



# Information for Candidates

## 2025 Municipal Election

Current as of April 21, 2025

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## Deciding to Run

Of all levels of government, municipal government is the nearest to the needs and expectations of local citizens. Local council members can significantly influence the future of our community. This can make a council member's job both rewarding and demanding.

### General Duties of Councillors

All members of council, including the mayor, have the following duties set out by the [Municipal Government Act](#):

consider the welfare and interests of Canmore as a whole and bring to council' attention anything that would promote the welfare or interests of the municipality,

promote and integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities,

participate generally in developing and evaluating the policies and programs of f the Town of Canmore,

obtain information about the operation or administration of the Town from the CAO,

keep in confidence matters discussed in private at a council or council committee until discussed at a meeting held in public,

adhere to the code of conduct established by council, and

perform any other duty or function imposed by the Municipal Government Act or any other enactment or by council.

Council carries out their duties in several ways, including:

- approving the annual operating and capital budgets,
- approving rates of taxation,
- approving bylaws and policies, and
- setting annual strategic priorities that focus administration's work and help council allocate funding in the budget process.

### Individual Powers of Council Members

Most decisions of council are made through a simple majority vote of those present at a public council meeting. Each member of council, including the mayor, represents one vote. So, at a typical meeting, at least four of the seven council members present must vote in favour of a decision for it to pass.

Individual council members do not have the authority to commit the Town to expenditures, nor can they personally direct the activities of Town employees.

### Individual Powers of the Mayor

The mayor has the same powers, duties and responsibilities as any member of council. The mayor has no veto power over a decision of council.

Additional responsibilities of the mayor include:

- providing council with guidance interpreting Town policies and procedures,
- representing the Town and council to outside agencies and communities,
- providing council with overall leadership and direction, and
- presiding over council meetings.

### Council Code of Conduct

The Council Code of Conduct Bylaw addresses matters of conduct not already addressed in the Municipal Government Act or the Local Authorities Act and is included in this guide. **NEW: on April 8, 2025 the provincial government gave first reading to Bill 50: Municipal Affairs Statutes Amendment Act 2025. If passed, Bill 50 will prohibit code of conduct bylaws, making the bylaw included in this guide obsolete.**

### Term Length

Council members serve a four-year term.

The 2025 council will be sworn in within 8 days of the general election and serve until October 2025.

### Time Commitment

The mayor is a full-time position. Councillors can expect to devote at least 25 hours per week. Most council and committee meetings are scheduled during the day.

The council meeting schedule is approved by council every October. The current schedule is as follows:

- Regular council meetings are held the first Tuesday of each month at 9 a.m. and usually take 3 – 6 hours. A break is scheduled during the summer months.
- Committee of the Whole meetings are held the third Tuesday of each month at 1 p.m. and take between 2 and 4 hours.
- Special meetings of council and workshops, if required, are scheduled during the day on second and fourth Tuesdays

Council meets monthly with the CAO, usually on the Tuesday morning prior to the committee of the whole meeting.

There are currently 27 internal and external boards and committees for which council provides at least one representative. Representatives are assigned at council's annual organizational meeting every October. A full list of committees is included in this guide.

In addition to meetings, other time commitments include:

- Meeting preparation – reading the package of reports and correspondence provided in advance of meetings.
- Attending conferences and educational opportunities – for example, many council members regularly attend the Alberta Urban Municipalities Association (AUMA) convention, a three-day event held in October or November, and the Federation of Canadian Municipalities (FCM) conference, also a three-day event, in June.
- Attending social events and events promoting Canmore – these events can range from attending local fund-raisers, to giving welcome speeches at conferences, to representing the Town at industry-related social functions. Time commitments in this area are usually heavier for the mayor.
- Your life – council members are visible in this small town and usually find that they are rarely “off duty”. Residents will often take the opportunity to present their views or ask questions, even in the vegetable aisle at the grocery store or in the stands at your child's next hockey game.

### **Council Meeting Attendance**

A member of council is disqualified from council if they miss all regular council meetings during a period of 60 consecutive days unless the absence is authorized by a council motion or by the Maternity and Parental Leaves Bylaw.

Electronic meeting attendance is available through Zoom. When joining electronically, it's preferred that a member is visible on camera for the entire meeting.

### **Compensation**

Effective October 24, 2025, the mayor is compensated at a basic annual rate of \$130,000 and councillors at \$53,000. In addition to the basic rate, councillors are eligible to claim a per diem for attending to municipal business and to claim other eligible expenses in accordance with the Council Remuneration Policy.

All members of council are eligible for health benefits, life insurance, and RRSP contributions through the Town's benefits package.

All members of council are also eligible for paid medical, family caregiver and compassionate care leave and maternity and parental leaves.

The following documents are included in the appendix of this guide:

- Council Remuneration Policy
- Paid Medical, Family Caregiver, and Compassionate Care Leaves for Members of Council Policy EX-010
- Maternity and Parental Leaves for Elected Officials Bylaw 2024-28
- Elected Officials Benefits At-A-Glance

### **Council Orientation**

The Municipal Government Act requires all members of council to attend orientation sessions. The sessions are currently scheduled from 8:30 a.m. until 4:30 p.m. on the following dates:

- Friday, October 24
- Tuesday, October 28
- Thursday, October 30
- Monday, November 3

### Requirement to Vote

Any member of council attending a council meeting must vote on all matters before them unless there is legislation that authorizes them not to.

### Abstaining from a Vote

A council member

- must abstain if they have missed a public hearing for a bylaw or resolution,
- may abstain if they have missed part of a public hearing for a bylaw or resolution,
- must abstain if they have a pecuniary interest in the matter,
- may abstain if they have a conflict of interest in the matter.

### Public Speaking

Council member should be prepared for some level of public speaking. They need to be comfortable speaking at council, committee, and board meetings, most of which are open to the public and livestreamed. The mayor is often asked to give media interviews, give welcome speeches at conferences, and make presentations at various events.

### Technology

It's strongly recommended that members of council be comfortable using email, electronic calendars, and electronic meeting technology. Constituents and administration communicate with council mainly by email, and all municipal scheduling is carried out using Microsoft Outlook calendars. Meeting agendas and other documents are published electronically as well, so it is possible to go relatively paper-free.

All members of council are provided with a laptop computer and a tablet to carry out their municipal work.

## Resources

### Town of Canmore CAO Sally Caudill

[sally.caudill@canmore.ca](mailto:sally.caudill@canmore.ca)

- For questions about municipal operations

### Returning Officer Cheryl Hyde

[municipal.clerk@canmore.ca](mailto:municipal.clerk@canmore.ca), 403-678-1550

- For questions about the election process

### Council videos, minutes, and agenda packages

<https://www.canmore.ca/your-government/council/your-council/councilmeetings>

### Alberta Municipal Affairs

<https://www.alberta.ca/municipal-elections-overview>

- Election resources, including a Candidate's Guide: Running for Municipal Office in Alberta.

### Town of Canmore website <https://www.canmore.ca/>

- Election information for candidates and electors
- Budget and Finances
- Guiding Documents
- Bylaws and Policies
- Planning Reference Materials

## Candidate Nominations

The first step toward being elected as mayor or councillor for the Town of Canmore is to be nominated as a candidate.

### Eligibility

Candidates must

- be at least 18 years of age on nomination day,
- be a Canadian citizen, and
- have been a resident of Canmore for six consecutive months preceding nomination day (September 22, 2025).

An individual is not eligible to run if they

- are an employee of the Town of Canmore or the Office of the Ombudsman (unless granted a leave of absence prior to nomination day),
- are an auditor of the Town of Canmore,
- are more than \$50 in arrears on property taxes or more than 90 days in default of any debt to the Town of Canmore equalling or in excess of \$500,
- have been convicted of an offence under the Local Authorities Election Act, the Elections Act, or the Canada Elections Act within the last 10 years, or
- failed to file a disclosure statement or accepted an anonymous donation in a previous election.

