



## TOWN OF CANMORE

### AGENDA

Finance Committee

Council Chamber at the Canmore Civic Centre, 902 – 7 Avenue

Thursday, January 16, 2025 at 9:00 a.m.

- 9:00 – 9:05      **A. CALL TO ORDER AND APPROVAL OF AGENDA**
1. Land Acknowledgement
  2. Agenda for the January 16, 2025 Finance Committee Meeting
- B. DELEGATIONS – none**
- C. MINUTES**
- 9:05              1. Minutes of the January 9, 2025 Finance Committee Meeting
- D. BUSINESS ARISING FROM THE MINUTES**
- 9:05 – 9:20      1. **Finance Committee Deliberation and Direction**  
                            Recommendation: That the Finance Committee direct administration to increase the transfer to the Bow Valley Regional Transit Services Commission by \$140,377 to add Route 12 Winter Service starting in 2025 to be funded from the Integrated Transportation Management Reserve.
- E. NEW BUSINESS**
- 9:20 – 4:00      1. **Finance Committee Deliberation and Direction**  
                            Purpose: To provide an opportunity for the Finance Committee to recommend amendments to the operating and capital budgets.
- F. CLOSED SESSION**
- During item      1. **Finance Committee Deliberation and Direction – Capital Projects**  
E1                      Recommendation: That the Finance Committee close the meeting to the public to prevent the disclosure of:  
                            1) information that could reasonably be expected to reveal pending budgetary decisions in accordance with section 24(1)(g) of the *Freedom of Information and Privacy Act*.  
                            2) Information that could reasonably be expected to prejudice the competitive position of the Town in accordance with section 25(1)(c)(ii) of the *Freedom of Information and Privacy Act*.
- 4:00              **G. ADJOURNMENT**

**TOWN OF CANMORE**  
**MINUTES**  
Finance Committee  
Council Chamber at the Civic Centre, 902 – 7 Avenue  
**Thursday, January 9, 2025 at 9:00 a.m.**

**FINANCE COMMITTEE MEMBERS PRESENT**

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

**FINANCE COMMITTEE 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
Chelsey Gibbons	Manager of Finance
Cheryl Hyde	Manager, Municipal Clerk's Office
Ben Stiver	Municipal Clerk (recorder)
Sara Jones	Executive Assistant
Ric Irwin	Senior Finance Officer
Adam Robertson	Manager of Communications
Brennan Piper	Desktop Support Specialist

Mayor Krausert called the January 9, 2025 Finance Committee meeting to order at 9:04 a.m.

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

- 1. Land Acknowledgement**
- 2. Agenda for the January 9, 2025 Finance Committee**

1-2025FIN

Moved by Mayor Krausert that the Finance Committee approve the agenda for January 9, 2025 meeting as presented.

**CARRIED UNANIMOUSLY**

**B. DELEGATIONS – none**

**C. APPROVAL OF MINUTES**

**1. Minutes of the December 10, 2024 Finance Committee**

2-2025FIN

Moved by Mayor Krausert that the Finance Committee approve the minutes of the December 10, 2024 regular meeting as presented.

**CARRIED UNANIMOUSLY**

**D. STAFF REPORTS**

**1. Follow-up Question Updates from Previous Finance Committee Meetings**

Administration gave a verbal presentation on the follow-up question updates from previous Finance Committee meetings.

3-2025FIN

Moved by Mayor Krausert that the Finance Committee close the meeting to the public at 9:10 a.m. to prevent the disclosure of:

- 1) information that could reasonably be expected to reveal pending budgetary decisions in accordance with section 24(1)(g) of the *Freedom of Information and Protection of Privacy Act*.
- 2) information that could reasonably be expected to prejudice the competitive position of the Town in accordance with section 25(1)(c)(ii) of the *Freedom of Information and Protection of Privacy Act*.

**CARRIED UNANIMOUSLY**

Administration present at the closed session: Sally Caudill, Therese Rogers, Whitney Smithers, Scott McKay, Chelsey Gibbons, Cheryl Hyde, Ben Stiver, Sara Jones, Ric Irwin, Adam Robertson, and Brennan Piper.

**Meeting Break 9:59 a.m. – 10:13 a.m.**

4-2025FIN

Moved by Mayor Krausert that the Finance Committee return to the public meeting at 10:19 a.m.

**CARRIED UNANIMOUSLY**

**2. Finance Committee Deliberation and Direction**

5-2025FIN

Moved by Mayor Krausert that the Finance Committee direct administration to offset tax increases with draws from the Tax Stabilization Reserve in the amount of \$653,000 in 2025 and \$343,000 in 2026.

**CARRIED UNANIMOUSLY**

6-2025FIN

Moved by Councillor Hilstad that the Finance Committee direct administration to increase Reserve Contribution by \$250,000 to General Capital Reserve in 2026.

**TABLED**

7-2025FIN

Moved by Councillor Graham that the Finance Committee table motion 6-2025FIN until the end of the meeting.

**CARRIED UNANIMOUSLY**

Minutes approved by: \_\_\_\_\_

8-2025FIN Moved by Councillor McCallum that the Finance Committee direct administration to move the Larch Area Land Use Intensification capital project from 2027 to 2026, change the name and scope of the project to an Area Redevelopment Plan, and have administration bring back project scope and reviewed cost (\$150,000-\$200,000) to the next Finance Committee meeting on January 16, 2025. This project will be funded through the Livability Tax Reserve.

