

TOWN OF CANMORE

AGENDA

Annual Organizational Meeting
Council Chambers at the Civic Centre, 902 – 7 Avenue
Tuesday, October 24, 2023 at 9:00 a.m.

Times are estimates only.

- A. CALL TO ORDER AND APPROVAL OF AGENDA**
- 9:00
- 1. Land Acknowledgement**
 - 2. Agenda for the October 24, 2023 Annual Organizational Meeting**
- B. NEW BUSINESS**
- 9:00 – 9:15
- 1. Council Meeting Schedule**
Recommendation: That Council approve the following meeting schedule effective January 1, 2024 – December 31, 2024:
 - first Tuesday of each month at 9 a.m. regular council meeting
 - third Tuesday of each month at 1 p.m. committee of the whole meeting
 - second and fourth Tuesdays of each month at 9 a.m. reserved for special meetings
 - notwithstanding the above:
 - in January 2024 the schedule will be as follows:
 - January 9 – regular council meeting at 9 a.m.
 - January 16 – reserved for special meeting at 9 a.m.
 - January 23 – committee of the whole at 1 p.m.
 - January 30 – reserved for special meeting at 9 a.m.
 - in July and August 2024, the only meetings scheduled are regular meetings on July 2 and August 20 at 9 a.m. (no committee of the whole meetings scheduled)
 - annual organizational meeting on October 22, 2024 at 9 a.m.
- 9:15 – 9:20
- 2. Deputy Mayor Schedule**
Recommendation: That Council approve the deputy mayor schedule from November 2023 to October 2024 as follows:
 - November and December 2023 – Councillor Marra
 - January and February 2024 – Councillor Hilstad
 - March and April 2024 – Councillor Foubert
 - May and June 2024 – Councillor Mah
 - July and August 2024 – Councillor Graham
 - September and October 2024 – Councillor McCallum
- 10:20 – 10:30
(following item C-1)
- 3. Committee Appointments (after in camera)**
Recommendation: That Council:
 - 1) appoint the mayor and councillors to internal and external committees in accordance with Attachment 3;
 - 2) appoint __ as the voting representative for Council acting as a shareholder of Canmore Community Housing;

Agenda prepared by: Cheryl Hyde, Manager, Municipal Clerk's Office

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- 3) direct Canmore Community Housing shareholders to appoint __, __, and __ to two-year terms on the Canmore Community Housing board of directors;
- 4) appoint public members to committees as follows:
 - a) __, __ and __ to three-year terms, __ to a two-year term (mid-term replacement), and __ to a one-year term (mid-term replacement) on the Canmore Public Library Board;
 - b) __ and __ to one-year (or two-year?) terms on the Canmore Planning Commission beginning on January 1, 2024 and ending on December 31, 2024/2025;
 - c) __, __, and __ to one-year terms on the Community Events Committee;
 - d) __ and __ to one-year terms on the Community Grants Selection Committee;
 - e) __, __, and __ to a term ending June 30, 2025 on the Council Remuneration Review Committee;
 - f) __, __, and __ to two-year terms and __, __ and __ to three-year terms on the Cultural Advisory Committee;
 - g) __, and __ to one-year terms, and __, __, __, __, and __ to two-year terms on the Subdivision and Development Appeal Board, beginning on January 1, 2024 and ending on December 31, 2024/2025;
- 5) ratify appointments to the Livability Task Force; and
- 6) direct administration to bring a Code of Conduct for Council Appointees to Council for consideration.

C. IN CAMERA

9:20 – 10:20

1. Public Member Committee Applications

Recommendation: That Council take the meeting in camera to prevent disclosure of personal information in accordance with section 17(4)(g) of the Freedom of Information and Protection of Privacy Act.