### Submitting a Nomination

The nomination period for the 2025 general election begins on January 2, 2025 and runs until 12:00 p.m. on September 22, 2025 (nomination day). Nominations will be accepted by the Returning Officer at the Canmore Civic Centre starting on Friday, January 2.

Nominations may be submitted at any time during the nomination period. Papers may be delivered in person by the candidate or by another person on behalf of the candidate, including by courier or through the mail.

Faxed or emailed nomination papers cannot be accepted.

It is the responsibility of the candidate to ensure nomination requirements are complete.

### Notice of Intent

Before accepting any campaign contributions or incurring expenses, individual must complete and submit a Notice of Intent to the Returning Officer at the Canmore Civic Centre. The Notice of Intent can be submitted before a Nomination Form is submitted or at the same time. The important thing is that it is submitted before accepting or spending campaign funds.

A Notice of Intent is included in this package. An electronic fillable version is available here:

- [Notice of Intent](#)

### Nomination Paper

A minimum of 25 eligible Canmore electors must provide their names, street addresses, and signatures on your Nomination Paper and Candidate's Acceptance.

An eligible Canmore elector is:

- at least 18 years of age,
- a Canadian citizen, and
- a resident of Canmore.

A Nomination Paper and Candidate's Acceptance is included in this package and available on the Town's website.

### Nomination Deposit

A nomination papers must be accompanied by a \$100 deposit provided in cash or by certified cheque, money order, e-transfer, or debit card or credit card. Deposits are returned if:

- you are elected,
- you are not elected but you receive a number of votes at least equal to one half of the total number of votes cast for the candidate elected to office with the least number of votes, or
- you withdraw as a candidate in accordance with the Local Authorities Election Act.

### Official Agent

An Official Agent is a person chosen by a candidate to represent that candidate at the voting station on election day. Official Agents may also be assigned other duties by the candidate. An Official Agent must

be an elector and cannot have been convicted of an offence under the Local Authorities Election Act, the Elections Act, or the Canada Elections Act within the last 10 years. Candidates are not required to appoint an Official Agent or may appoint one any time after nomination day.

### **Your Name on the Ballot**

Please print your name in the Candidate's Acceptance portion of the nomination paper in the same manner as you would like it to appear on the ballot. Nicknames are acceptable, but titles such as Dr., Mr., and Mrs. are not.

### **Signing the Nomination Paper**

When you sign the nomination paper, you are swearing or affirming that:

- you are eligible to be nominated and elected,
- you are not disqualified from holding office,
- you will accept the office if you are elected, and
- you have read the sections of the [Local Authorities Election Act](#) listed on the nomination paper.

These statements must all be true when you sign. It is an offence under the Criminal Code to sign a false affidavit or a form that contains a false statement. You may want to obtain legal advice if you have any questions about your eligibility.

Your signature on the nomination paper must be witnessed by a Commissioner of Oaths or a returning officer.

You can make an appointment with the Returning Officer to have your signature witnessed by emailing [municipal.clerk@canmore.ca](mailto:municipal.clerk@canmore.ca).

Commissioner of Oaths services are also available at the Canmore Registry and through law offices.

### **Withdrawing a Nomination**

You may withdraw your nomination at any time during the nomination period or within 24 hours of the close of nominations by submitting the withdrawal in writing to the returning officer.

You may not withdraw your nomination after the close of nominations if this would result in less than the number of candidates required to fill the vacancies.

### **Protection of Personal Information**

Your name and contact information will be provided to the deputy minister of Municipal Affairs.

Any elector may examine your nomination papers in the presence of the Returning Officer. Your mailing address, the mailing address of your Official Agent, and any other personal information that may compromise your safety will be removed from the papers before the elector sees them.

### **Publicizing your Nomination**

The Returning Officer will publish a list of candidates on the Town's website along with any contact information that candidates wish to provide.

After the nomination withdrawal period ends on September 23, 2025, you may choose to have your photo and platform summary posted on the Town's website.

## **Campaign Advertising**

### **Campaign Signs**

Campaign signs are not permitted on any municipal streets, parks, parking lots, or municipal public utilities.

Campaign signs are permitted on private property with the permission of the property owner. There is no maximum size for signs placed on private property they may be constructed from plastic or fiberglass, and they do not require a development permit. See [Political Campaign Sign Bylaw 2024-06](#) for more information.

Campaign signs are permitted on provincial highway rights-of-way. For more information visit <https://www.alberta.ca/election-signs>.

Any sign placed on municipal property or in a location that compromises public safety and/or interferes with traffic sight lines will be removed by the Town.

Signs are not permitted within the boundaries of land on which a voting station is located.

There is no specified start date for when campaign signs may be placed. Private property signs must be removed within 48 hours of the close of polls and signs on provincial land must be removed within 3 days after the election.



### Third Party Advertising

A third party can advertise on behalf of one or more candidates. When the third party has incurred expenses (or intends to) or has accepted contributions (or intends to) of at least \$1,000, they must register with the Town of Canmore.

## Campaign Finances

### Notice of Intent

Before incurring campaign expenses or accepting contributions, any individual who intends to be nominated or has been nominated must submit a Notice of Intent. A Notice of Intent is included in this package and available on the Town's website.

For the purposes of campaign finances, the campaign period for the 2025 general election began in October 2024 and ends on December 31, 2025.

The Local Authorities Election Act (LAEA) sets out all requirements respecting campaign expenses and contributions. A brief summary is provided below, however all candidates are strongly encouraged to read and understand the provisions of the [Local Authorities Election Act](#), starting at section 147.1(1).

### Definition of Campaign Expenses

The LAEA defines campaign expenses as any expense incurred, or non-monetary contribution received, by a candidate to directly promote or oppose a candidate during a campaign period, including:

- production of advertising and promotional material,
- distribution, broadcast or publication of advertising or promotional material,
- payment for services of a chief financial officer or other services,
- securing a meeting place, and
- conduct of surveys and research.

### Contribution Limits

You may not contribute more than \$10,000 of your own funds towards your election campaign.

Only individuals ordinarily resident in Alberta, Alberta trade unions, and Alberta employee organizations may make a contribution to a candidate. Contributions may not exceed \$5,000.

### Accounting for Contributions and Expenditures

If you are receiving campaign contributions you must:

- open a bank account once the total amount received, including your own contribution, exceeds \$1,000,
- issue a receipt for every contribution,
- obtain a receipt for every expense, and
- retain a record of campaign contributions and expenses for three years.

Candidates must disclose names and addresses of all donations exceeding \$50.

### Campaign Disclosure Statement

All candidates must file a disclosure statement with the returning officer on or before March 1, 2026.

A disclosure statement template will be available on the Town website early in 2025.

If a disclosure statement is filed after March 1, there is a late filing fee of \$500. If no disclosure statement is filed, the Town has the option to file a notice with the Court of Kings Bench.

### Surpluses and Deficits

Surpluses greater than \$1,000 must have an amount donated to registered charity that will result in the surplus being less than \$1,000.

Surpluses less than \$1,000 may be kept by the candidate or be donated to a registered charity.

Any deficit must be eliminated within 60 days after filing a disclosure statement.

## Common Elector Questions

### Who is eligible to vote?

To be eligible to vote in Canmore, a person must:

- be at least 18 years old on election day,
- be a Canadian citizen, and
- be a resident of Canmore on election day.

### How is residency determined?

If a person has more than one residence in Alberta, the person must designate one place of residence for the purpose of voting. Election day is the same across Alberta regardless of when advance votes are held or mail-in ballots are completed.

“Residence” means the place where you live, sleep, and intend to return to after an absence. If a person lives, sleeps, and returns to two places, that person may choose only one location in which to vote, using the following criteria in order of priority:

1. The address shown on the person’s driver’s license or identification card issued by the Government of Alberta;
2. The address to which the person’s income tax correspondence is addressed and delivered;
3. The address to which the person’s mail is addressed and delivered.