**CARRIED UNANIMOUSLY**

9-2025FIN Moved by Councillor Graham that Finance Committee direct administration to include \$3,500 in Arts and Culture Operating Budget for Indigenous Market at National Indigenous Peoples Day going forward, starting in 2025.

**CARRIED UNANIMOUSLY**

10-2025FIN Moved by Councillor Foubert that the Finance Committee direct administration to:

- create a new unfunded capital project in 2027 for \$1 million to create a circular economy social innovation project,
- engage with local non-profit organizations to explore the potential for a collaborative service delivery model, and
- investigate potential climate change and circular economy grant funding sources.

**DEFEATED**

**In favour: Foubert, Krausert, McCallum  
Opposed: Hilstad, Marra, Mah, Graham**

11-2025FIN Moved by Councillor Marra that the Finance Committee direct administration to include \$50,000 for 2025 and 2026 for the continuation of the E-Bike Rebate Program funded from Sustainability Reserve.

**CARRIED UNANIMOUSLY**

12-2025FIN Moved by Mayor Krausert that the Finance Committee direct administration to fund the 2026 Stoneworks Creek Mitigation in the amount of \$2,756,115 from the Livability Reserve and redirect the previously allotted funding in this amount back to the General Capital Reserve.

**CARRIED UNANIMOUSLY**

13-2025FIN Moved by Councillor Hilstad that the Finance Committee accept the recommended rate changes to the paid parking program as recommended by administration, starting in 2025.

**TABLED**

14-2025FIN Moved by Councillor Graham that the Finance Committee table motion 13-2025FIN until the end of the meeting.

**CARRIED**

**In favour: Foubert, Graham, Marra, Mah  
Opposed: McCallum, Krausert, Hilstad**

Minutes approved by: \_\_\_\_\_

15-2025FIN Moved by Councillor Mah that the Finance Committee direct administration to increase the Information Technology budget by \$65,000 to fund the two cybersecurity initiatives presented by administration to be funded by general taxation.

**CARRIED UNANIMOUSLY**

16-2025FIN Moved by Councillor Graham that the Finance Committee direct administration to amend the scope and increase the funding by \$37,000 for the 2025 Main Street Pedestrian Zone to provide enhanced gateways, funded from the Economic Development Reserve.

**CARRIED UNANIMOUSLY**

**Lunch Break 12:05 p.m. – 1:00 p.m.**

17-2025FIN Moved by Councillor Foubert that the Finance Committee direct administration to add \$50,000 to the 2025 Operating Budget for Climate Emergency Action Plan implementation from the Sustainability Reserve.

**CARRIED UNANIMOUSLY**

18-2025FIN Moved by Mayor Krausert that the Finance Committee direct administration to include \$120,000 in the Public Works budget for hiring a 2-year term Municipal Energy Coordinator to be funded in 2025 – 80% MCCAC grant/10% Sustainability Reserve/10% Utility Reserve and in 2026 - 40% MCCAC grant/30% Sustainability Reserve/30% Utility Reserve.

**CARRIED UNANIMOUSLY**

**Meeting Break 1:19 p.m. – 1:30 p.m.**

19-2025FIN Moved by Councillor Hilstad that the Finance Committee direct administration to reduce the funding for the Canmore Museum to \$252,116 in 2025 and \$261,949 in 2026.

**CARRIED UNANIMOUSLY**

20-2025FIN Moved by Mayor Krausert that the Finance Committee reconsider Motion 15-2025FIN.

**CARRIED UNANIMOUSLY**

15-2025FIN Moved by Mayor Krausert that the Finance Committee direct administration to increase the Information Technology budget by \$65,000, starting in 2025, to fund the two cybersecurity initiatives presented by administration to be funded by general taxation.

**CARRIED UNANIMOUSLY**

21-2025FIN Moved by Councillor Mah that the Finance Committee direct administration to implement a Canmore – Banff regional service increase as funded by the paid parking reserve starting in 2025 for \$78,000.

**CARRIED UNANIMOUSLY**

Minutes approved by: \_\_\_\_\_

- 22-2025FIN Moved by Councillor Foubert that the Finance Committee direct administration to add \$109,000 for a Zero Waste Coordinator position to the 2026 Public Works operating budget with funding from the Solid Waste Services Reserve.  
**CARRIED UNANIMOUSLY**
- 23-2025FIN Moved by Mayor Krausert that the Finance Committee direct administration to increase the transfer to the Bow Valley Regional Transit Services Commission by \$140,377 to add Route 12 Winter Service starting in 2025 to be funded from the Integrated Transportation Management Reserve.  
**POSTPONED**
- 24-2025FIN Moved by Mayor Krausert that the Finance Committee postpone motion 23-2025FIN to the January 16, 2025 Finance Committee Meeting.  
**CARRIED UNANIMOUSLY**
- 6-2025FIN Moved by Councillor Hilstad that the Finance Committee direct administration to increase Reserve Contribution by \$250,000 to General Capital Reserve in 2026.  
**CARRIED**  
**In favour: McCallum, Foubert, Mah, Graham, Hilstad**  
**Opposed: Marra, Krausert**
- 13-2025FIN Moved by Councillor Hilstad that the Finance Committee accept the recommended rate changes to the paid parking program as recommended by administration, starting in 2025.  
**CARRIED UNANIMOUSLY**

**E. ADJOURNMENT**

- 25-2025FIN Moved by Mayor Krausert that the Finance Committee adjourn the January 9, 2025 Finance Committee meeting at 2:00 p.m.  
**CARRIED UNANIMOUSLY**

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

\_\_\_\_\_  
Ben Stiver  
Municipal Clerk

Minutes approved by: \_\_\_\_\_