

**TOWN OF CANMORE
MINUTES**

Regular Meeting of Council
Council Chamber at the Civic Centre, 902 – 7 Avenue
Tuesday, March 4, 2025 at 9:00 a.m.

COUNCIL MEMBERS PRESENT

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

COUNCIL MEMBERS ABSENT

Joanna McCallum	Councillor
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ADMINISTRATION PRESENT

Sally Caudill	Chief Administrative Officer
Whitney Smithers	General Manager of Municipal Infrastructure
Scott McKay	General Manager of Municipal Services
Cheryl Hyde	Manager of the Municipal Clerk's Office
Ben Stiver	Municipal Clerk (recorder)
Greg Burt	Municipal Enforcement Supervisor
Harry Shnider	Manager of Planning and Development
Jennica Collette	Development Planner
Felix Camire	Project Engineer
Chelsey Gibbons	Manager of Finance
Caitlin Miller	Manager of Protective Services
Michael Bourgon	Deputy Fire Chief
Trevor Thorsteinson	Acting Manager of Information Technology / Senior Systems Administrator

Mayor Krausert called the March 4, 2025 regular meeting to order at 9:00 a.m.

A. CALL TO ORDER AND APPROVAL OF AGENDA

1. Land Acknowledgement

2. Agenda for the March 4, 2025 Regular Meeting of Council

40-2025

Moved by Mayor Krausert that Council approve the agenda for March 4, 2025 regular meeting as presented.

Minutes approved by:



40A-2025

Moved by Mayor Krausert that Council amend motion 40-2025 by adding:
“amended by adding the following items:

- Assessment Review Board Public Member Appointments as item H6, and
- Purchase Policy Exception – ShareGate by Workleap as item H7.”

CARRIED UNANIMOUSLY

40-2025

The vote followed on motion 40-2025, that Council approve the agenda for March 4, 2025 regular meeting amended by adding the following items:

- Adding Assessment Review Board Public Member Appointments as item H6, and
- Adding Purchase Policy Exception – ShareGate by Workleap as item H7.

CARRIED UNANIMOUSLY

B. PUBLIC HEARINGS

1. Steep Creek Updates to the Municipal Development Plan Bylaw Amendment 2024-23 and Revised Land Use Bylaw Amendment 2024-24

(1) Call to order

Mayor Krausert called the public hearing to order for Municipal Development Plan Bylaw Amendment 2024-23 – Steep Creek and Revised Land Use Bylaw Amendment 2024-24 – Steep Creek at 9:05 a.m.

(2) Administration Summary

Administration provided a verbal briefing on the proposed Municipal Development Plan Bylaw Amendment 2024-23 – Steep Creek and Revised Land Use Bylaw Amendment 2024-24 – Steep Creek.

(3) Public Submissions

In favour

Name	Verbal	Written
Dennis Breymann	X	

Neutral or Unstated – none

Opposed

Name	Verbal	Written
Dan Sparks	X	

(4) Public Written Submissions

There were no written submissions provided for this public hearing.

(5) Closing Comments from Administration

Administration did not provide any closing comments.

(6) Council Questions of Administration

Administration addressed questions of clarification from Council.

Minutes approved by:

(7) Adjournment of the Public Hearing

Mayor Krausert adjourned the public hearing at 9:38 a.m.

Meeting Break 9:39 a.m. – 9:45 a.m.

2. Palliser Lane Perpetual Affordable Housing Direct Control District Bylaw Amendment 2024-37

(1) Call to order

Mayor Krausert called the public hearing to order for Palliser Lane Perpetual Affordable Housing Direct Control District Bylaw Amendment 2024-37 at 9:46 a.m.

(2) Administration Summary

Administration provided a verbal briefing on the proposed Palliser Lane Perpetual Affordable Housing Direct Control District Bylaw Amendment 2024-37.

(3) Public Submissions

In favour

Name	Verbal	Written
Dan Sparks	X	

Neutral or Unstated – none

Opposed

Name	Verbal	Written
O'Rourke, Kay		X

(4) Public Written Submissions

The recording secretary read into the record the names of those who provided written submissions. These submissions are recorded in the list of public submissions above and are published in the record of public submissions for this meeting.

(5) Closing Comments from Administration

Administration did not provide any closing comments.