### How do I get on the voters list?

There is a new requirement for voters’ names to appear on a permanent electors register. For someone to see if their name is already there, register for the first time, or update their information they can go to <https://www.voterlink.ab.ca/>

### Do I need to show identification when I vote?

Yes. All electors need to show identification confirming their identity and place of residence.

If an eligible elector cannot produce acceptable ID with a Canmore address, another elector may validate their address of a person subject to some limitations in the legislation.

### What forms of identification are acceptable?

A person who is already on the voters list must show one piece of ID issued by a Canadian government that contains a photo of the person.

A person who is not on the voters list can still vote if they sign a statement that they are eligible to vote and produce a piece of photo ID issued by a Canadian government that contains their name and current address, or one of the following:

- Attestation of Residence issued by the landlord of a commercial property management company
- Attestation of Residence issue by the responsible authority of a supportive living facility or treatment centre
- bank or credit card statement or personal cheque
- correspondence issued by a school, college or university,
- government cheque or cheque stub,
- income or property tax assessment notice,
- insurance policy or coverage card
- letter from a public curator, public guardian, or public trustee
- pension plan statement of benefits, contributions, or participation
- residential lease or mortgage statement
- statement of government benefits
- utility bill
- vehicle ownership, registration, or insurance certificate

### When is election day?

Election day is Monday, October 20, between 10 a.m. and 8 p.m. Voting will take place at the Canmore Recreation Centre.

### When is the advance vote?

Advance votes will be held at the Canmore Recreation Centre for people who cannot vote on election day. Dates and times will be advertised in the Rocky Mountain Outlook and on the Town’s website.

### What about electors who live in care facilities?

On October 20, institutional residents and hospital patients will have access to voting stations at:

- The Canmore General Hospital
- The Bow River Lodge
- Origins at Spring Creek

### Can I mail or email my vote?

Anyone who is unable to vote on election day may register to receive a ballot in the mail. These are called “special ballots.” Electors may register to

receive a special ballot by visiting the Town's website or by calling the returning officer at 403-678-1550. Email or on-line voting services are not permitted.

## Council Code of Conduct Bylaw

### **BYLAW 2024-26** **Office Consolidation Current as of April 1, 2025**

#### **A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A CODE OF CONDUCT FOR ELECTED OFFICIALS**

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

#### **TITLE**

- 1 This bylaw shall be known as “Council Code of Conduct Bylaw 2024-26”.

#### **SCOPE**

- 2 The Council Code of Conduct Bylaw is intended to address matters of conduct not already addressed in the Municipal Government Act or the Local Authorities Election Act.
- 3 In the event of a conflict between this bylaw and provincial legislation, the provincial legislation takes precedence.

#### **REPRESENTING THE MUNICIPALITY**

- 4 In addition to the responsibilities established in the Municipal Government Act, the distinct charge of council is to work collaboratively, with the benefit of individual knowledge, experience, and community connections, to make balanced decisions to sustain and uphold community values for the betterment of the Town of Canmore.
- 5 Council members must not attempt to disguise or mislead as to their identity or status as an elected representative of the Town.

#### **COMMUNICATING ON BEHALF OF THE MUNICIPALITY**

- 6 Unless Council directs otherwise, the mayor is Council’s official spokesperson.
- 7 Council members must not purport to speak on behalf of Council unless authorized by Council to do so.
- 8 Council’s official spokesperson must ensure their comments accurately reflect the official position of Council as a whole, even when the official spokesperson disagrees with that position.
- 9 Council members must not publish anything that is intentionally dishonest, untrue, unsubstantiated, or misleading in any way.

#### **RESPECT FOR THE DECISION-MAKING PROCESS**

- 10 Council members must not purport to bind Council, either by publicly expressing their personal views on behalf of Council when not authorized to do so or by giving direction to employees, agents, contractors, consultants, or other service providers of the Town.

- 11 Council members shall accept and accurately communicate the decisions of Council even when they disagree with Council's decision.

### **ADHERENCE TO POLICIES, PROCEDURES, AND BYLAWS**

- 12 Council members shall read, understand, and comply with all policies, procedures, and bylaws that apply to their duties as elected officials.

### **RESPECTFUL INTERACTIONS**

- 13 Council members shall demonstrate respect for process, each other, and members of the public.
- 14 Council members must not maliciously or falsely injure the professional or ethical reputation of any Town employee.
- 15 Council members shall read, understand, and comply with Respectful Workplace Policy HR-009.

### **CONFIDENTIAL INFORMATION**

- 16 Confidential information means information that a council member has a legal duty not to disclose.
- 17 Council members will collect, use, retain, and disclose information only for purposes consistent with the use for which it was collected.
- 18 Council members must not disclose confidential information, including to Town employees and members of the public, except as authorized by Council or a Town employee authorized to approve disclosure.
- 19 Council members must protect confidential information from inadvertent disclosure and take reasonable care to prevent examination of confidential information by unauthorized persons.
- 20 Council members must not use confidential information with the intent to cause harm or detriment to Council, the Town, or any other person or body.
- 21 Council members must not take personal advantage of, or use for their own benefit, corporate or financial opportunities learned about through access to confidential information.

### **GIFTS AND GRATUITIES**

22 *Repealed 2025-17*

23 *Repealed 2025-17*

24 *Repealed 2025-17*

2025-17

- 25 Council members will not accept or provide any gift, benefit, or favour in exchange for special consideration or influence, or where it may be perceived by a reasonable person to be in exchange for special consideration or influence.
- 26 Council members may accept a token or gift that is
  - a) part of the normal exchange of hospitality among persons doing business such as a lunch or event ticket,
  - b) a small holiday gift showing appreciation (e.g., cards, cookies, chocolates),
  - c) advertising material (e.g., calendars, note pads, pens, caps),
  - d) a corporate discount available to all Town employees,
  - e) a protocol item (e.g., symbolic or ceremonial gifts), or
  - f) a conference door prize.
- 27 Council members may not accept cash or gift cards/certificates that have a monetary value, with the exception of donations made to support a charitable cause.

#### **IMPROPER USE OF INFLUENCE**

- 28 Council members must not use the influence of their office for any purpose other than for the exercise of their official duties.
- 29 Council members must not use, or attempt to use, their authority or influence for the purpose of directing the work of any Town employee.
- 30 Council members must not act as a paid agent to advocate on behalf of any individual, organization, or corporate entity before Council, a committee of Council, or any other body established by Council.
- 31 Council members shall not attempt to influence members of any adjudicative body regarding any matter before it relating to the Town.
- 32 Council members must not ask any Town employee to undertake personal or private work on their behalf or accept such work from a Town employee.

#### **USE OF MUNICIPAL ASSETS AND SERVICES**

- 33 Council members are required to care for Town assets, which includes all property, equipment, software, and information.

- 34 Council members must not use, or permit the use of, Town land, facilities, equipment, supplies, services, employees or other resources for activities other than Town business, subject to the following exceptions:
- a) municipal property, equipment, service, supplies, and staff resources that are available to the general public may be used by Council members for personal use under the same terms and conditions as apply to the general public, including booking and payment of fees or charges; and
  - b) electronic communication devices supplied to Council members by the Town, including but not limited to desktop computers, laptops, tablets and smartphones, may be used by Council members for personal use, with the caveat that the devices and all information contained on them remain the property of the Town.
- 35 Council members must not use any facilities, equipment, supplies, services, municipal logo, or any other resources of the Town for any election campaign or campaign-related activity.

#### **ORIENTATION AND OTHER TRAINING ATTENDANCE**

- 36 Unless excused by Council, council members must attend
- a) orientation training offered by the municipality in accordance with the Municipal Government Act, and
  - b) any training organized at the direction of Council or mandated by the Province of Alberta.

