

**TOWN OF CANMORE  
MINUTES**

Regular Meeting of Council  
Council Chambers at the Civic Centre, 902 – 7 Avenue  
**Tuesday, December 5, 2023 at 9:00 a.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
Cheryl Hyde	Manager, Municipal Clerk's Office (recorder)
Adam Driedzic	Town Solicitor
Andreas Comeau	Manager of Public Works
Simon Robins	Supervisor of Solid Waste Services
Palki Biswas	Manager of Finance
Nathan Grivell	Development Planner
Adam Robertson	Manager of Communications

Mayor Krausert called the December 5, 2023 regular meeting to order at 9:00 a.m.

**A. CALL TO ORDER AND APPROVAL OF AGENDA**

**1. Land Acknowledgement**

**2. Agenda for the December 5, 2023 Regular Meeting of Council**

289-2023

Moved by Mayor Krausert that Council approve the agenda for the December 5, 2023 regular meeting as presented, with the following notes:

- reminder that items G2 through G4 will be tabled to follow item H5,
- make a typographical correction to item K1: strike out "Tow" and substitute "Town".

**CARRIED UNANIMOUSLY**

**B. PUBLIC HEARINGS – None**

Minutes approved by



**C. DELEGATIONS – None**

**D. APPROVAL OF MINUTES**

**1. Minutes of the November 7, 2023 Regular Meeting of Council**

290-2023 Moved by Mayor Krausert that Council approve the minutes of the November 7, 2023 meeting as presented.

**CARRIED UNANIMOUSLY**

**E. BUSINESS ARISING FROM THE MINUTES – None**

**F. UNFINISHED BUSINESS – None**

**G. BYLAW APPROVAL**

**1. Three Sisters Village Area Structure Plan and Smith Creek Area Structure Plan Revising Bylaws**

291-2023 Moved by Mayor Krausert that Council give first reading to Three Sisters Village Area Structure Plan Revising Bylaw 2023-37.

291A-2021 Moved by Mayor Krausert that Council amend motion 291-2023 by adding: with the drafter's note showing change #1 on page 43 of the redline version of the TSV ASP attached as schedule A to Bylaw 2023-37 pointing to both the Hotel and Spa District and the Innovation District to give effect to Council Resolution 98B-2021(f).

**CARRIED UNANIMOUSLY**

291-2023 The vote followed on motion 291-2023: that Council give first reading to Three Sisters Village Area Structure Plan Revising Bylaw 2023-37 with the drafter's note showing change #1 on page 43 of the redline version of the TSV ASP attached as schedule A to Bylaw 2023-37 pointing to both the Hotel and Spa District and the Innovation District to give effect to Council Resolution 98B-2021(f).

**CARRIED UNANIMOUSLY**

292-2023 Moved by Mayor Krausert that Council give second reading to Three Sisters Village Area Structure Plan Revising Bylaw 2023-37.

**CARRIED UNANIMOUSLY**

293-2023 Moved by Mayor Krausert that Council give leave to go to third reading of Three Sisters Village Area Structure Plan Revising Bylaw 2023-37.

**CARRIED UNANIMOUSLY**

294-2023 Moved by Mayor Krausert that Council give third reading to Three Sisters Village Area Structure Plan Revising Bylaw 2023-37.

**CARRIED UNANIMOUSLY**

295-2023 Moved by Mayor Krausert that Council give first reading to Smith Creek Area Structure Plan Revising Bylaw 2023-38.  
**CARRIED UNANIMOUSLY**

296-2023 Moved by Mayor Krausert that Council give second reading to Smith Creek Area Structure Plan Revising Bylaw 2023-38.  
**CARRIED UNANIMOUSLY**

297-2023 Moved by Mayor Krausert that Council give leave to go to third reading of Smith Creek Area Structure Plan Revising Bylaw 2023-38.  
**CARRIED UNANIMOUSLY**

298-2023 Moved by Mayor Krausert that Council give third reading to Smith Creek Area Structure Plan Revising Bylaw 2023-38.  
**CARRIED UNANIMOUSLY**

299-2023 Moved by Mayor Krausert that Council table items G2, G3, and G4 until after item H4.  
**CARRIED UNANIMOUSLY**

**H. NEW BUSINESS**

**1. 2023 Capital Budget Amendments and Project Cancellations**

300-2023 Moved by Mayor Krausert that Council cancel the following 2022/2023 projects:

- (a) 7285 Asset Management Software Needs Assessment
- (b) 7226 Long Range Facility Needs Report
- (c) 7236 Passenger Rail Station and Impact Study
- (d) 7311 Heliport Landing Pad Surface Replacement

**CARRIED UNANIMOUSLY**

301-2023 Moved by Mayor Krausert that Council approve the following amendments to the 2022/2023 capital projects:

- (a) Increase the budget for 7190 EP Rock Wall Refurbishment from \$100,000 to \$285,000 with the additional \$185,000 funded by Asset Replacement/Rehabilitation Reserve.
- (b) Increase the budget for 7244 Cemetery Final Design and New Columbarium – Phase 1 from \$365,000 to \$615,000 with the additional \$250,000 funded by General Capital Reserve.
- (c) Close-out 7307 Jumping Platform – Quarry Lake.

