



TOWN OF CANMORE

AGENDA

Finance Committee

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

Tuesday, February 11, 2025 at 1:00 p.m.

- A. CALL TO ORDER AND APPROVAL OF AGENDA**
 - 1. Land Acknowledgement
 - 2. Agenda for the February 11, 2025 Finance Committee Meeting
- B. DELEGATIONS – none**
- C. MINUTES**
 - 1. Minutes of the January 16, 2025 Finance Committee Meeting
- D. STAFF REPORTS – none**
- E. CLOSED SESSION – none**
- F. ADJOURNMENT**

TOWN OF CANMORE
MINUTES
Finance Committee
Council Chamber at the Civic Centre, 902 – 7 Avenue
Thursday, January 16, 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
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

Mayor Krausert called the January 16, 2025 Finance Committee meeting to order at 9:05 a.m.

A. CALL TO ORDER AND APPROVAL OF AGENDA

- 1. Land Acknowledgement**
- 2. Agenda for the January 16, 2025 Finance Committee**

26-2025FIN Moved by Mayor Krausert that the Finance Committee approve the agenda for January 16, 2025 meeting as presented.

CARRIED UNANIMOUSLY

B. DELEGATIONS – none

C. APPROVAL OF MINUTES

- 1. Minutes of the January 9, 2025 Finance Committee**

27-2025FIN Moved by Mayor Krausert that the Finance Committee approve the minutes of the January 9, 2025 meeting as presented.

CARRIED UNANIMOUSLY

D. BUSINESS ARISING FROM THE MINUTES

1. Finance Committee Deliberation and Direction

28-2025FIN 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.

28A-2025FIN Moved by Mayor Krausert that the Finance Committee amend motion 28-2025 by replacing the wording with the following:

That the Finance Committee direct administration to increase the transfer to the Bow Valley Regional Transit Services Commission by \$140,377 in 2025, \$347,592 in 2026, and \$367,847 starting in 2027 to add Route 12 Winter Service to be funded from the Integrated Transportation Management Reserve.

CARRIED UNANIMOUSLY

28-2025FIN The vote followed on motion 28-2025FIN as amended, that the Finance Committee direct administration to increase the transfer to the Bow Valley Regional Transit Services Commission by \$140,377 in 2025, \$347,592 in 2026, and \$367,847 starting in 2027 to add Route 12 Winter Service to be funded from the Integrated Transportation Management Reserve.

CARRIED UNANIMOUSLY

E. NEW BUSINESS

1. Finance Committee Deliberation and Direction

29-2025FIN Moved by Mayor Krausert that the Finance Committee reconsider motion 11-2025FIN.

CARRIED UNANIMOUSLY

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 the Sustainability Reserve.

11A-2025FIN Moved by Mayor Krausert to amend motion 11-2025FIN by striking out “from the Sustainability Reserve” and substituting “by \$25,000 from the Graymont Carbon Reduction Grant and \$25,000 from the Sustainability Reserve.”

CARRIED UNANIMOUSLY

11-2025FIN The vote followed on motion 11-2025 as amended, that the Finance Committee direct administration to include \$50,000 for 2025 and 2026 for the continuation of the E-bike Rebate Program funded by \$25,000 from the Graymont Carbon Reduction Grant and \$25,000 from the Sustainability Reserve.

CARRIED UNANIMOUSLY

Minutes approved by: _____

- 30-2025FIN Moved by Mayor Krausert that the Finance Committee close the meeting to the public at 9:43 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, Whitney Smithers, Scott McKay, Ben Stiver, Cheryl Hyde, Chelsey Gibbons, Ric Irwin, Adam Roberston, and Sara Jones.

- 31-2025FIN Moved by Mayor Krausert that the Finance Committee return to the public meeting at 10:04 a.m.

CARRIED UNANIMOUSLY

Meeting Break 10:05 a.m. – 10:20 a.m.

- 32-2025FIN Moved by Mayor Krausert that the Finance Committee direct administration to use the Livability Reserve to fund the capital projects as presented.

- 32A-2025FIN Moved by Councillor McCallum that the Finance Committee amend motion 32-2025FIN by adding a line item called “Pedestrian Crossing Design” for \$600,000 in the 2026 year of the Livability budget.

CARRIED UNANIMOUSLY

- 32-2025FIN The vote followed on motion 32-2025FIN that the Finance Committee direct administration to use the Livability Reserve to fund the capital projects as presented, with the following amendment:

- add a line item called “Pedestrian Crossing Design” for \$600,000 in the 2026 year of the Livability budget.