10:30

D. ADJOURNMENT



Request for Decision

DATE OF MEETING: October 24, 2023 **Agenda #:** B-1

TO: Council

SUBJECT: Council Meeting Schedule

SUBMITTED BY: Cheryl Hyde, Municipal Clerk

RECOMMENDATION: That Council approve the following meeting schedule effective January 1, 2024 – December 31, 2024:

- first Tuesday of each month at 9 a.m. regular council meeting
- third Tuesday of each month at 1 p.m. committee of the whole meeting
- second and fourth Tuesdays of each month at 9 a.m. reserved for special meetings
- notwithstanding the above:
 - in January 2024 the schedule is as follows:
 - January 9 – regular council meeting at 9 a.m.
 - January 16 – reserved for special meeting at 9 a.m.
 - January 23 – committee of the whole at 1 p.m.
 - January 30 – reserved for special meeting at 9 a.m.
 - in July and August 2024, the only meetings scheduled are regular meetings on July 2 and August 20 at 9 a.m. (no committee of the whole meetings scheduled)
 - annual organizational meeting on October 22, 2024 at 9 a.m.

EXECUTIVE SUMMARY

The *Municipal Government Act* authorizes council to schedule specific dates and times for regularly scheduled meetings. The recommended schedule reflects current practices.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

A similar schedule was approved at the 2022 annual organization meeting for the 2023 calendar year.

DISCUSSION

Administration recommends that council keep their current schedule of one regular meeting on the first Tuesday of each month at 9 a.m., the committee of the whole meeting on the third Tuesday of each month at 1 p.m. and keep the second and fourth Tuesdays of each month reserved at 9 a.m. for a special meeting of council if required.

Administration recommends approving this schedule until the end of 2024 to help manage calendars. This will not prevent Council from approving a different schedule at the October 22, 2024 annual organizational meeting.

In January, the first Tuesday of the month (January 2) falls on the day after the recognized New Year’s Day statutory holiday. To avoid holding the first business meeting of the year the day after the holiday, administration recommends holding the regular council meeting on January 9, the committee of the whole meeting on January 23, and reserve January 16 and 30 for special meetings if required.

For the summer months of July and August, administration recommends that council follow the same summer break schedule that was followed in 2023. This involves holding the regular council meeting on July 2, cancelling the July 16 committee of the whole meeting, and holding the regular meeting of council on August 20 instead of August 6 (no committee of the whole meeting scheduled in August). Council would be on break from July 3-August 19.

Regularly scheduled meetings may be changed by council motion with a minimum of 24 hours’ notice. Special meetings and public hearings can be called at any time, as long the meeting is called in accordance with the *Municipal Government Act*. Reserving times for the scheduling of special meetings and public hearings is not required but is meant to help members of council manage their calendars.

ANALYSIS OF ALTERNATIVES

None.

FINANCIAL IMPACTS

None.

STAKEHOLDER ENGAGEMENT

None.

ATTACHMENTS

None.

AUTHORIZATION

Approved by:	Cheryl Hyde Municipal Clerk	Date	<u>October 6, 2023</u>
Approved by:	Therese Rogers GM of Corporate Services	Date:	<u>October 6, 2023</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>October 11, 2023</u>



Request for Decision

DATE OF MEETING: October 24, 2023 **Agenda #:** B-2

TO: Council

SUBJECT: Deputy Mayor Schedule

SUBMITTED BY: Cheryl Hyde, Municipal Clerk

RECOMMENDATION: That Council approve the deputy mayor schedule from November 2023 to October 2024 as follows:

- November and December 2023 – Councillor Marra
- January and February 2024 – Councillor Hilstad
- March and April 2024 – Councillor Foubert
- May and June 2024 – Councillor Mah
- July and August 2024 – Councillor Graham
- September and October 2024 – Councillor McCallum

EXECUTIVE SUMMARY

The *Municipal Government Act* requires council to appoint one or more councillors as deputy chief elected official so that only one councillor will hold the office at any one time and the office will be filled at all times.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

It has been the past practice of council to approve an annual roster where each councillor is appointed as deputy mayor for a two-month period.

DISCUSSION

The deputy mayor acts as mayor when the mayor is unable to perform their duties, or if the office of the mayor becomes vacant. The deputy mayor is also a member of the agenda review committee and attends agenda review meetings.

