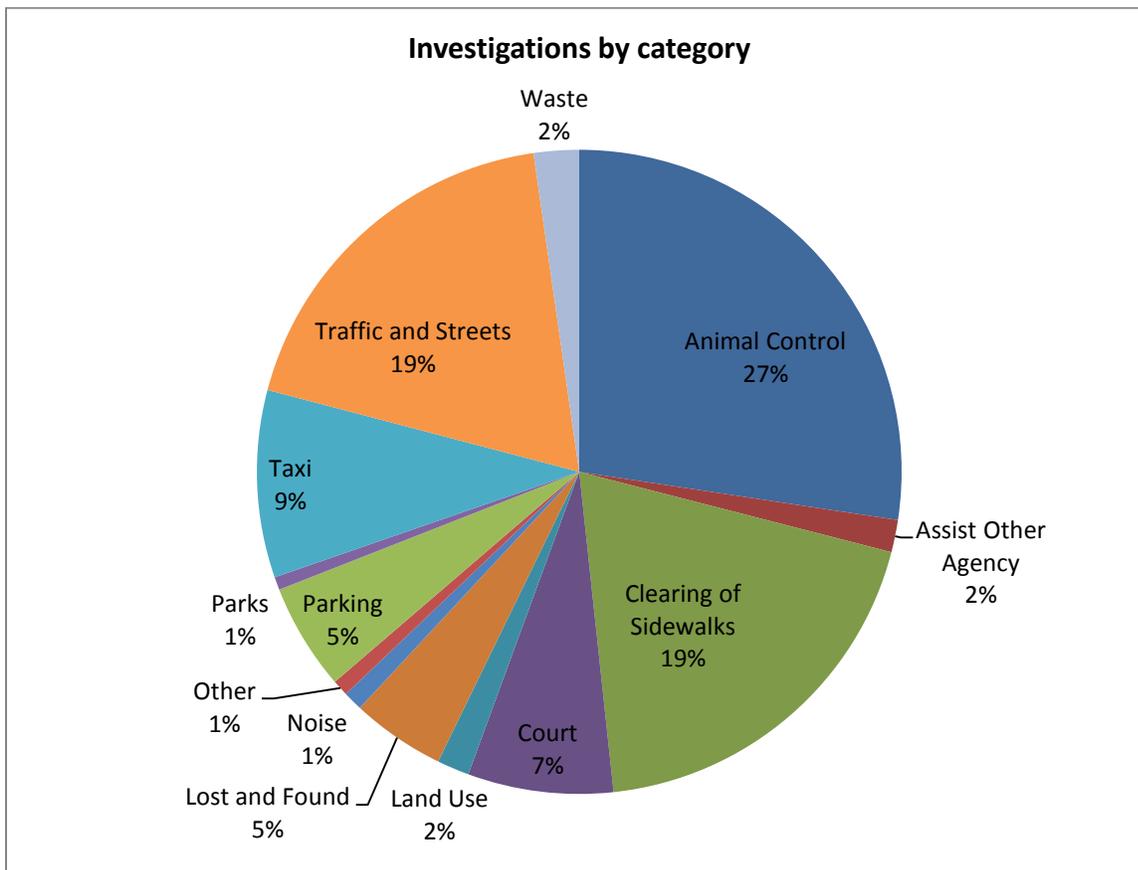
Bylaw Services Quarterly Report – January to March 2012

Patrols



- The vast majority of CP trespassing patrols resulted in trespass offences being prevented due to officer’s presence.
- Of the 57 downtown patrols conducted, 11 were for 2 hour parking. As a result of these patrols 62 park over posted time limit tickets were issued, with 74% of them being issued to locals.

Investigations



- The total number of investigations from January to March 2012 was 617.
- Of the 617 investigations conducted 65% or 398 were “Reactive Investigations” and the remaining 35% or 219 were “Proactive Investigations”.
- Due to the unusually icy conditions this year officers conducted 62 more investigations in 2012 than the same time period in 2011, most of them on a proactive basis.