#### **COMPLAINTS**

- 37 Any person who has witnessed or experienced conduct by a council member which they believe to be in contravention of this bylaw may address the contravention by submitting a complaint to the Investigator in accordance with this bylaw.
- 38 Complaints submitted to the Investigator must
- a) be made in writing and include the date and the name and signature of an identifiable individual,
  - b) be addressed to the Town of Canmore Investigator, and
  - c) set out reasonable and probable grounds for the complaint.
- 39 A complaint is considered received when the Investigator personally receives it.

#### **INVESTIGATIONS AND ALTERNATIVE DISPUTE RESOLUTION**

- 40 Upon receipt of a complaint, the Investigator shall determine whether the conduct described is within the Investigator's authority to consider and whether the information given in the complaint provides reasonable grounds for believing that a violation of this bylaw may have occurred.

- 41 The Investigator may request further information from the person who submitted the complaint before determining whether or not there are reasonable grounds for believing a violation of this bylaw may have occurred.
- 42 If the Investigator, on receipt of the complaint or at any time thereafter, is of the opinion that
- a) the matter is not within the Investigator’s authority to investigate, or
  - b) there are no grounds or insufficient grounds for conducting an investigation, or
  - c) the complaint is frivolous, vexatious, or not made in good faith;
- then the Investigator: shall not conduct an investigation, or shall terminate an investigation that has already started; shall advise the person who submitted the complaint in writing, setting out the reasons; and shall close the file.
- 43 If a complaint is dismissed pursuant to section 42, the fact of the complaint shall not be reported to council, other than in the form of statistics.
- 44 If a complaint is not dismissed pursuant to section 42, the Investigator shall
- a) within 10 days of receiving the complaint, notify the council member who is the subject of the complaint, either personally or by email, that an investigation has been initiated and provide the respondent member of Council with
    - i) the written complaint, and
    - ii) the name of the person who submitted the complaint, and
    - iii) an opportunity to respond to the complaint through the processes enabled by this bylaw;
  - b) notwithstanding any other provisions of this bylaw restricting disclosure of complaints, where the complainant is a member of Council the Investigatory shall provide a copy of the complaint to all members of Council; and
  - c) take such steps as the Investigator considers appropriate to investigate the complaint.
- 45 Notwithstanding section 44, the Investigator will not disclose the name of the person who submitted the complaint if the Investigator determines such disclosure could reasonably be expected to threaten anyone else’s safety or mental or physical health or interfere with public safety.
- 46 In the course of an investigation, the Investigator is authorized to speak to anyone, access and examine any records in the custody and control of the Town and enter any Town work location relevant to the complaint.



- 47 When the Investigator is of the opinion there are reasonable grounds to believe a violation of this bylaw has occurred, however that the complaint could be resolved without an investigation, then the Investigator may initiate an alternate resolution dispute (ADR) process as follows:
- a) if the complainant is a member of Council, then the Investigator shall refer the complaint to the mayor to attempt resolution;
  - b) if the complainant is an employee or a member of the public, then the Investigator shall refer the complaint to the chief administrative officer to attempt resolution; and
  - c) if the mayor or chief administrative officer is unsuited, unwilling or unavailable to attempt a resolution of the complaint, then the Investigator may engage a third-party service provider to attempt a resolution of the complaint.
- 48 When engaging third-party service providers to attempt resolution of a complaint, the Investigator shall have discretion on the form of recommended ADR process and service provider and may consider culturally appropriate, transformative or restorative justice processes.
- 49 The Investigator shall not refer a complaint to ADR where any of the following circumstances exist:
- a) where there is a significant power imbalance between the complainant and the respondent,
  - b) where there is a reasonable apprehension of harm,
  - c) issues of financial impropriety,
  - d) sexual harassment,
  - e) physical violence, intimidation or aggression,
  - f) criminality,
  - g) where either party does not consent to ADR, or
  - h) other circumstances that in the Investigator's opinion prevent the success of ADR.
- 50 If a complaint is resolved through ADR, the Investigator shall
- a) terminate the investigation,
  - b) provide written notice of the termination of the investigation to the person who submitted the complaint and the respondent, and
  - c) close the file.

- 51 If a complaint is resolved through ADR, the fact of the complaint shall not be reported to Council, other than in the form of statistics.
- 52 When a complaint cannot be resolved through ADR, the Investigator shall proceed with the investigation.

### **INVESTIGATION REPORTS**

- 53 Where the Investigator finds no violation of this bylaw has occurred, the fact of the investigation shall not be reported to Council, other than in the form of statistics.
- 54 Where the Investigator finds a complaint to be substantiated, in whole or in part, the Investigator shall
  - a) notify the complainant when the investigation is complete and inform the complainant that a report, or a summary thereof, will be released by Council;
  - b) unless determined otherwise by the Investigator, include the name of the person who made the complaint in the investigation report;
  - c) provide the investigation report to the respondent;
  - d) provide the respondent with a deadline of 14 days from receipt of the investigation report to provide any further comment or response to the findings and recommendations of the investigation report, if any; and
  - e) provide all members of Council with a copy of the Investigator report two days after providing the Investigator report to the respondent.
- 55 If the Investigator finds a complaint to be substantiated, in whole or in part, but finds the respondent took all reasonable steps to prevent the contravention, or that the contravention was trivial or committed through inadvertence or genuine error of judgment, then the Investigator shall recommend that no sanction be imposed.

### **DECISION PROCESS**

- 56 Council shall deliberate and decide on the outcome of an investigation in accordance with sections 57, 58, and 59.
- 57 Step 1: The Investigator shall present the investigation report findings and recommendations, the respondent's response to the report findings and recommendations, and any further recommendations to Council; this presentation

- a) shall occur at a meeting scheduled within the two regularly scheduled meetings following the deadline for the respondent's response to the Investigator on the findings and recommendations of the report;
  - b) shall be made in a meeting closed to the public;
  - c) shall take the form of presentation by the Investigator, without Council deliberations or decisions on the investigation outcomes;
  - d) shall provide the respondent with an opportunity to attend; and
  - e) shall occur at a regular or special council meeting or at Committee of the Whole meeting as needed to avoid delay.
- 58 Step 2: After receiving the Investigator's presentation of the investigation report as provided by Step 1, Council shall meet to discuss the investigator's findings and recommendations and any reply to the investigation report made by the respondent; this meeting
- a) shall be closed to the public,
  - b) shall provide the respondent with opportunity to attend,
  - c) shall provide the respondent with an opportunity to be heard by other members of Council,
  - d) shall not involve any decisions of Council, and
  - e) may occur at a regular or special council meeting or at Committee of the Whole meeting as needed to avoid delay.
- 59 Step 3: Council shall meet to deliberate on the outcome of the investigation and decide on any sanctions or remedies; this deliberation and
- a) shall occur at a regular or special meeting that allows Council to vote and act by way of resolution;
  - b) may include deliberation in a meeting closed to the public, however any votes to issue sanctions or remedies shall be decided in public as needed to make valid resolutions of Council; and
  - c) shall be held without the respondent.
- 60 The respondent shall be assumed to have a conflict of interest in the Step 3 meeting to deliberate and decision on sanctions or remedies and shall abstain from attending this meeting to avoid any applicable requirements for councilors to vote on matters in which they participate.

- 61 The meetings required through Step 1 through 3 shall be spread over at least two separate dates and maybe spread over three dates; in scheduling the meetings for these three steps, Council shall consider the value of time to contemplate the outcome of the investigation and the value of a timely resolution of the complaint.
- 62 The Step 3 meeting shall be used for Council to decide whether the investigation report or a summary thereof will be released to the complainant as provided by Section 54(a) if Council has not already made this decision at an earlier date.