ANALYSIS OF ALTERNATIVES

Traditionally the roster design had been based first on incumbency, then on alphabetical order by last name. Following administrations recommendation last year, it is being recommended again that councillors be deputy mayor at different times of the year to avoid having the same councillor as deputy mayor during the summer months.

Council can also consider shifting from an annual schedule to a council term schedule. Several other municipalities surveyed cycle each councillor through once per term, so each deputy mayor appointment would last eight months. The only requirement is that the office be filled at all times.

FINANCIAL IMPACTS

None.

STAKEHOLDER ENGAGEMENT

None.

ATTACHMENTS

None.

AUTHORIZATION

Approved by: Cheryl Hyde
Municipal Clerk Date: October 6, 2023

Approved by: Therese Rogers
GM of Corporate Services Date: October 6, 2023

Approved by: Sally Caudill
Chief Administrative Officer Date: October 11, 2023



Request for Decision

DATE OF MEETING: October 24, 2023 **Agenda #:** B-3

TO: Council

SUBJECT: Committee Appointments

SUBMITTED BY: Cheryl Hyde, Municipal Clerk

RECOMMENDATION: That Council:

- 1) appoint the mayor and councillors to internal and external committees in accordance with Attachment 3;
- 2) appoint ___ as the voting representative for Council acting as a shareholder of Canmore Community Housing;
- 3) direct Canmore Community Housing shareholders to appoint __, __, and __ to two-year terms on the Canmore Community Housing board of directors;
- 4) appoint public members to committees as follows:
 - a) __, __ and __ to three-year terms, __ to a two-year term (mid-term replacement), and __ to a one-year term (mid-term replacement) on the Canmore Public Library Board;
 - b) __ and __ to one-year (or two-year?) terms on the Canmore Planning Commission beginning on January 1, 2024 and ending on December 31, 2024/2025;
 - c) __, __, and __ to one-year terms on the Community Events Committee;
 - d) __ and __ to one-year terms on the Community Grants Selection Committee;
 - e) __, __, and __ to a term ending June 30, 2025 on the Council Remuneration Review Committee;
 - f) __, __, __, and __ to two-year terms and __ and __ to three-year terms on the Cultural Advisory Committee;
 - g) __, and __ to one-year terms, and __, __, __, __, and __ to two-year terms on the Subdivision and Development Appeal Board, beginning on January 1, 2024 and ending on December 31, 2024/2025;
- 5) ratify appointments to the Livability Task Force; and

- 6) direct administration to bring a Code of Conduct for Council Appointees to Council for consideration.

EXECUTIVE SUMMARY

At the annual organizational meeting, council appoints appoint members to internal and external advisory boards, committees, commissions, and task forces. In this report, the term ‘committee’ is used to refer to all these entities.

RELEVANT COUNCIL DIRECTION, POLICY, OR BYLAWS

Committee membership criteria is set out in individual terms of reference/bylaws. A summary of committee mandates, membership criteria, and meeting schedules is attached to this report for information.

DISCUSSION

Council Appointments

A list of committees requiring representation from members of council is attached, along with last year’s appointments for information.

Canmore Community Housing (CCH) Appointments

Section 9(a)(i) of the Canmore Community Housing Corporation Articles of Association provides that when the shareholder is a corporation, the shareholder must designate one person as the voting representative. The voting representative will be responsible for voting on behalf of council at the CCH annual general meeting. Administration recommends council review the applications for board of director public members during the in camera session and make a motion in the public meeting directing the voting representative which public members to appoint.

Public Member Appointments

Current public member appointments are listed below. Applications for vacant positions have been provided to council separately and will be kept in confidence to protect the personal information of the applicants from disclosure. It is recommended that council take the annual organizational meeting in camera if there is any possibility that the personal information of applicants will be discussed during the selection process.