**CARRIED UNANIMOUSLY**

**2. 2023 Capital Budget Amendment - Water Treatment Plant 2 Replacement and Capacity Upgrade - Construction**

302-2023 Moved by Mayor Krausert that Council approve the revised budget for Water Treatment Plant 2 – Replacement and Capacity Upgrade – Construction capital project #7322 from \$20,000,000 to \$26,000,000, with the increase of \$6,000,000 to be funded by debenture.

**CARRIED UNANIMOUSLY**

Minutes approved by:  

**3. 2024-2028 Capital Budget and Plan Amendments**

303-2023 Moved by Mayor Krausert that Council approve the 2024 Amended Capital Budget of \$21,284,000 and adopt the 2025-2028 Capital Plans as presented.

**CARRIED UNANIMOUSLY**

304-2023 Moved by Mayor Krausert Council cancel the following 2024 approved projects and defer them to future years:

- (a) 7343 IT Strategic Improvements \$15,000 to 2025,
- (b) 7344 Asset Management Software Implementation \$150,000 to 2026,
- (c) 7345 Recreation Systems Enhancements \$10,000 to 2025,
- (d) 7346 Finance System Migration Needs Assessment \$30,000 to 2025,
- (e) 7352 Hazard Mitigation Three Sisters Creek Construction \$4,225,000 to 2026, and
- (f) 7353 Hazard Mitigation Stone Creek \$500,000 to 2026.

**CARRIED UNANIMOUSLY**

305-2023 Moved by Mayor Krausert that Council cancel the following 2024 Unfunded projects and defer them to 2025:

- (a) Salt Shed – Rooftop Solar Installation \$550,000, and
- (b) Noise Abatement Study \$50,000.

**CARRIED UNANIMOUSLY**

306-2023 Moved by Mayor Krausert that Council add the following projects to 2024:

- (a) Long Term Financial Strategy Update \$100,000 funded from Operating,
- (b) EP – Waterslide Area Repairs \$200,000 funded from Asset Replacement/Rehabilitation Reserve,
- (c) Recreation Facility Feasibility Study \$200,000 funded from Operating and General Capital Reserve,
- (d) Parking Management Implementation \$140,000 funded from Integrated Parking Management (Paid Parking) Reserve,
- (e) WWTP Upgrade – Conceptual Design \$600,000 funded from Wastewater Utility Reserve,
- (f) Railway Avenue Water Line Replacement – Construction Phase 1 (South) \$1,800,000 funded from Water Utility Reserve, and
- (g) Teepee Town Water Line Upgrade \$440,000 funded from Water Utility Reserve.

**CARRIED UNANIMOUSLY**

307-2023 Moved by Mayor Krausert that Council amend the following 2024 approved projects:

- (a) Change the budget and scope for 7359 Complete Street Improvements Railway to Main from \$5,000,000 to \$6,000,000 funded from Grants (MSI, CCBF) and Reserves (Asset Replacement/Rehabilitation Reserve and Offsite Reserve),
- (b) Increase the budget for 7357 Street and Drainage Rehabilitation from \$500,000 to \$1,650,000 funded from grant (CCBF) and Asset Replacement/Rehabilitation Reserve,
- (c) Increase the budget for 7358 Pathway Network Connectivity from \$250,000 to \$865,000 funded from Operating, Developer and Grants (MSI, ICIP), and

Minutes approved by:



- (d) Decrease the budget for 7371 Railway Avenue Wastewater Upgrade from \$2,400,000 to \$1,750,000 funded from Debenture and Wastewater Reserve.

**CARRIED UNANIMOUSLY**

308-2023

Moved by Mayor Krausert that Council approve the following amendments to the 2023 capital projects budget:

- (a) Change the funding source for \$8,300,000 CAP 1562 Cougar Creek Long-Term Mitigation from
- (i) \$5,300,000 – Asset Replacement/Rehabilitation Reserve
  - (ii) \$2,000,000 – General Capital Reserve
  - (iii) \$1,000,000 – Flood Mitigation Structure Maintenance Reserve
- to
- (i) \$7,100,000 - Asset Replacement/Rehabilitation Reserve
  - (ii) \$ 1,200,000 – MSI Grant; and
- (b) Change the budget and scope for CAP 7299 Bow Valley Trail Pathway Improvements South from \$900,000 to \$540,000 to be funded by Asset Replacement/Rehabilitation Reserve.