### **SANCTIONS AND OTHER REMEDIES**

- 63 If the Investigator finds that a Council member has failed to adhere to this bylaw, Council may impose one or more of the following sanctions or remedies:
  - a) a letter of reprimand addressed to the Council member,
  - b) a request that the Council member issue a letter of apology,
  - c) publication of a letter of reprimand or request for apology and the Council member's response,
  - d) a requirement to attend training,
  - e) suspension or removal of the appointment of a Council member as the deputy chief elected official under section 152 of the Municipal Government Act,
  - f) suspension or removal of the chief elected official's presiding duties under section 154 of the Municipal Government Act,
  - g) suspension or removal from some or all council committee and bodies to which council has the right to appoint members,
  - h) reduction or suspension of remuneration as defined in section 275.1 of the Municipal Government Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings,
  - i) any other sanction deemed appropriate or suitable by Council for the nature of the breach, and
  - j) any other remedy recommended by the Investigator, so long as that remedy is within the authority of Council.
- 64 When deliberating sanctions and remedies, Council may consider
  - a) the degree and nature of the conduct,
  - b) whether the contravention was a single or repeated act,

- c) whether the member of council knowingly contravene the bylaw,
- d) whether the member of council took steps to remedy or mitigate the contravention, and
- e) the member of council's history of other contraventions.

#### **COMPLAINT PARAMETERS**

- 65 In the period ninety days prior to the date of a municipal election, the Investigator may suspend any investigation underway or decline to commence an investigation.
- 66 The Investigator may reject any complaint received
  - a) more than 180 days after the date of the alleged bylaw contravention, or
  - b) more than 180 days after the person submitting the complaint became aware of the alleged bylaw contravention, or
  - c) after the date of a municipal election which intervenes between the alleged bylaw contravention and the date the Investigator receives the complaint.

#### **INVESTIGATOR**

- 67 Council shall appoint one or more persons to act as the Investigator.
- 68 The following persons are not eligible to act as the Investigator:
  - a) a council member, a council member's spouse or adult interdependent partner, a council member's children or the children's spouse or interdependent partner, the parents of a council member, and the parents of a council member's spouse or interdependent partner;
  - b) a Town employee.
- 69 The records in the custody and control of the Investigator are considered property of the Town and so are subject to the *Freedom of Information and Protection of Privacy Act* and Town information governance policies.

#### **ENACTMENT/TRANSITION**

- 70 Council shall review this bylaw, at a minimum, once every four years or when relevant legislation is amended.
- 71 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
- 72 Bylaw 2018-02 is repealed.


This bylaw comes into force on the day it is passed.

FIRST READING: October 1, 2024

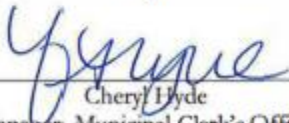
SECOND READING: October 1, 2024

THIRD READING: October 1, 2024

Approved on behalf of the Town of Canmore:

  
\_\_\_\_\_  
Sean Krausert  
Mayor

October 1, 2024  
Date

  
\_\_\_\_\_  
Cheryl Hyde  
Manager, Municipal Clerk's Office

October 1, 2024  
Date

## Council Remuneration Policy



# Council Policy

**Policy Title:** Council Remuneration

**Policy Number:** EX-002

**Date in Effect:** January 1, 2018

**Current as of:** October 24, 2025

### POLICY STATEMENT

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

212-2018; 176-2021

### PURPOSE

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

26-2025

### DEFINITIONS

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

26-2025

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

176-2021

4. “Council” means the Mayor and all Councillors;

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

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

7. “Deputy Mayor” is a Councillor appointed to fill the position of Deputy Mayor on a rotational basis and may act as Mayor in the Mayor’s absence;

8. “Per Diems” means the rates paid to Councillors for attending to municipal business in accordance with this policy.

212-2018

### RESPONSIBILITIES

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

10. Councillors are responsible for submitting Per Diem expense claims.
11. The Mayor is responsible for approving Per Diem expense claims.

#### **BASIC RATE**

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

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

212-2018; 176-2021; 26-2025

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

- a) Up to four council meetings per month, including regularly scheduled council meetings, committee of the whole meetings, and special council meetings (including public hearings), up to a maximum of 16 hours per month,
  - a.1) council orientation sessions,
  - a.2) council planning sessions and working sessions,
  - a.3) Canmore Community Housing (CCH) shareholder meetings,
  - a.4) Finance Committee meetings,
  - a.5) two Council-CAO meetings per month,
  - a.6) meetings to complete the CAO performance review,
  - a.7) business meetings with other municipal councils,
- b) informal meetings with the CAO, staff and Council,
- c) staff social functions such as employee service awards and farewell events for staff and Council,
- d) informal meetings with other municipal councils such as dinners and socials,
- e) evening networking events while at conferences and conventions,
- f) preparation for council and committee meetings,
- g) independent work with residents, businesses, and other organizations undertaken to be more familiar with an issue, program, or Town of Canmore initiative or facility, and



h) public workshops, open houses and other public input sessions, and

i) *Repealed 26-2025*

212-2018; 26-2025

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

#### **PER DIEMS**

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

a) *Repealed 26-2025*

b) *Repealed 26-2025*

c) board and committee meetings and meetings of commissions, including sub-committees, to which Councillors are appointed and for which no other Per Diem is paid,

d) *Repealed 26-2025*

e) *Repealed 26-2025*

f) special council meetings over and above the four meetings, or maximum 16 hours of regularly scheduled council meetings covered by the basic rate,

g) Town Hall meetings,

h) conferences and conventions including but not limited to Alberta Municipalities and Federation of Canadian Municipalities (FCM),

i) on-line or in-person educational and training courses including time to complete exams and tests,

j) *Repealed 26-2025*

k) meetings with other government agencies and businesses on behalf of the Town of Canmore,

l) grand openings or meetings outside Canmore, if formally invited to present a verbal or written presentation,

m) *Repealed 212-2018*

n) functions and activities related to the duties of the Deputy Mayor appointment including attendance at the agenda setting meeting,

n.1) meetings and social functions held within the municipal boundary when Attending as a Dignitary,

- o) all other meetings or public appearances approved by council or made at the request of the Mayor, and
- p) *Repealed 26-2025*
- q) *Repealed 26-2025*
- r) agenda setting meetings or other required meetings with executive directors of external boards or commissions when acting in the position of chair of the board or commission.

17-2022; 26-2025

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

Up to 4 hours:	\$130
Over 4 hours and up to 8 hours:	\$260
Over 8 hours:	\$390

212-2018; 26-2025

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

212-2018; 271-2018

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

212-2018; 271-2018

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

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

212-2018

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

212-2018

#### **VEHICLE USE EXPENSES**

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

176-2021; 26-2025

23. When Automobile Allowance claims are submitted, there is no further reimbursement for any other vehicle related expenses, including fuel.

176-2021

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

176-2021

#### **ELIGIBLE REIMBURSABLE EXPENSES**

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

26-2025

25. The following are eligible reimbursable expenses:

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

176-2021

26. *Repealed 26-2025*

27. *Repealed 26-2025*

28. *Repealed 26-2025*

29. *Repealed 26-2025*

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

176-2021

#### **RESTRICTIONS**

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

- a) use of a personal vehicle within Canmore,
- b) charges for alcoholic beverages,
- c) entertainment costs,
- d) upgrades to higher classes travel,

- e) fines for traffic or parking violations,
- f) personal items, such as clothing and toiletries,
- g) additional expenses resulting from travelling with a spouse or other guests, and
- h) expenses related to a home office.