Canmore Community Housing (CCH)	Term Expiry
de Soto, Lisa	2024
Findlay, Jamie	2023
Fonseca, Jessie	2023
Kunst, Todd	2024
Murray, Rob	2023

Canmore Library Board	Term Expiry
Al-Abbasi, Soulafa	2024 – resigned 2023
Balmain, Donna	2025
Carling, Glynis	2023
Domingo, Vijay	2024
Fung, Willy	2024
MacAulay, Jennifer	2023
Miles, Natasha	2025 – resigned 2023

Saunderson, Doreen	2025
Yeager, Riley	2023

Canmore Planning Commission (CPC)	Term Expiry
Jungen, Florian	2024
Kennedy, Shawn	2023
Spessot, Miranda	2023
Talbot, Brian	2023

Community Events Committee	Term Expiry
Cathro, Leia	2023
Davidson, Muriel	2023
Shellian-Frey, Suzan	2023

Community Grants Selection Committee	Term Expiry
Blaha, Paul	2023
Rae, Heather	2023

Cultural Advisory Committee	Term Expiry
Dahrouge, Brandy	2023
d'Entremont, Jennifer	2023
King, Courtney	2024 – resigned 2023
Lepage, Cecile	2023
Moreland, Christine	2023
Widmer, Heidi	2023

Subdivision and Development Appeal Board (SDAB)	Term Expiry
Braier, Christoph	2023
Cooze, Michelle	2023
Giannandrea, Andre	2023
Giraldeau, Peter	2023
Jehn, Darlene	2023
MacIver, Harold	2023
McClure, John	2023

Code of Conduct

As part of the Town’s ongoing business transformation and process improvement work, administration is recommending that Council adopt a Code of Conduct for Council Appointees that sets out expectations of those Council appoints to various boards, task forces, and committees to ensure clarity of roles and responsibilities and establish appropriate expectations.

ANALYSIS OF ALTERNATIVES

None.

FINANCIAL IMPACTS

None.

STAKEHOLDER ENGAGEMENT

Committee vacancies were advertised for three weeks in the Rocky Mountain Outlook and on the Town’s website and social media pages during the month of September. The deadline for applications was Thursday, September 28 at 5 p.m. Applications were provided to the committee administrative liaisons for review and feedback.

ATTACHMENTS

- 1) Committee Summaries
- 2) Council Committee Appointments 2022-2023
- 3) Proposed Council Committee Appointments 2023-2024

AUTHORIZATION

Approved by:	Cheryl Hyde Municipal Clerk	Date	<u>October 6, 2023</u>
Approved by:	Therese Rogers GM of Corporate Services	Date:	<u>October 6, 2023</u>
Approved by:	Sally Caudill Chief Administrative Officer	Date:	<u>October 11, 2023</u>