CARRIED UNANIMOUSLY

- 33-2025FIN Moved by Councillor Hilstad that the Finance Committee direct administration to add \$200,000 in 2025 to the Human Resources operating budget for an equity and market pay increase for staff to be funded by general taxation.

CARRIED UNANIMOUSLY

- 34-2025FIN Moved by Councillor Foubert that the Finance Committee direct administration to increase the Municipal Clerk’s office budget by \$105,000 to implement a municipal census in 2027 to be funded by general taxation.

CARRIED UNANIMOUSLY

Minutes approved by: _____

35-2025FIN Moved by Mayor Krausert that the Finance Committee direct administration to increase the Protective Services budget by \$60,000 starting in 2025 to fund a Regional Emergency Management Coordinator position to be shared with the Town of Banff and funded from general taxation.

CARRIED UNANIMOUSLY

36-2025FIN Moved by Councillor Foubert that the Finance Committee direct administration to increase the projected revenue in Municipal Enforcement by \$28,000 starting in 2026 through a commercial paid parking program.

DEFEATED

In favour: Foubert

Opposed: Hilstad, Mah, McCallum, Krausert, Marra

37-2025FIN Moved by Mayor Krausert the Finance Committee direct administration to implement the option presented by administration to permanently reduce service levels in the Child and Youth business unit in Recreation Services starting in 2025 so that an approximate net annual savings of \$50,000 is achieved.

38-2025FIN Moved by Mayor Krausert that the Finance Committee close the meeting to the public at 11:07 a.m. to prevent the disclosure of 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*.

CARRIED UNANIMOUSLY

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

39-2025FIN Moved by Mayor Krausert that the Finance Committee return to the public meeting at 11:18 a.m.

CARRIED UNANIMOUSLY

37-2025FIN The vote followed on motion 37-2025FIN, with the substitution of “2026” for “2025” as a friendly amendment:

That the Finance Committee direct administration to implement the option presented by administration to permanently reduce service levels in the Child and Youth business unit in Recreation Services starting in 2026 so that an approximate net annual savings of \$50,000 is achieved.

CARRIED UNANIMOUSLY

Meeting Break 11:20 a.m. – 11:30 a.m.

40-2025FIN Moved by Councillor Foubert that the Finance Committee direct administration to add \$15,000 to the 2025 Communications Department operating budget for a corporate branding guideline refresh to be funded by general taxation.

DEFEATED

In favour: Foubert, McCallum, Krausert

Opposed: Graham, Hilstad, Mah, Marra

Minutes approved by: _____

41-2025FIN Moved by Mayor Krausert that Finance Committee direct administration to reduce the Canmore Community Housing (CCH) requisition by \$43,000 in 2025 due to savings from the provincial municipal property tax reduction program and, starting in 2026, work with CCH to revise their requisition to account for this program.
CARRIED UNANIMOUSLY

42-2025FIN Moved by Councillor Foubert that the Finance Committee direct administration to add \$40,000 to the 2025 and 2026 Community Social Development operating budget as a 2-year pilot to add home support services for seniors to the Affordable Service Program.
DEFEATED
In favour: Foubert, Krausert, McCallum
Opposed: Graham, Mah, Marra, Hilstad

43-2025FIN Moved by Mayor Krausert that the Finance Committee direct administration to reduce the Municipal Enforcement operating budget by \$10,000 in training in 2025 only due to community peace officer attrition.
CARRIED UNANIMOUSLY

44-2025FIN Moved by Councillor Foubert that the Finance Committee direct administration to remove \$14,500 from the 2025 Parks operating budget to reduce mowing/maintenance on Bow Valley Trail and Elk Run Boulevard.
CARRIED UNANIMOUSLY

45-2025FIN Moved by Mayor Krausert that the Finance Committee direct administration to fund Playground Lifecycle Carey (2025) project from the General Capital Reserve in the amount presented to Finance Committee in closed session.
CARRIED UNANIMOUSLY

46-2025FIN Moved by Councilor Foubert that the Finance Committee direct administration to add \$30,000 in 2025 and \$15,000 in 2026 and subsequent years to the Arts and Events operating budget from the Art Trust Reserve for a New Year's Eve light installation.

46A-2025FIN Moved by Councillor Graham that the Finance Committee amend motion 46-2025FIN by striking out "a New Year's Eve light installation" and substituting "additional New Year's Eve events."
CARRIED
In favour: Graham, Krausert, Hilstad, Mah
Opposed: Foubert, Marra, McCallum

Meeting Break 12:18 p.m. – 1:30 p.m. (Before vote on motion 46A-2025FIN)

47-2025FIN Moved by Councillor Mah to reconsider Motion 46A-2025FIN.
CARRIED UNANIMOUSLY

46A-2025FIN Moved by Councillor Graham that the Finance Committee amend motion 46A-2025FIN by striking out "a New Year's Eve light installation" and substituting "additional New Year's Eve events."