176-2021

**BENEFITS**

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

176-2021

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

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

176-2021; 26-2025

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

176-2021; 26-2025

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

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

26-2025

**GENERAL**

36. *Repealed 212-2018*

37. *Repealed 176-2021*

38. *Repealed 176-2021*

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

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

26-2025

**EXCEPTIONS**

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

**POLICY REVIEW**

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

26-2025

**RELATED DOCUMENTS**

Procedural Bylaw 2018-01

Council Remuneration Review Committee Bylaw 2023-12

Maternity and Parental Leaves for Elected Officials Bylaw 2024-28

Paid Medical, Family Caregiver, Compassionate Care Leaves for Members of Council Policy EX-010

271-2018; 26-2025

**REPEALS POLICY: 509-2012**

**AUTHORIZATION:**



Sean Krausert  
Mayor



Cheryl Hyde  
Manager, Municipal Clerk's Office

**REVISION HISTORY**

<b>Action</b>	<b>Date</b>	<b>Council Motion</b>	<b>Notes</b>
Approved	2017-03-21	93-2017	Policy in effect 2018-01-01
Amended	2018-10-02	212-2018	Address changes in federal tax legislation
Amended	2018-12-04	271-2018	Adjust basic rate of pay to reflect meeting schedule change; amendment in effect 2018-12-16.
Amended	2021-07-06	176-2021	Update basic rate of pay for 2021; include travel expenses and reimbursement.
Amended	2022-01-11	17-2022	Update Per Diem eligibility.
Amended	2025-02-04	26-2025	In effect October 24, 2025 Update Basic Rates, amend inclusions of Basic Rate and Per Diems, add Bring Your Own Device, add Alberta Municipalities, allow personal vehicle for overnight use.

## Paid Medical, Family Caregiver, and Compassionate Care Leaves



### Council Policy

**Policy Title:** Paid Medical, Family Caregiver, and Compassionate Care Leaves for Members of Council

**Policy Number:** EX-010

**Date in Effect:** November 5, 2024

#### **POLICY STATEMENT**

- 1 It is the Town of Canmore's policy that members of council will be provided with paid Medical, Family Caregiver, and Compassionate Care Leaves that temporarily prevent a Member from fulfilling their normal council duties.

#### **PURPOSE**

- 2 The purpose of this policy is to establish guidelines and procedures for paid Medical Family Caregiver, and Compassionate Care Leaves for members of council.
- 3 Should any part of this policy not meet at least the minimums required under the *Municipal Government Act*, the Act will prevail.

#### **DEFINITIONS**

- 4 "Approved Leave" means a Medical Leave, Compassionate Care Leave, or Family Caregiver Leave approved by council motion.
- 5 "Compassionate Care Leave" means a paid leave of absence for a period of up to 27 weeks to care for an Immediate Family Member who has a serious medical condition and a significant risk of dying within six months.
- 6 "Family Caregiver Leave" means a paid leave of absence to care for an Immediate Family Member who is critically injured or ill and requires the care and support of one or more family members for a period of
  - a) Up to 36 weeks for the critical illness of a child, or
  - b) Up to 16 weeks for the critical illness of an adult.
- 7 "Immediate Family Member" means spouse, parent, child, sibling, parent-in-law, child-in-law, grandparent, and grandchild.
- 8 "Leave Agreement" means a written and signed agreement that outlines the commitments of the parties for the duration of the Approved Leave.

- 9 “Member” means an elected member of council.
- 10 “Medical Leave” means a paid leave of absence for a period of up to 16 weeks due to personal illness or injury that prevents a Member from carrying out their normal council duties.

**PARAMETERS**

- 11 A Member may apply for a Medical Leave, Family Caregiver Leave, or Compassionate Care Leave by submitting a written request to the mayor and chief administrative officer (CAO) that includes
  - a) the start date of the leave,
  - b) the anticipated length of the leave, and
  - c) documentation supporting the leave
    - i) for Medical Leave, medical documentation must be provided that outlines the Member’s medical restrictions and abilities and the expected duration of the restrictions;
    - ii) for Family Caregiver Leave, a medical certificate must be provided that includes a statement that the person being cared for is critically ill or injured and needs the care and support of one or more family members;
    - iii) for Compassionate Care Leave, a medical certificate must be provided that includes a statement that the immediate family member has a serious medical condition and is at risk of dying within six months and needs the care and support of one or more family members.
- 12 A Medical Leave, Family Caregiver Leave, or Compassionate Care Leave must be authorized by council for the compensation outlined in this policy to apply.
- 13 Before commencing an Approved Leave or as soon as is reasonably practicable under the circumstances, unless a Member is not able to do so due to limited functional ability, the Member, the mayor, and the CAO must complete and sign a Leave Agreement that includes
  - a) the duties the Member will not perform during the Approved Leave,
  - b) any duties the Member intends to continue to perform during all or part of the Approved Leave, and
  - c) any other accommodations required by the Member to balance their recovery and/or family support with their council duties during or following the Approved Leave.
- 14 The mayor and CAO may approve amendments to the Leave Agreement during the Approved Leave.



- 15 Council may, by resolution, approve an extension to an Approved Leave or grant a subsequent leave.
- 16 During the period in which a Member is on Approved Leave
  - a) the Member may be absent from all council meetings, council committee meetings, and any other duties assigned to the Member by council or under the *Municipal Government Act*, including any responsibilities of the Member to residents and for representation of the Town;
  - b) the Member will not be disqualified from council for being absent from council meetings; and
  - c) the Member may attend council meetings, council committee meetings, and events at their discretion and if documentation from their medical care provider supports that they are able to safely participate, if needed.
- 17 A Member on Approved Leave will be remunerated at 75% of the basic rate as set out in the Council Remuneration Policy.
- 18 Notwithstanding Section 17, a Member on Approved Leave will continue to be eligible for all other amounts, expenses, and benefits as set out under the Council Remuneration Policy.

#### **RESPONSIBILITIES**

- 19 The mayor must
  - a) arrange for coverage of the tasks and duties that the Member will not continue to perform, including seeking council resolutions for council committee and deputy mayor appointments, and
  - b) provide for notification of any committees or other affected parties of a Member's leave and who will be providing interim coverage.
- 20 The chief administrative officer must
  - a) provide for the safekeeping of all records related to an Approved Leave, and
  - b) ensure the Member's remuneration is adjusted in accordance with section 17 while on Approved Leave.

#### **POLICY REVIEW**

- 21 This policy will be reviewed during the last year of the term of each council.
- 22 Council may request that this policy be included for review by the Council Remuneration Committee.

- 23 During the period in which a Member is on Approved Leave
- a) the Member may be absent from all council meetings, council committee meetings, and any other duties assigned to the Member by council or under the *Municipal Government Act*, including any responsibilities of the Member to residents and for representation of the Town;
  - b) the Member will not be disqualified from council for being absent from council meetings; and
  - c) the Member may attend council meetings, council committee meetings, and events at their discretion and if documentation from their medical care provider supports that they are able to safely participate, if needed.
- 24 A Member on Approved Leave will be remunerated at 75% of the basic rate as set out in the Council Remuneration Policy.
- 25 Notwithstanding Section 17, a Member on Approved Leave will continue to be eligible for all other amounts, expenses, and benefits as set out under the Council Remuneration Policy.

#### **RESPONSIBILITIES**

- 26 The mayor must
- a) arrange for coverage of the tasks and duties that the Member will not continue to perform, including seeking council resolutions for council committee and deputy mayor appointments, and
  - b) provide for notification of any committees or other affected parties of a Member's leave and who will be providing interim coverage.
- 27 The chief administrative officer must
- a) provide for the safekeeping of all records related to an Approved Leave, and
  - b) ensure the Member's remuneration is adjusted in accordance with section 17 while on Approved Leave.

#### **POLICY REVIEW**

- 28 This policy will be reviewed during the last year of the term of each council.
- 29 Council may request that this policy be included for review by the Council Remuneration Committee.

**AUTHORIZATION**



Sean Krausert  
Mayor



Cheryl Hyde  
Manager, Municipal Clerk's Office

**REVISION HISTORY**

Action	Date	Council Motion	Notes
Approved	2024.11.05	241-2024	New policy

## Maternity and Parental Leaves

### BYLAW 2024-28

#### **A BYLAW OF THE TOWN OF CANMORE, IN THE PROVINCE OF ALBERTA, TO ESTABLISH MATERNITY AND PARENTAL LEAVES FOR ELECTED OFFICIALS**

---

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

#### **TITLE**

- 1 This bylaw shall be known as Maternity and Parental Leaves for Elected Officials Bylaw 2024-28.