Committee Summaries			Last updated: October 2023		
	Committee Name/Description	Membership	Meeting Schedule	Administrative Liaison	Terms of Reference
Internal advisory committees - Council participation discretionary					
1	CAO Performance Review Committee Carries out the CAO's annual performance review.	Mayor and two members of council.	To be determined by the committee.	Sean Krausert Mayor 403.678.1517 sean.krausert@canmore.ca	None.
2	Community Events Committee Approves community events in accordance with the Community Events Policy AE002.	No council member; Three non-voting members of administration; One member from the BIA; Two community event producers who work closely with Arts & Events; Supervisor of Arts & Events (votes in a tie); Three members of the public appointed by Council. <i>Public member term is one yr., five yr. max.</i>	Meets at least three times per year.	Jean Macpherson Supervisor of Arts & events 403.678.8938 jean.macpherson@canmore.ca	Community Events Committee Bylaw 2017-33.
3	Council Remuneration Review Committee Makes recommendations to Council with respect to approval of the Council Remuneration Policy.	Three or five public members; the GM of Corporate Services (non-voting)	To be determined by the committee.	Therese Rogers GM of Corporate Services therese.rogers@canmore.ca 403-678-1518	Council Remuneration Review Committee Bylaw 2023-12
4	Cultural Advisory Committee Provides advice and recommendations to help Council implement the Canmore Cultural Master Plan.	Five to seven voting members; One member who is a member of a Treaty 7 Nation or Region 3 Metis; up to three public members who represent business, education, and social sectors in Canmore; One professional cultural worker; One member of the under 35 cultural community; One member of council. <i>Public member terms are two yrs. for the first term and three yrs. for subsequent terms, eight yr. max.</i>	Meets at least nine times per year. Currently meets on the second Monday of September, October, November, December, February, March, April, May, and June.	Jean Macpherson Supervisor of Arts & Events 403.678.8938 jean.macpherson@canmore.ca	Cultural Advisory Committee Establishment Bylaw 2021-17. 2020 Cultural Master Plan. Canmore Public Art Policy.
5	Finance Committee Assists Town Council in fulfilling its financial oversight responsibilities for the Town of Canmore.	Entire council plus CAO (non-voting member).	Meets at a minimum quarterly, and several times in November and December to review the budget.	Palki Biswas Manger of Finance 403.678.1536 palki.biswas@canmore.ca	Finance Committee Bylaw 2016-19.
6	Heliport Monitoring Committee Monitors and reviews business operations conducted by Alpine Helicopters Inc. in accordance with Schedule C of the Heliport Lease.	One member of council; One Alpine Helicopter rep; Three public members. <i>Public member term is three yrs., no max.</i>	Meets a minimum of once per year to review Alpine's annual report and public complaints, if Alpine does not comply with terms outlined in Schedule C of the Heliport Lease.	Stephen Hanus Manger of Facilities 403.678.7146 stephen.hanus@canmore.ca	Heliport Monitoring Committee Bylaw 2018-18.

Internal committees required by legislation - Council participation discretionary					
7	<p>Assessment Review Board (ARB) Hears appeals of property assessments. New board members must complete the Administrative Law II and Principles of Assessment II course. For new members, this course is five x three hour online sessions and the successful completion of an online exam within seven days of the course date. ARB certification is valid for three years. Certified members must complete a refresher training program every three years to maintain ARB certification. This refresher course is delivered in three x three hour online sessions and the successful completion of an online exam within seven days of the course date. More course information can be found here: https://www.alberta.ca/subdivision-and-development-appeal-boards-training.aspx</p>	<p>No fewer than three qualified by the Province, No more than one council member per panel is permitted therefore public members are required.</p> <p><i>Public member term is three years. Number of consecutive terms shall not exceed nine years.</i></p>	<p>Assessment Review Board Hearings are typically held in the fall. Scheduling is based on number of appeals.</p>	<p>Internal contacts: Megan Dalrymple Property Tax Coordinator 403.678.1506 megan.dalrymple@canmore.ca</p> <p>Connie Doran-Wu Tax & Utility Assistant 403.678.7134</p> <p>External contact: Assessment Review Board Clerk 403.678.1506 arb@canmore.ca</p>	<p>Assessment Review Board Bylaw 2019.17 and MGA s. 454.</p>
8	<p>Canmore Planning Commission (CPC) Makes decisions on development permit applications and makes recommendations on planning matters.</p>	<p>Two members of council; A minimum of two and a maximum of four public members; GM of Municipal Infrastructure - who will only vote in the event of a tie.</p> <p><i>Public member term is one or two yrs., 6 yr. max.</i></p>	<p>As required.</p>	<p>Internal contact: Lauren Miller Manager of Planning and Development lauren.miller@canmore.ca</p> <p>External contact: cpc@canmore.ca</p>	<p>Subdivision Authority, Development Authority, and Municipal Planning Commission Establishment Bylaw Bylaw 2019.07 and MGA s. 625.</p>
9	<p>Emergency Management Committee Advises council on the development of Municipal Emergency Plan and programs.</p>	<p>Mayor and two members of council.</p>	<p>Meets a minimum of once a year.</p>	<p>Caitlin Miller Manager of Protective Services 403.678.8922 caitlin.miller@canmore.ca</p>	<p>Emergency Management Bylaw 2022-07 and Emergency Management Act s. 11.</p>
10	<p>Enforcement Appeal Review Committee Hears appeals of written orders, notices, or decisions issues by community peace officers or relevant bylaw's enforcement authority for the Animal Control Bylaw, Business Registry Bylaw, and the Taxi Bylaw.</p>	<p>Two members of council, the GM of Municipal Services, and the CAO.</p>	<p>Meets when an appeal is received.</p>	<p>Sally Caudill Chief Administrative Officer 403.678.1520 sally.caudill@canmore.ca</p>	<p>Enforcement Appeal Review Committee Bylaw 2022-11</p>
11	<p>Subdivision and Development Appeal Board (SDAB) Decides on appeals of decisions made by the Town regarding development permits and subdivision applications.</p>	<p>No more than one member of council plus an alternate; A minimum of four and a maximum of ten public members.</p> <p><i>Public member term is one or two yrs., 6 yr. max.</i></p>	<p>Meets when an appeal is received.</p>	<p>Internal contact: Municipal Clerk's Office municipal.clerk@canmore.ca</p> <p>External contact: sdab@canmore.ca</p>	<p>Subdivision and Development Appeal Board Bylaw 2019-06 and MGA s. 627.</p>
12	<p>Weed and Pests Control Appeal Panel Hears appeals of notices of control weeds in accordance with the Weed Control Act and the Agricultural Pests Act.</p>	<p>Not specified. Traditionally the mayor and CAO are appointed.</p>	<p>Meets when an appeal is received.</p>	<p>Lisa Guest Supervisor of Parks 403.678.1590 lisa.guest@canmore.ca</p>	<p>Alberta Weed Control Act, current as of Dec 15, 2017. Alberta Weed Control Regulations 19/2010, amendments 125/2016. Alberta Agricultural Pest Act 2000, chapter A-8, current as of Nov 1, 2014. Alberta Pest and Nuisance Control Regulations, 184/2001, current as of June 1, 2020.</p>