Bylaw Services Quarterly Report – January to March 2012

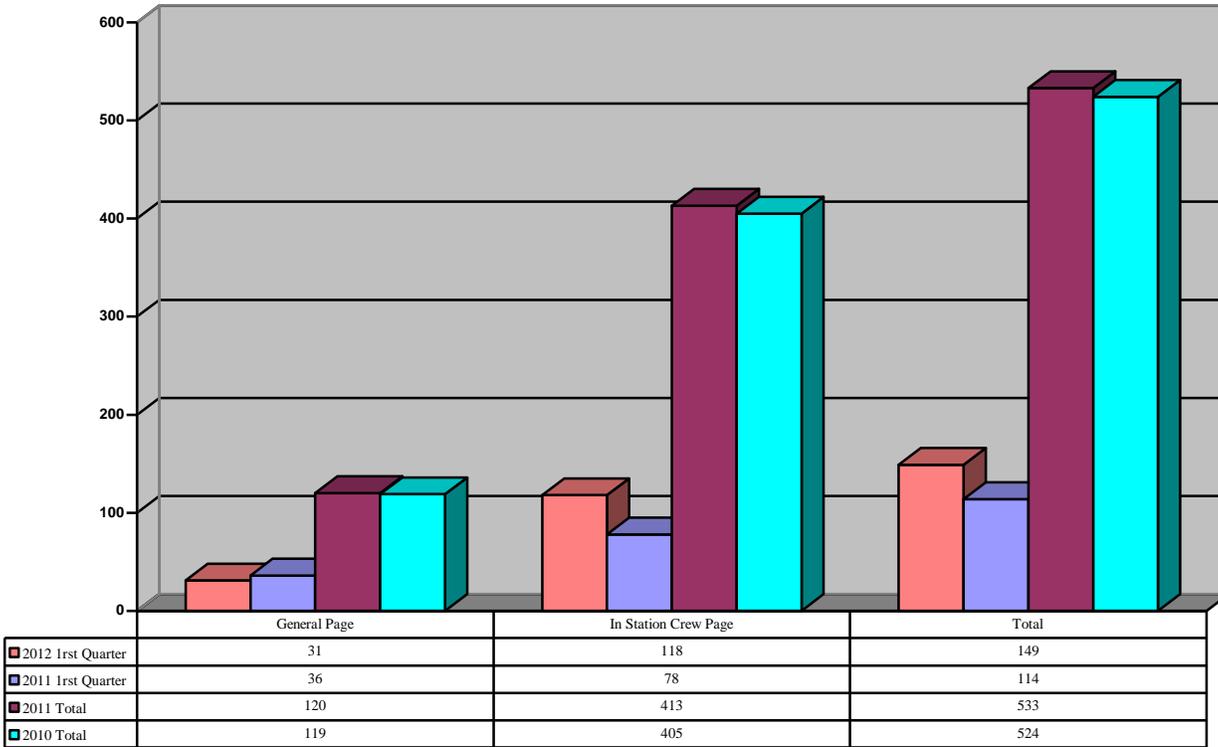
Photo Radar



- Of the 1357 violations in the first quarter of 2012, 45% were issued to Canmore residents.

Fire-Rescue Quarterly Report – January to March 2012

Fire-Rescue Response Statistics Rescue



Fire-Rescue Quarterly Report – January to March 2012

	2011 (total)	2012 (YTD)
Fires		
Wildland Fires	15	0
Structure Fires	8	6
Garbage Fires	5	0
Vehicle Fires	2	0
Cooking Fires	3	1
Appliance Fires	2	0
Mischief Fires	8	2
	43	9
Rescue		
Swift Water	8	0
Rope	8	1
Confined Space	1	0
Remote Wilderness	3	1
Ice	0	0
	20	2
Medical Assistance		
Manpower	199	63
Fire Medical	56	11
	255	74
Alarms		
Carbon Monoxide	15	5
Smoke	7	4
Heat	0	0
Sprinkler	8	3
Pull Station	3	0
Alarm Trouble	5	4
Nothing Found	23	14
Dust	11	5
Fumes	1	0
Cancelled enroute	17	8
	101	43
Hazardous Materials		
Vapor Release	2	1
Spills	5	0
Leak Mitigation	9	2
Odour	15	1
	31	4
Other		
Public Service	18	7
Structure Flooding	6	4
Road Obstructions	5	1
	32	12
MVC	51	5
Summary Information		
Station Pages	413	118
General Pages	120	31
Total Calls	533	149
Average Number of Responders	7	9
Insufficient Response Incidents	0	0