#### **INTERPRETATION**

- 2 In this bylaw
  - a) “Leave Agreement” means a written and signed agreement that outlines the commitments of the parties for the duration of Maternity Leave and/or Parental Leave;
  - b) “Member” means an elected member of Council;
  - c) “Maternity Leave” means a period of time during which a Member who is the birth mother may take leave for health reasons related to pregnancy and childbirth;
  - d) “Parental Leave” means a period of time during which any Member may take leave in the event of the birth or adoption of their child;
  - e) “Pregnancy Loss” means any situation where a pregnancy ends other than in a live birth.

#### **MATERNITY AND PARENTAL LEAVE**

- 3 A Member is eligible to take Parental Leave beginning on the day of or any time after the birth or the adoption of their child for a period of up to 26 consecutive weeks and must be completed within 78 weeks of the date the baby is born or placed with the parent(s).
- 4 Notwithstanding section 3, a Member who is the birth mother is also eligible to take Maternity Leave beginning any time within the eight weeks leading up to the estimated due date and ending no later than eight weeks following the date the baby is born for a maximum of 16 consecutive weeks, and immediately preceding their Parental Leave.
- 5 Notwithstanding sections 3 and 4, if a pregnancy of a Member results in Pregnancy Loss within 16 weeks of the estimated due date, the Member is entitled to Maternity Leave for a period of up to 16 weeks from the date of loss.
- 6 A Member who takes Maternity and/or Parental Leave may be absent from all council meetings, council committee meetings, and any other duties assigned to the Member by council or under the *Municipal Government Act*, including any responsibilities of the Member to residents and for representation of the Town.

#### **NOTICE**

- 7 Unless circumstances do not permit, a Member must provide at least six (6) weeks’ written notice to the mayor and the chief administrative officer of their intent to take Maternity Leave and/or Parental Leave, including
  - a) the start date of the leave,

- b) the anticipated length of the leave,
- c) the estimated date of birth or adoption of the child or, if the child has already been born or adopted at the time of notice, the actual date of the birth or adoption, and
- d) if applicable, the general nature of the circumstances that prevented the Member from providing six (6) weeks' notice.

#### **MATERNITY AND PARENTAL LEAVE AGREEMENT**

- 8 After providing written notice required in Section 7 and before commencing the Maternity and/or Parental Leave, a Member shall submit a signed Leave Agreement to the mayor and chief administrative officer, which includes
- a) the duties the Member will not perform during the Approved Leave,
  - b) any duties that the Member intends to continue to perform during all or part of the leave, and
  - c) any other workplace accommodations required by the Member to balance their role as a parent with their council duties during or following the period of leave.
- 9 Amendments to a Leave Agreement may be approved as follows:
- a) Council may, by resolution, approve an extension to the Parental Leave or grant a subsequent leave;
  - b) the mayor and CAO may approve amendments to conditions set out pursuant to section 8.

#### **REPRESENTATION**

- 10 The mayor must
- a) arrange for coverage of the tasks and duties that the Member will not continue to perform, including seeking council resolutions for council committee and deputy mayor appointments, and
  - b) provide for notification of any committees or other affected parties of a Member's leave and who will be providing interim coverage.
- 11 A Member on Maternity Leave or Parental Leave may attend council meetings, council committee meetings, and events at their discretion and if documentation is submitted from their medical care provider supporting functional ability to safely participate.

#### **REMUNERATION**

- 12 A Member on Maternity Leave or Parental Leave will be remunerated at 75% of the basic rate as set out in the Council Remuneration Policy.
- 13 Notwithstanding Section 12, a Member on Maternity Leave or Parental Leave will continue to be eligible for all other amounts, expenses, and benefits as set out under the Council Remuneration Policy.

#### **REVIEW**

- 14 This bylaw shall be reviewed during the last year of the term of each council.
- 15 Council may request that this bylaw be included for review by the Council Remuneration Committee.

**ENACTMENT/TRANSITION**

- 16 If any clause in this bylaw is found to be invalid, it shall be severed from the remainder of the bylaw and shall not invalidate the whole bylaw.
  
- 17 This bylaw comes into force on the date it is passed.

FIRST READING: October 1, 2024

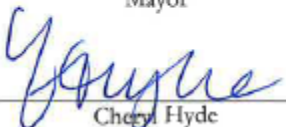
SECOND READING: October 1, 2024

THIRD READING: October 1, 2024

Approved on behalf of the Town of Canmore:

  
\_\_\_\_\_  
Sean Krausert  
Mayor

October 1, 2024  
Date

  
\_\_\_\_\_  
Cheryl Hyde  
Manager, Municipal Clerk's Office

October 1, 2024  
Date

## Elected Officials Benefits At-A-Glance

Eligibility	
In conjunction with your first day as a sworn in Elected Official. <span style="float: right;">UPDATED: DECEMBER 1, 2024</span>	
<b>Extended Health Care</b>	<b>Provider: Industrial Alliance</b>
<b>Premium Cost Share</b>	100% Town; no annual deductible
<b>Coverage</b>	100% reimbursement, unless otherwise specified; pay-direct drug card
<b>Out-of-country emergency medical</b>	\$5,000,000 lifetime maximum per insured person
<b>Paramedical services</b>	\$500/practitioner/year (Massage therapist, Chiropractor, Naturopath, Osteopath, Speech therapist, Podiatrist); Physiotherapy - \$750/calendar year
<b>Psychologist</b>	100% coverage (out of hospital); \$1500/calendar year
<b>Orthotic appliances (inserts)</b>	\$450/calendar year
<b>Survivor benefit</b>	24 months
<b>Termination</b>	Last day as an active Elected Official
<b>Dental Care</b>	<b>Provider: Industrial Alliance</b>
<b>Premium Cost Share</b>	100% Town; no annual deductible
<b>Coverage</b>	Basic & Preventative - 100%; Major – 50%
<b>Maximum</b>	\$1,500/calendar, basic & major combined (prorated to \$750 in first year when eligibility occurs between July and December)
<b>Orthodontic</b>	50%; dependent children to age 18; \$1,000 lifetime maximum/child
<b>Recall Frequency</b>	Once every 6 months
<b>Fee Guide</b>	Current Provincial General Practitioner
<b>Survivor benefit</b>	24 months
<b>Termination</b>	Last day as an active Elected Official
<b>Health Care Spending Account (HSA) / Wellness Account (WA) Provider: Industrial Alliance/TOC</b>	
<b>Benefit Amount</b>	\$850/year combined (prorated to \$425 in first year when eligibility occurs between July and December)
<b>HSA Eligible Expenses (non-taxable)</b> This account supplements your core health and dental benefit plan. Examples of popular uses are eye exams, corrective eyewear, corrective eye surgery, supplemental major dental work coverage and children’s orthodontic expenses, additional paramedical treatments. <i>The Canada Revenue Agency (CRA) defines what expenses are eligible under this account and you can find a comprehensive list of eligible expenses on the <a href="#">CRA website</a>.</i>	
<b>WA Eligible Expenses (taxable)</b> This account covers expenses that promote or improve overall well-being and physical health. <i>Services provided by a family member and private sales are specifically excluded.</i> Examples of eligible expenses are: <ul style="list-style-type: none"> <li>✓ Monthly/annual fees or multiple visit punch cards for fitness centres, ski hills/centres and sports leagues/clubs</li> </ul>	

- ✓ Registered fitness classes (e.g., yoga, aerobics, boot camp) – *no drop-in fees, guided trips, or retreats*
- ✓ Fitness event entrance fees (e.g., 24 Hours of Adrenalin, marathon, triathlon)
- ✓ Home exercise/fitness equipment, sports equipment, and replacement parts
- ✓ Footwear specifically required for an athletic activity (e.g., skates, climbing shoes, running shoes, hiking boots)
- ✓ Registered arts classes (e.g., artsPlace, The Banff Centre, Community Guide)
- ✓ Wellness-related programs (e.g., nutrition, smoking cessation, weight loss, stress management)
- ✓ Health supplements (vitamins and minerals only; NO nutrition replacements, food, or other supplements)