Town of Canmore governs or is a funding partner - Council participation mandatory					
13	Bow Valley Regional Transit Services Commission Authorized to provide passenger transportation services in the Bow Valley.	Two members of council.	2nd Wednesday of every month in Banff from 2-4 p.m.	Martin Bean CAO 403.760.7600 martin.bean@roamtransit.com	BVRTSC Bylaw.
14	Bow Valley Waste Management Commission Provides regional waste and recycling facilities in the Bow Valley.	Two members of council and 1 alternate.	3rd Thursday afternoon of each month.	Andrew Calder CAO/Site Manager 403.688.1538 (cell) 403.673.2708 (office) andrew@bv.waste.ca	BVWMC Bylaw.
15	Community Grants Selection Committee Determines allocation of community grants in accordance with the Community Grants Policy CSD-001.	One member of council; Manager of CSD; EcDev rep (non-voting); Two public members. <i>Public member term is one yr., 5 yr. max.</i>	Twice per year, in April and October.	Laura Wellman FCSS Family and Community Worker 403.678.7131 laura.wellman@canmore.ca	Community Grants Selection Committee Bylaw 2017-16.
Town of Canmore governs or is a funding partner - Council participation discretionary					
16	Bow Valley Regional Housing (BVRH) Responsible for day-to-day operation of seniors and social housing programs in the Bow Valley.	Two members. No requirement for council, but traditionally two members of council are appointed (due to the fact that BVRH requisitions annually).	4th Thursday of every month at 9 a.m.	Ian Wilson CAO 403.678.5922 ian.wilson@bvrh.ca	Ministerial Orders H:038-97 and H:064/99.
17	Canmore Community Housing (CCH) Provides housing solutions within the Town of Canmore.	Four members of council and up to five public members. <i>Public member term is two yrs. on a 4/3 rotation, no max.</i>	1st Thursday of each month at 3 p.m.	Michelle Ouellette Executive Director 403.609.9974 ext. 104 michelle@canmorehousing.ca	CCHC Articles of Association.
18	Canmore Library Board Organizes, promotes, and maintains library services in the Town of Canmore.	No fewer than five and no more than 10; Currently one councillor and nine public members. <i>Public member term is two or three yrs., 9 yr. max.</i>	4th Thursday of every month in the evening.	Michelle Preston Library Director 403.678.2468 mpreston@canmorelibrary.ab.ca	Libraries Act Library Bylaw 96-1971.
19	Canadian Mountain Arts Foundation Board (the governing body for artsPlace) Mission: Grow the arts to build our community and enrich our lives. Vision: A Bow Valley in which all residents participate in the arts and appreciate creativity as a vital part of their daily lives.	One member of council.	3rd Wednesday evening of each month.	Jeremy Elbourne Executive Director, artsPlace 403.609.2623 director@artsPlaceCanmore.com	Canadian Mountain Arts Foundation Bylaw.
20	Canmore Museum Society Promotes discovery and learning of mountains and heritage.	Eight elected members; Three appointed, one of which is traditionally a council member.	3rd Thursday of each month.	Linda Whittaker Interim Executive Officer 403.778-9460 director@canmoremuseum.com	Centennial Museum of Canmore Bylaw.