Council Resolution Action List - Outstanding Resolutions

#	Agenda Item	Resolution	Council Mtg Date	Service Area	Action Status	Last Update	DATE Complete
293-11	Emergency Medical Services Agreement	Moved by Councillor Ridley that Council direct Administration to bring back to Council periodic reports respecting discussions and negotiations with AHS regarding service transition.	5-Jul-11	PS	Transition complete - updates provided	Mar. 28, 2012	1-Apr-12
307-11	Request for Direction – Employee Housing Program	That Council direct Administration to work with CCHC to develop an assessment based policy for the provision of employee housing.	16-Aug-11	P&D	Work delayed by staffing reductions. Project has been reassigned to another staff member and a first draft should be available in the second quarter of 2012.	24-Apr-12	
345-11	Recreation Use Fee and Rental Rates	To postpone until Administration and Community Services Advisory Committee review suggestions and questions from Council regarding Recreation User Fees Rental Rate Policy and for Administration to provide more supporting information and for the directives in each category be linked more directly to the philosophical principles.	20-Sep-11	Rec	A new Draft Policy is currently being developed. The new draft will provided to CSAC in May for their review and comment. Tentative Agenda for June 5th.	30-Apr-12	
369-11	Road Closure and Exchange of Lands at 425 – 5th Street	That Council direct Administration to move forward with the preparation of a road closure bylaw for the lane behind 425 – 5 th Street.	18-Oct-11	P&D	Some neighbours have contacted Administration opposing the Road Closure Bylaw and appeared as delegation to Council. Options being pursued, in part with resolution 497-2011.	24-Apr-12	
417-11	Provision of Water and Waste Water Services to the Hamlet of Dead Man's Flats	That Council direct Administration to enter into negotiations with the MD of Bighorn for the provision of water and waste water services to the Hamlet of Dead Man's Flats.	15-Nov-11	ICAO	An initial meeting has been held with the MD. EPCOR has been requested to review and confirm the conclusions contained in the proposal submitted by the Developer. MD agreed to fund additional modeling required by EPCOR. Results have been shared with the developer. Waiting to hear from province regarding a new grant application that has been submitted for funding	23-Apr-12	
434-2011	2012 Operating Budget	That Administration bring a staffing needs analysis for the Multiplex prior to hiring new staff.	22-Nov-11	Rec	Programming Plans are currently begin developed. These plans will inform the Multiplex staffing requirements. Staffing requirements will be determined and provided to Council prior to budget submission.	30-Apr-12	
439-2011	2012 Operating Budget	That the "Education and Training" in Department 200 Chief Administrative Officer budget be increased by \$20,000 to enable staff to upgrade education and training relevant to their positions and that the funds not be expended until Council has approved a "Policy" to manage "education and training" within the Town of Canmore.	22-Nov-11	HR/Fin	\$20,000 added to final budget that was approved on Dec 13, 2011. Policy being developed by HR in 2012	Apr. 24, 2012	
449-2011	2012 Capital Budget	That Item #222 Pickleball Court not proceed until prior approval of Council.	6-Dec-11	Rec	Recreation is waiting to find out if grant has been approved (end March). Once we have been contacted regarding grant approval Recreation will confirm possible options and will meet with tennis and pickleball stakeholders to develop a go forward plan.	30-Apr-12	
461-2011	Multiplex Climbing Centre Operator	That Council cancel the RFP for the Climbing Wall Operation and direct Administration to develop a program managed by the Town of Canmore	13-Dec-11	Rec	The Manager of Recreation and the GM of Municipal Services have completed a seven meeting series with Climbing Stakeholders. A business start-up and management plan in the development phase and will be scheduled to come to Council in June..	30-Apr-12	