**CARRIED UNANIMOUSLY**

**4. 2024-2026 Operating Budget and Plan Amendments**

309-2023

Moved by Mayor Krausert that Council approve the 2024 Operating Budget (Tax-Supported and Utility-Supported) of \$77,000,537 and the 2025-2026 Operating Plan Amendments as presented.

**CARRIED UNANIMOUSLY**

310-2023

Moved by Mayor Krausert that Council discontinue funding the Bow River Basin Council.

**CARRIED UNANIMOUSLY**

311-2023

Moved by Mayor Krausert that Council approve the Master Fee Schedule as presented, amended by removing the 6-month renewal option in item 11.97.

**CARRIED UNANIMOUSLY**

**Meeting break 10:02 - 10:15 a.m.**

312-2023

Moved by Mayor Krausert that Council approve the Paid Parking Revenue Allocation Model (PPRAM) as presented.

**CARRIED UNANIMOUSLY**

313-2023

Moved by Mayor Krausert that Council approve the revised Reserves Policy (FIN-007) as presented.

**CARRIED UNANIMOUSLY**

314-2023

Moved by Councillor Graham that Council reconsider motion 309-2023 – approval of the 2024 Operating Budget and 2025-2026 Operating Plan Amendments.

**DEFEATED (2/3 majority required to reconsider)**

**In favour: Graham, Mah, Foubert, Marra**

**Opposed: Krausert, McCallum, Hilstad**

**Meeting break 10:23 – 10:38**

Minutes approved by: OT7 SE

**G. BYLAW APPROVAL continued**

**2. 2024 Recyclables and Waste Disposal Rate Bylaw Amendment 2023-35**

- 315-2023 Moved by Mayor Krausert that Council give first reading to Recyclables and Waste Disposal Rate Bylaw Amendment 2023-35.  
**CARRIED UNANIMOUSLY**
- 316-2023 Moved by Mayor Krausert that Council give second reading to Recyclables and Waste Disposal Rate Bylaw Amendment 2023-35.  
**CARRIED UNANIMOUSLY**
- 317-2023 Moved by Mayor Krausert that Council give leave to go to third reading of Recyclables and Waste Disposal Rate Bylaw Amendment 2023-35.  
**CARRIED UNANIMOUSLY**
- 318-2023 Moved by Mayor Krausert that Council give third reading to Recyclables and Waste Disposal Rate Bylaw Amendment 2023-35.  
**CARRIED UNANIMOUSLY**
- 3. 2024 Utility Bylaw Amendments - Rates**
- 319-2023 Moved by Mayor Krausert that Council give first reading to Water Bylaw Amendment 2023-39.  
**CARRIED UNANIMOUSLY**
- 320-2023 Moved by Mayor Krausert that Council give second reading to Water Bylaw Amendment 2023-39.  
**CARRIED UNANIMOUSLY**
- 321-2023 Moved by Mayor Krausert that Council give leave to go to third reading of Water Bylaw Amendment 2023-39.  
**CARRIED UNANIMOUSLY**
- 322-2023 Moved by Mayor Krausert that Council give third reading to Water Bylaw Amendment 2023-39.  
**CARRIED UNANIMOUSLY**
- 323-2023 Moved by Mayor Krausert that Council give first reading to Sewer Bylaw Amendment 2023-40.  
**CARRIED UNANIMOUSLY**
- 324-2023 Moved by Mayor Krausert that Council give second reading to Sewer Bylaw Amendment 2023-40.  
**CARRIED UNANIMOUSLY**
- 325-2023 Moved by Mayor Krausert that Council give leave to go to third reading of Sewer Bylaw Amendment 2023-40.  
**CARRIED UNANIMOUSLY**

326-2023 Moved by Mayor Krausert that Council give third reading to Sewer Bylaw Amendment 2023-40.  
**CARRIED UNANIMOUSLY**

**4. 2024 Borrowing Bylaws**

327-2023 Moved by Mayor Krausert that Council give first reading to Borrowing Bylaw 2023-41 Wastewater Treatment Plant – Odour Control – Construction.  
**CARRIED UNANIMOUSLY**

328-2023 Moved by Mayor Krausert that Council give first reading to Borrowing Bylaw Amendment 2023-42 Water Treatment Plant 2 – Replacement and Capacity Upgrade – Construction – Borrowing Increase.  
**CARRIED UNANIMOUSLY**