21	Downtown Canmore Business Improvement Area (BIA) Represents the interests of the downtown BIA, including enhancement of the downtown core and promotion of the zone as a business and shopping area.	One member of council; eight BIA members. This board is elected in the fall after the BIA AGM.	Meets the last Wednesday of each month. Optional meeting in July.	Beth Vandervoort Executive Director 403.493.5235 ed@visitdowntowncanmore.com	Downtown BIA Bylaw 21-2005, amended in March 2019.
22	Tourism Canmore Kananaskis (TCK) Work with the destination management organization.	Mayor or alternate member of council.	3rd Thursday of the month from September - June.	Rachel Ludwig CEO 1.855.678.1295 ext. 702 rachel@explorecanmore.ca	Canmore Business and Tourism Association Bylaw 1.
External intermunicipal/interagency groups - Council participation discretionary					
23	Biosphere Institute of the Bow Valley Non-profit charitable society that empowers community leadership on environmental challenges, with a focus on human-wildlife coexistence and climate change	Mayor or alternate member of council.	Meets every 2 months (approximately). No meetings in July or August.	Gareth Thomson Executive Director 403.678.7746 gareth@biosphereinstitute.org	Biosphere Bylaw s. 15.1.
24	Bow Valley WildSmart Works to reduce conflicts between humans and wildlife in the Bow Valley.	One member of council.	Meets 4-6 times per year. No summer meetings.	Nick de Ruyter Program Director 403.678.3445 ext. 2 info@wildsmart.ca	Terms of Reference (June 2022).
25	Canmore/MD of Bighorn Intermunicipal Committee Addresses, negotiates, and recommends resolutions to issues of joint concern for the Town of Canmore and the MD of Bighorn. Acts as the Intermunicipal Coordinating Committee (ICC) as required in the Intermunicipal Development Plan (IDP) and the Intermunicipal Collaboration Framework (ICF).	Two members of council from both the ToC and the MD. The CAOs, or chosen designate, from both municipalities, are advisory staff to the committee.	Meets as required.	Sally Caudill ToC CAO 403.678.1520 sally.caudill@canmore.ca	Terms of Reference.
26	Rocky Mountain Heritage Foundation Oversees the design and building of facilities at Quarry Lake that reflect the wishes of our community.	Mayor.	Meets as required, along with an AGM.	Sean Krausert Mayor 403.678.1517 sean.krausert@canmore.ca Andreas Comeau Manager of Public Works 403.678.1577 andreas.comeau@canmore.ca	Land Acquisition Lease History and Incorporation documents.
27	Southern Alberta Municipal Waste Management Association (SAEWA) A coalition of waste management and municipalities with an interest in implementing technologies to recover energy from non-recyclable solid waste and reduce long-term reliance on landfill disposal.	One member of council and an alternate.	Board meetings are held the 4th Friday of each month. Members elected to represent the Executive Board attend 1 executive meeting per month, held on the 2nd Friday. Annual AGM.	Sherry Poole Project Administrator/Manager 403.563.5759 sherry@saewa.ca	Association Bylaw.