497-2011	Request to access the lane on Block 86 – Lars Pettersson	that Council direct Administration to review costs of construction and funding options for the lane on Block 86 as well as an evaluation of the need to improve the land for municipal purposes	20-Dec-11	P&D	Options are being evaluated and will return to Council in late Spring with options to move forward (see resolution 369-2011).	24-Apr-12	
038-2012	Council Winter Break/Summer Recess	That the meetings for July 10, 17 and August 7 and 14 be cancelled to allow Council to have a summer recess	3-Jan-12	MC	Advertising will be provided in local paper in late June and on website	Mar. 28, 2012	
046-2012	Recreation Facility Contribution Policy	That Council postpone the decision on the Recreation Facility Contribution Policy for further review by Administration and to be brought back to Council before summer break and that the existing recreation facility contribution not be collected until the review is complete	17-Jan-12	P&D	BOWDA is meeting on May 10 to discuss the policy and will get back to the Town shortly thereafter.	Apr. 24, 2012	
054-2012	Delegation Request – Dieter Rempel	That Council direct Administration to:					
		1. Have the Traffic Review Improvement Group (TRIG) review the signage around Elizabeth Rummel School and the May Riva Playground to ensure appropriate locations and compliance with the "Guidelines of Alberta Infrastructure and Transportation" and	7-Feb-12	PS	Reviewed by TRIG, no changes required.	29-Mar-12	26-Apr-12
		3. Review the photo radar program and report to Council on its effectiveness, as a "road safety program", prior to the issuing of an RFP for any renewal of the service.		PS	Program not yet reviewed.	26-Mar-12	
072-2012	Public Engagement Plan: Canmore Recreation Centre (CRC) Pool Re-development	That Council directs Administration to engage the community in a process to identify an optimal or preferred use for the CRC pool complex and adjacent athletic field MOTION POSTPONED See motion 073-2012	21-Feb-12	MS	Input has been received from Council on an intent statement for the project.	23-Apr-12	
		That the above is postponed until such time as administration can craft an intent statement for the project.	21-Feb-12	MS	Item is on tentative Council agenda for May 15, 2012.	23-Apr-12	
080-2012	Waste Management Strategy	that Council approve Waste Management Strategy, Recommendation Summary in Section 6 and accept the Waste Management Strategy as a guiding document.	6-Mar-12	PW	Strategy is complete and implementation will commence.	23-Apr-12	2-Apr-12
103-2012	Bylaw 04-2012 – Bow Valley Trail Area Redevelopment Plan	that Council schedule a public hearing for April 10, 2012 at 6 p.m	20-Mar-12	P&D	Public hearing was held April 10.	24-Apr-12	10-Apr-12
104-2012	Bylaw 05-2012 – Amendment to Bylaw 22-2010 Land Use Bylaw	that 1 st reading be given to Bylaw 05-2012 Amendment to Bylaw 22-2010 Land Use Bylaw and schedule a public hearing for April 10, 2012 at 6 p.m	20-Mar-12	P&D	The Bylaw is returning to Council on May 1 for consideration of 2nd and 3rd Reading.	24-Apr-12	
113-2012	Fire Rescue Medical Response Options	That council support an "advance life support (ALS) capable" Fire-Rescue Department for a one-year trial term	4-Apr-12	PS	ALS capable system not operational yet, meeting with AHS May 3 to work out details.	1-May-12	
115-2012		That council and administration advocate for accountability from the Province of Alberta post transition of emergency medical services to Alberta Health Services.	4-Apr-12	PS	Program not yet determined	1-May-12	
116-2012		that council direct administration to present a full statistical report to council following one year of service by Alberta Health Services; this report to include the medical response level of care and frequency provided by the Fire-Rescue department.	4-Apr-12	PS	Program not yet determined	1-May-12	