Minutes approved by: _____

46A1-
2025FIN

Moved by Councillor Mah that the Finance Committee amend motion 45A-2025FIN by striking out “a New Year’s Eve light installation” and substituting “additional New Year’s Eve events, including a light installation.”

DEFEATED

In favour: Graham, Mah

Opposed: Foubert, Marra, McCallum, Krausert, Hilstad

46A-2025FIN

The vote followed on motion 46A-2025 that the Finance Committee amend motion 46-2025FIN by striking out “a New Year’s Eve light installation” and substituting “additional New Year’s Eve events.”

DEFEATED

In favour: Graham

Opposed: Krausert, Mah, Marra, McCallum, Hilstad, Foubert

46-2025FIN

The vote followed on motion 46-2025FIN that the Finance Committee direct administration to add \$30,000 in 2025 and \$15,000 in 2026 and subsequent years to the Arts and Events operating budget from the Art Trust Reserve for a New Year’s Eve light installation.

CARRIED

In favour: Foubert, Mah, Graham, McCallum

Opposed: Krausert, Hilstad, Marra

48-2025FIN

Moved by Mayor Krausert that the Finance Committee direct administration to fund Cougar Creek Rink Surface Replacement (2025) project from the General Capital Reserve in the amount presented to Finance Committee in closed session.

CARRIED UNANIMOUSLY

49-2025FIN

Moved by Councillor Foubert that the Finance Committee direct administration to increase the Community Grants Program starting in 2025 by \$10,000 to be funded by general taxation.

CARRIED UNANIMOUSLY

50-2025FIN

Moved by Mayor Krausert that the Finance Committee direct administration to fund IT Safety Management Solution (2025) project from the General Capital Reserve in the amount presented to Finance Committee in closed session.

CARRIED UNANIMOUSLY

51-2025FIN

Moved by Mayor Krausert that the Finance Committee direct administration to fund Wildlife Exclusion Fence – Lions Park (2025) project from the General Capital Reserve in the amount presented to Finance Committee in closed session.

CARRIED

In favour: Krausert, Mah, McCallum, Hilstad, Marra, Foubert

Opposed: Graham

Meeting Break 2:16 p.m. – 2:40 p.m.

52-2025FIN

Moved by Mayor Krausert that the Finance Committee reconsider motion 32-2025FIN.

CARRIED UNANIMOUSLY

Minutes approved by: _____

32-2025FIN Moved by Mayor Krausert that the Finance Committee direct administration to use the Livability Reserve to fund the capital projects as presented, with the following amendment:

- Add a line item called “Pedestrian Crossing Design” for \$600,000 in the 2026 year of the Livability budget.

32A-2025FIN Moved by Mayor Krausert that the Finance Committee amend motion 32-2025FIN by adding “with updated financials” between “as presented” and “and the following amendment”.

CARRIED UNANIMOUSLY

32-2025FIN Moved by Mayor Krausert that the Finance Committee direct administration to use the Livability Reserve to fund the capital projects as presented with updated financials, with the following amendment:

- Add a line item called “Pedestrian Crossing Design” for \$600,000 in the 2026 year of the Livability budget

CARRIED UNANIMOUSLY

53-2025FIN Moved by Mayor Krausert to reconsider motion 5-2025FIN.

CARRIED UNANIMOUSLY

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.

5A-2025FIN Moved by Mayor Krausert that the Finance Committee amend motion 5-2025FIN by striking out “\$653,000” and substituting “\$411,000”.

CARRIED UNANIMOUSLY

5-2025FIN The vote followed motion 5-2025 as amended that the Finance Committee direct administration to offset tax increases with draws from the Tax Stabilization Reserve in the amount of \$411,000 in 2025 and \$343,000 in 2026.

CARRIED UNANIMOUSLY

54-2025FIN Moved by Mayor Krausert that the Finance Committee direct administration to bring the committee-recommended 2025 and 2026 operating budgets and the 2027-2028 operating plan and 2025 and 2026 capital budgets and the 2027-2030 capital plan as presented and amended at the December 2024 and January 2025 Finance Committee meetings to Council for approval on February 4 or 11, 2025.

CARRIED UNANIMOUSLY

Minutes approved by: _____

F. ADJOURNMENT

55-2025FIN

Moved by Mayor Krausert that Council adjourn the January 16, 2025 Finance Committee meeting at 2:56 p.m.

CARRIED UNANIMOUSLY

Sean Krausert
Mayor

Ben Stiver
Municipal Clerk

Minutes approved by: _____