Life Insurance and AD&D (Accidental Death & Dismemberment)		Provider: Industrial Alliance
Premium Cost Share	70% Town; 30% Elected Official	
Benefit Amount	\$25,000	
Waiver of Premium	120 days	
Reduction	50% at age 65	
Conversion privilege	Available upon termination	
Termination	Age 71 or last day of employment	
Dependent Life Insurance		Provider: Industrial Alliance
Premium Cost Share	70% Town; 30% Elected Official	
Benefit Amount	\$10,000 Spouse; \$10,000/Child	
Eligibility	Birth to age 21; 25 if full-time student	
Optional Life Insurance		Provider: Industrial Alliance
Premium Cost Share	100% Elected Official	
Benefit Amount	Units of \$10,000	
Maximum	\$500,000	
Medical Questionnaire	Required on all amounts	
Voluntary AD&D (Employee and/or Family)		Provider: Industrial Alliance
Premium Cost Share	100% Elected Official	
Benefit Amount	Units of \$25,000	
Maximum	\$500,000	
Medical Questionnaire	Not required	

Group RRSP		Provider: Industrial Alliance
Elected Official contribution	5.5% of base annual salary	
Town of Canmore contribution	8.65% of base annual salary	



<b>Employee &amp; Family Assistance Program (EFAP)</b>	<b>Provider: Homewood Health Inc.</b>
<b>Description</b>	Confidential support service for employees and their immediate family members
<b>Accessibility</b>	<ul style="list-style-type: none"> <li>✓ 24 / 7 / 365</li> <li>✓ Telephone consultation</li> <li>✓ In-person counseling</li> <li>✓ Online services</li> </ul>

*The above is intended as a summary only – please refer to the Group Benefits Program booklet or Town Policy for specific information. If there are discrepancies between this document and the booklet/policy, the booklet/policy will apply.*

## Town of Canmore Committees

	Committee Name/Description	Membership	Meeting Schedule	Terms of Reference
<b>Internal advisory committees - Council participation discretionary</b>				
1	<b>CAO Performance Review Committee</b> Carries out the CAO's annual performance review.	Mayor and two members of council.	To be determined by the committee.	None.
2	<b>Community Events Committee</b> 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.	Community Events Committee Bylaw 2017-33.
3	<b>Council Remuneration Review Committee</b> 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)	Meets only in the year preceding a general election.	Council Remuneration Review Committee Bylaw 2023-12

	<b>Committee Name/Description</b>	<b>Membership</b>	<b>Meeting Schedule</b>	<b>Terms of Reference</b>
<b>4</b>	<b>Cultural Advisory Committee</b> 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.	Cultural Advisory Committee Establishment Bylaw 2021-17. 2020 Cultural Master Plan. Canmore Public Art Policy.
<b>5</b>	<b>Finance Committee</b> 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.	Finance Committee Bylaw 2016-19.
<b>6</b>	<b>Heliport Monitoring Committee</b> 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.	Heliport Monitoring Committee Bylaw 2018-18.

	Committee Name/Description	Membership	Meeting Schedule	Terms of Reference
<b>Internal committees required by legislation - Council participation discretionary</b>				
7	<p><b>Assessment Review Board (ARB)</b> 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: <a href="https://www.alberta.ca/subdivision-and-development-appeal-boards-training.aspx">https://www.alberta.ca/subdivision-and-development-appeal-boards-training.aspx</a></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>Assessment Review Board Bylaw 2019.17 and MGA s. 454.</p>
8	<p><b>Canmore Planning Commission (CPC)</b> 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>Subdivision Authority, Development Authority, and Municipal Planning Commission Establishment Bylaw 2019.07 and MGA s. 625.</p>

	<b>Committee Name/Description</b>	<b>Membership</b>	<b>Meeting Schedule</b>	<b>Terms of Reference</b>
9	<b>Emergency Management Committee</b> Advises council on the development of Municipal and Regional Emergency Plan and programs.	Mayor and two members of council.	Meets a minimum of once a year.	Emergency Management Bylaw 2022-07 and Emergency Management Act s. 11.
10	<b>Enforcement Appeal Review Committee</b> 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.	Two members of council, the GM of Municipal Services, and the CAO.	Meets when an appeal is received.	Enforcement Appeal Review Committee Bylaw 2022-11
11	<b>Subdivision and Development Appeal Board (SDAB)</b> Decides on appeals of decisions made by the Town regarding development permits and subdivision applications.	No more than one member of council plus an alternate; A minimum of four and a maximum of ten public members.  <i>Public member term is one or two yrs., 6 yr. max.</i>	Meets when an appeal is received.	Subdivision and Development Appeal Board Bylaw 2019-06 and MGA s. 627.
12	<b>Weed and Pests Control Appeal Panel</b> Hears appeals of notices of control weeds in accordance with the Weed Control Act and the Agricultural Pests Act.	Not specified. Traditionally the mayor and CAO are appointed.	Meets when an appeal is received.	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.
<b>Town of Canmore governs or is a funding partner - Council participation mandatory</b>				
13	<b>Bow Valley Regional Transit Services Commission</b> 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.	BVRTSC Bylaw.

	<b>Committee Name/Description</b>	<b>Membership</b>	<b>Meeting Schedule</b>	<b>Terms of Reference</b>
14	<b>Bow Valley Waste Management Commission</b> Provides regional waste and recycling facilities in the Bow Valley.	Two members of council and 1 alternate.	3rd Thursday afternoon of each month.	BVWMC Bylaw.
15	<b>Community Grants Selection Committee</b> 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.	Community Grants Selection Committee Bylaw 2017-16.
<b>Town of Canmore governs or is a funding partner - Council participation discretionary</b>				
16	<b>Bow Valley Regional Housing (BVRH)</b> 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.	Ministerial Orders H:038-97 and H:064/99.
17	<b>Canmore Community Housing (CCH)</b> 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.	CCHC Articles of Association.
18	<b>Canmore Library Board</b> 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.	Libraries Act Library Bylaw 96-1971.
19	<b>Canadian Mountain Arts Foundation Board</b> (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.	Canadian Mountain Arts Foundation Bylaw.

	<b>Committee Name/Description</b>	<b>Membership</b>	<b>Meeting Schedule</b>	<b>Terms of Reference</b>
20	<b>Canmore Museum Society</b> 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.	Centennial Museum of Canmore Bylaw.
21	<b>Downtown Canmore Business Improvement Area (BIA)</b> 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.	Downtown BIA Bylaw 21-2005, amended in March 2019.
22	<b>Tourism Canmore Kananaskis (TCK)</b> Work with the destination management organization.	Mayor or alternate member of council.	3rd Thursday of the month from September - June.	Canmore Business and Tourism Association Bylaw 1.
<b>External intermunicipal/interagency groups - Council participation discretionary</b>				
23	<b>Biosphere Institute of the Bow Valley</b> 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.	Biosphere Bylaw s. 15.1.
24	<b>Bow Valley WildSmart</b> Works to improve human-wildlife coexistence in the Bow Valley.	One member of council.	Meets 4-6 times per year. No summer meetings.	Terms of Reference (May 2023).
25	<b>Canmore/MD of Bighorn Intermunicipal Committee</b> 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.	Terms of Reference.

	<b>Committee Name/Description</b>	<b>Membership</b>	<b>Meeting Schedule</b>	<b>Terms of Reference</b>
26	<p><b>Rocky Mountain Heritage Foundation</b> Oversees the design and building of facilities at Quarry Lake that reflect the wishes of our community.</p>	Mayor.	Meets as required, along with an AGM.	Land Acquisition Lease History and Incorporation documents.
27	<p><b>Southern Alberta Energy from Waste Association (SAEWA)</b> A coalition of waste management agencies and municipalities with an interest in implementing technologies to recover energy from non-recyclable solid waste and reduce long-term reliance on landfill disposal.</p>	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.	Association Bylaw.