Council Appointments 2022-2023

Committee	# required	Krausert	Foubert	Graham	Hilstad	Mah	Marra	McCallum
Internal advisory committees								
1 CAO Performance Review Committee	Mayor + 2							
2 Cultural Advisory Committee	1							
3 Finance Committee	7							
4 Heliport Monitoring Committee	1							
Internal committees required by legislation								
5 Assessment Review Board (ARB)	Up to 3 (certified)							
6 Canmore Planning Commission (CPC)	2							
7 Emergency Advisory Committee	Mayor + 1							
8 Enforcement Appeal Review Committee	2							
9 Subdivision & Development Appeal Board (SDAB)	1 + Alt							ALT
10 Weed & Pest Control Appeal Panel	Mayor							
Town of Canmore governs or is a funding partner								
11 Bow Valley Regional Transit Services Commission	2							
12 Bow Valley Waste Management Commission	2 + Alt			ALT				
13 Community Grants Selection Committee	1							
14 Bow Valley Regional Housing (BVRH)	2							
15 Canmore Community Housing (CCH)	4							
16 Canmore Library Board	1							
17 Canmore Mountain Arts Foundation Board	1							
18 Canmore Museum Society	1							
19 Downtown Canmore Business Improvement Area (BIA)	1							
20 Tourism Canmore Kananaskis (TCK)	Mayor or Alt							
External intermunicipal/interagency groups								
21 Biosphere Institute of the Bow Valley	Mayor or Alt							
22 Bow Valley WildSmart	1							
23 Canmore/MD of Bighorn Intermunicipal Committee	2 + Alt							ALT
24 Rocky Mountain Heritage Foundation*	Mayor							
25 Southern Alberta Municipal Waste Management Association (SAEWA)	1 + Alt		ALT					

*The Rocky Mountain Heritage Foundation will be removed from this list as soon as more directors are recruited to the RMHF Board from the general public.

Council Appointments 2023-2024

Committee	# required	Krausert	Foubert	Graham	Hilstad	Mah	Marra	McCallum
Internal advisory committees								
1 CAO Performance Review Committee	Mayor + 2							
2 Cultural Advisory Committee	1							
3 Finance Committee	7							
4 Heliport Monitoring Committee	1							
Internal committees required by legislation								
5 Assessment Review Board (ARB)	Up to 3 (certified)							
6 Canmore Planning Commission (CPC)	2							
7 Emergency Advisory Committee (incl. Regional Emergency Cttee)	Mayor + 2							
8 Enforcement Appeal Review Committee	2							
9 Subdivision & Development Appeal Board (SDAB)	1 + Alt						ALT	
10 Weed & Pest Control Appeal Panel	Mayor							
Town of Canmore governs or is a funding partner								
11 Bow Valley Regional Transit Services Commission	2							
12 Bow Valley Waste Management Commission	2 + Alt			ALT				
13 Community Grants Selection Committee	1							
14 Bow Valley Regional Housing (BVRH)	2							
15 Canmore Community Housing (CCH)	4							
16 Canmore Library Board	1							
17 Canmore Mountain Arts Foundation Board	1							
18 Canmore Museum Society	1							
19 Downtown Canmore Business Improvement Area (BIA)	1							
20 Tourism Canmore Kananaskis (TCK)	Mayor or Alt							
External intermunicipal/interagency groups								
21 Biosphere Institute of the Bow Valley	Mayor or Alt							
22 Bow Valley WildSmart	1							
23 Canmore/MD of Bighorn Intermunicipal Committee	Mayor + 1 + Alt							ALT
24 Rocky Mountain Heritage Foundation*	Mayor							
25 Southern Alberta Municipal Waste Management Association (SAEWA)	1 + Alt		ALT					

*The Rocky Mountain Heritage Foundation will be removed from this list as soon as more directors are recruited to the RMHF Board from the general public.