329-2023 Moved by Mayor Krausert that Council give first reading to Borrowing Bylaw Amendment 2023 – 43 Railway Avenue Wastewater Upgrade – Borrowing Decrease.  
**CARRIED UNANIMOUSLY**

330-2023 Moved by Mayor Krausert that Council give first reading to Borrowing Bylaw Repeal 2023-44 Bow Valley Trail Wastewater Upgrade Phase 3.  
**CARRIED UNANIMOUSLY**

**H. NEW BUSINESS continued**

**5. Development Permit at 1800 8<sup>th</sup> Avenue – 2<sup>nd</sup> Floor Building Addition at Canmore Collegiate High School**

331-2023 Moved by Mayor Krausert that Council approve PL20230239, subject to the following conditions of approval:

Approved Variances

1. None

Standard Conditions

1. All construction associated with the approval of this Development Permit shall comply with the regulations of the Land Use Bylaw (LUB) 2018-22, unless otherwise stated under the approved variances section of this document.
2. All construction associated with the approval of this Development Permit shall comply with the Town of Canmore Engineering requirements outlined in the Engineering Design and Construction Guidelines (EDCG).
3. All construction associated with the approval of this Development Permit shall comply with the Tree Protection Bylaw and ensure all tree protection measures are appropriately put in place prior to development of the site, where determined necessary by the Town of Canmore Parks Department.
4. All construction, landscaping and exterior finishing materials are to be as shown on the approved plans and other supporting material submitted with the application.
5. Any trees, shrubs or other plant material installed as part of the landscaping plan which may die or are blown over, shall be replaced on an ongoing

Minutes approved by: 

basis, prior to receipt by the developer of a Development Completion Certificate.

6. Any roof top mechanical apparatus, including chimneys and vents, shall be screened to the satisfaction of the Development Authority.
7. Access to the site for emergency vehicles shall be to the satisfaction of the Fire Chief.
8. All signs shall require a separate development permit.
9. No occupancy shall be permitted until an Occupancy Certificate has been issued by the Town of Canmore.

Specific Conditions

1. Prior to the completion of the development, the applicant shall jointly develop with the Town of Canmore a parking study for the subject site and surrounding area (8th Avenue) to the satisfaction of the Manager of Engineering. The study is to include an implementation plan identifying responsible parties to the satisfaction of the Manager of Engineering.

Advisory Contents

1. None

**CARRIED UNANIMOUSLY**

**6. Appointment to Marigold Library Board**

332-2023

Moved by Mayor Krausert that Council appoint Norah Bonsteel as the Town of Canmore Library Board representative to the Marigold Library Board for a term ending at the 2026 annual organizational meeting and Doreen Saunderson as the alternate for a term ending at the October 2025 annual organizational meeting.

**CARRIED UNANIMOUSLY**

**I. REPORTS FROM ADMINISTRATION – none**

**J. NOTICES OF MOTION – none**

**K. IN CAMERA**

**1. Land Matter (verbal report)**

333-2023

Moved by Mayor Krausert that Council take the meeting in camera at 11 a.m. to prevent disclosure of information that could reasonably be expected to interfere with contractual or other negotiations of the Town, in accordance with section 25(1)(c)(iii) of the Freedom of Information and Protection of Privacy Act.

**CARRIED UNANIMOUSLY**

Administration present at the closed session: Sally Caudill, Whitney Smithers, Therese Rogers, Scott McKay, Cheryl Hyde, Adam Robertson, Adam Driedzic, and Palki Biswas.

334-2023

Moved by Mayor Krausert that Council return to the public meeting at 11:33 a.m.

**CARRIED UNANIMOUSLY**

335-2023 Moved by Mayor Krausert that Council approve a new capital project "Town Land Acquisition" in the amount of \$1.5M, funded through the General Capital Reserve, to further short- and long-term housing goals.

**CARRIED UNANIMOUSLY**

**2. Personnel Matter (verbal report)**

336-2023 Moved by Mayor Krausert that Council take the meeting in camera at 11:34 a.m. to prevent disclosure of personal information in accordance with section 17(4)(f) of the Freedom of Information and Protection of Privacy Act.

**CARRIED UNANIMOUSLY**

Shari-Anne Doolaage and Kari Hass, Sage Analytics, were present at the closed session.

Administration present: Sally Caudill and Adam Driedzic.

337-2023 Moved by Mayor Krausert that Council return to the public meeting at 12:27 p.m.

**CARRIED UNANIMOUSLY**

**L. ADJOURNMENT**

338-2023 Moved by Mayor Krausert that Council adjourn the December 5, 2023 regular meeting at 12:27 p.m.

**CARRIED UNANIMOUSLY**



Sean Krausert, Mayor



Cheryl Hyde,  
Manager, Municipal Clerk's Office

Minutes approved by: 