March-April 2012 BVRH Bulletin

March regular board meeting summary:

The board enjoyed a presentation by Energy Associates International discussing how EAI can help BVRH manage our energy costs. Discussions centred on natural gas and electricity procurement, efficient lighting and efficient structures. EAI is working with the Towns of Canmore and Banff. This affords BVRH an opportunity to benefit from lower fees associated with higher volumes of energy needs. The CAO will explore adding Cascade House to the program. The remaining BVRH facilities are locked into an energy procurement contract until the end of 2013, however we may be able to lock into lower costs before then that will take effect in 2014. BVRH should realize significant savings in our energy costs in the future as a result of planning now.

The board received a proposal from IBI Group regarding our Requisition-sharing study. There were two other respondents, both of whom were priced much higher than IBI Group. The proposal would entail research into how the other management bodies in Alberta allocate their requisitions; an exploration of possible methods of requisition sharing and; examining each approach and highlighting the advantages and disadvantages as they apply to BVRH. The board agreed to expand the scope of the study to include an overview of how neighbouring provinces approach this issue; and also to provide an estimate as to which model would work best for BVRH and our municipal ratepayers. The CAO will ask IBI to amend their proposal to address the modified scope.

The board learned that an inspector from Alberta Seniors had visited Bow River Lodge to conduct their annual Monitoring and Licensing Visit on March 12, 2012. These regular inspections include an approximately 200-point evaluation of supportive living accommodations across Alberta. The inspection included private conversations with many lodge residents, a review of BVRH policies and procedures, a review of relevant records and a walk around of the entire lodge. The only point we were required to take action on was to maintain a temperature log of our own in the assisted bathing area that will back up community care's diligent efforts to test the temperature of the water before exposing a resident to it. We have implemented the practice and received our renewed licence.

The board learned that Alberta Housing had provided us with our approved 2012 Operating Budget for our Social Housing Program (separate from our lodges). The province took a "hold the line" approach to budgeting this year, resulting in their keeping expenses at 2011 levels. Our requested maintenance budget, and to some degree our operating budget was pared back to meet this requirement. We will be analyzing our housing expenses to ensure that the program is funded separately from our lodge program.

The board reviewed and approved the 2012 BVRH Lodge budgets. The budgets were developed with several key principles in mind:

- Fiscal prudence
- Enhancement of operational efficiency and effectiveness

- Seek to avoid increasing our requisitions from the municipal ratepayers
- Effective management of our reserve funds

These budgets were developed using several assumptions around 2012 occupancy rates, future occupancy of the fire-damaged wing, commencement of the lodge renovation and expansion project and, future occupancy of the renovated sections of Cascade House.

The fire will have a significant impact on our bottom line in 2012, including an approximate \$300,000 shortfall in revenues that should be partially offset by other revenues and opportunities for cost-savings. BVRH will use reserve funds to avoid impacting the municipal ratepayers.

The budget included funding to begin to convert to LED lighting at Bow River Lodge and Cascade House. This lighting is expected to have a positive impact on our maintenance and utility costs well into the future. It will also mitigate emerging BVRH concerns over use of Compact Fluorescent Lighting.

The board heard an update about the Bow River Lodge redevelopment project. The province is about to invest \$260 million in its lodge assets through new funding, and we will be one of the first projects to benefit from it. The soon-to-be announced “*Lodge Regeneration and Renewal*” funding would provide 80% of the project capital costs. This is very attractive considering provincial funding options typically provide no more than 50% of capital costs. The board has previously agreed to commit BVRH to pursue these options in collaboration with the province, having established an active building committee to carry the project forward. The chairperson has written a letter to our member councils informing them of the status of this project.

The board and administration will hold a Financial Planning Workshop on May 10, 2012 with our auditor to review policies affecting our reserve funds, operating surpluses and financial statements.

The board received an update on the fire situation:

- Many of our displaced residents remain eager to return to BRL. A re-entry protocol remains in place to determine priority of need using the mandated rating system along with collaboration with Community Care to assess the needs of the candidates. Candidates are not required to re-apply for BVRH; however they will be required to provide a current medical evaluation proving continued suitability for supportive living accommodation level 2 at BRL. To date six of our displaced residents have returned to the lodge, gaining accommodation in the older section.
- BVRH has not received an official report regarding the cause and origin of the fire; however the point of origin (the area that it started in) has reportedly been identified as an exterior light fixture. The possible cause (what might have actually started it) may have been a failing light bulb. It appears doubtful that a definite cause of the fire will be determined.
- Operational impacts include lost revenue (insurance and special provincial grant funds will help to at least partially offset this); reduced costs for food services and

utilities; costs for emergency heating of the wing; costs for on-site security guards; redeployment of some personnel to cope with increased demands on administration. We expect an overall negative impact of \$230,000.00 in 2012. We will use reserve funds to absorb the costs in an effort to avoid impacting our municipal ratepayers.

- BVRH continues to employ a security firm to safeguard the unstable portion of the facility and also to patrol to minimize other risks to operations.
- We are eagerly awaiting action, as we are all tired of seeing the burned structure.

Project occupancy rates and tenant selection:

Current occupancy rates in our accommodation programs:

Bow River Lodge	100%
Cascade House	100%
Bow River Homes	100%
Mount Edith House	97% (1 vacancy)
Community Housing	93% (4 vacancies)

The board approved a primary and an alternate applicant for Mount Edith House.

Major project status updates:

Cascade House renovation: The project is well underway. The construction should be completed by the end of April 2012, followed by furnishing and a certification period involving several government agencies. Once the expanded lodge is licensed as a Supportive Living Accommodation we will be able to proceed with occupancy. The board learned that Community Care is planning to expand their services at Cascade House as a result of the renovation. The general contractor, Burns Home Solutions, continues to be diligent and cooperative while working safely and efficiently.

Meeting with Alberta Housing regarding the fire restoration project

On April 18 the Chairperson and the CAO met with representatives from Alberta Housing, the province's insurance program and an architect to clarify roles and timelines as this project enters the next phase. BVRH learned that we will now take more control over the project going into the next phase. The project will restore the wing to its original state with certain upgrades required to meet the current building code; funding will come from insurance. The province has completed their exploration of architects and has recommended that BVRH approve Rick Balbi as the Prime Consultant for this project. The foundation has been found to be in good shape so things can move forward. The notional timeline is:

- Design phase completed in mid-May followed by;
- Construction tender (by invitation); BVRH will recommend numerous local contractors to be invited;
- Hiring of a General Contractor in early June;
- Demolition will begin shortly thereafter, with an eye on recovering any salvageable property remaining in the destroyed section;
- Completion by October!

Building Committee Meeting April 20, 2012

AB Housing will continue to move forward with acquiring an architect; BVRH will be able to review the process and provide input into the design. BVRH will provide guidance as to what we believe we will need for new or renovated amenity spaces to best serve our residents. The CAO will develop concepts around service spaces (such as kitchen, utility and administration areas) and common spaces (such as sitting, meeting and activity areas) to develop a notional floor plan that will guide the final design. BVRH will be able to refer local engineers to the successful architect for the engineering requirements in the design process.

AB Housing will provide BVRH with an overview of the project management process, including roles and responsibilities. BVRH may have a day-to-day role here, with administrative funding from the province to cover these costs.

Members of the building committee will meet with representatives from AB Seniors and AB Health to explore models of funding of higher levels of supportive living as we move toward creating an operational model that will help shape the design of the expansion in a purposeful manner.

Members of the BVRH board will meet with local Hospital and Community Care personnel to work on a way to form a community-collaboration in the delivery of Aging in Place with an eye on building the concept into the design of the expansion, again in a purposeful manner.

Members of the committee will visit some lodges in the Calgary area to explore potential operational and design models. Members will also map out an operational continuity model for use when determining phasing progress of construction/occupancy/relocation of residents.

About Bow Valley Regional Housing

The Province of Alberta owns a large portfolio of social housing and seniors' lodges across the province that provides accommodation and related services to many needy and vulnerable Albertans. Housing Management Bodies have been created by the Province to serve as operators and administrators of these facilities. Each Management Body is self-governing and manages the provincial assets in a particular region, which is comprised of multiple municipalities. They may also operate other kinds of housing, and may even own buildings. Every municipality is a member of their local management body. They are required to have at least one appointee on the governing board, responsible for acting in the best interests of the management body. The board must consider the needs of each member municipality in its governance of the management body.

Management body operations are funded through various means. The body's tenant's pay rent, however as these are affordable rates they do not cover the costs of operations. Seniors Lodge deficits are funded through municipal ratepayer requisitions and provincial

grants. Social Housing deficits (including independent seniors housing and community housing) are funded by Alberta Municipal Affairs (Housing).

Bow Valley Regional Housing is the Housing Management Body for the Bow Valley region. We strive to address certain community housing needs in a professional and client-focused manner. We have five member municipalities: Kananaskis ID, MD of Bighorn, Town of Canmore, Town of Banff and Banff National Park. The people of the region are able to access all of the programs we offer, although our Banff facilities are subject to residency requirements. We manage and operate seniors' lodges in Canmore and Banff that currently house up to 72 residents. When our renovation project in Banff is complete these lodges will be able to house up to 85 residents. We manage seniors' independent housing buildings in Canmore and Banff that have 62 one-bedroom apartments. We also manage 58 family housing residences in Canmore and administer the Rent Supplement Program in the region that currently provides financial assistance to about 36 Bow Valley households. All told we currently house, or help to house over 300 residents of the Bow Valley.

BVRH has a staff of about 36 people based in either Bow River Lodge in Canmore or Cascade House in Banff. Our Administration and Maintenance Teams are based in Canmore but take care of all of our operations. As well, we have Housekeeping and Food Service Teams plus a Recreation Coordinator at our lodge in Canmore. Our Cascade House Team serves the residents of our lodge in Banff.

These bulletins are available on our website at www.bvrh.ca