(6) Council Questions of Administration

Council did not have any further questions of administration.

(7) Adjournment of the Public Hearing

Mayor Krausert adjourned the public hearing at 9:57 a.m.

Meeting Break 9:58 a.m. – 10:15 a.m.

C. DELEGATIONS – none

Minutes approved by:  

D. APPROVAL OF MINUTES

1. Minutes of the February 4, 2025 Regular Meeting of Council

41-2025 Moved by Mayor Krausert that Council approve the minutes of the February 4, 2025 regular meeting as presented.

CARRIED UNANIMOUSLY

2. Minutes of the February 11, 2025 Special Meeting of Council

42-2025 Moved by Mayor Krausert that Council approve the minutes of the February 11, 2025 special meeting as presented.

CARRIED UNANIMOUSLY

E. BUSINESS ARISING FROM THE MINUTES – none

F. UNFINISHED BUSINESS – none

G. BYLAW APPROVAL

1. Steep Creek Updates to the Municipal Development Plan and Land Use Bylaw

43-2025 Moved by Mayor Krausert that Council give second reading to Town of Canmore Municipal Development Plan Bylaw Amendment 2024-23 – Steep Creek.

CARRIED UNANIMOUSLY

44-2025 Moved by Mayor Krausert that Council give third reading to Town of Canmore Municipal Development Plan Bylaw Amendment 2024-23 – Steep Creek.

CARRIED UNANIMOUSLY

45-2025 Moved by Mayor Krausert that Council give second reading to Land Use Bylaw Amendment 2024-24 – Steep Creek.

CARRIED UNANIMOUSLY

46-2025 Moved by Mayor Krausert that Council give third reading to Land Use Bylaw Amendment 2024-24 – Steep Creek.

CARRIED UNANIMOUSLY

47-2025 Moved by Mayor Krausert that Council direct administration return to Council during the 2026 budget amendment process with information about the cost and timing of a potential capital project to do a revised risk assessment for the Cougar Creek area to determine the appropriateness of the residual hazard zone restrictions in the area.

CARRIED UNANIMOUSLY

2. Palliser Lane Perpetual Affordable Housing Direct Control District Bylaw Amendment 2024-37

48-2025 Moved by Mayor Krausert that Council give second reading to Revised Land Use Bylaw Amendment 2024-37 – Palliser Lane Perpetual Affordable Housing Direct Control District.

CARRIED UNANIMOUSLY



Minutes approved by:



- 49-2025 Moved by Mayor Krausert that Council give third reading to Revised Land Use Bylaw Amendment 2024-37 – Palliser Lane Perpetual Affordable Housing Direct Control District.
CARRIED UNANIMOUSLY
- 50-2025 **3. 2025 Borrowing Bylaws**
Moved by Mayor Krausert that Council give first reading to Borrowing Bylaw 2025-10 for Ladder Truck Replacement.
CARRIED UNANIMOUSLY
- 51-2025 Moved by Mayor Krausert that Council give first reading to Borrowing Bylaw 2025-11 for Snow Management Facility.
CARRIED UNANIMOUSLY
- 52-2025 Moved by Mayor Krausert that Council give first reading to Borrowing Bylaw 2025-12 for WTP 1 - Chlorine Gas Upgrade.
CARRIED UNANIMOUSLY

H. NEW BUSINESS

- 53-2025 **1. Capital Budget Amendment – CAP 7386 Community Fireguard Construction**
Moved by Mayor Krausert that Council approve a capital budget amendment for CAP 7386 – Community Fireguard Phase 2 - Construction to reflect an increase in funding of \$580,000 from the Forest Resource Improvement Association of Alberta (FRIAA) and \$357,500 in other revenue making the total capital project value \$1,687,500.
CARRIED UNANIMOUSLY
- 54-2025 **2. 2025 Capital Project – CAP 7390 Bow Valley Evacuation Modelling and Plan**
Moved by Mayor Krausert that Council approve a new 2025 capital project for the Bow Valley Evacuation Modelling and Plan project funded by the Alberta Community Partnership grant in the amount of \$150,000.
CARRIED UNANIMOUSLY
- 55-2025 **3. FRIAA Grant Application – Community Fireguard Canmore Nordic Centre East and West Phase 2: Construction**
Moved by Mayor Krausert that Council approve the submission of a Request for Proposals in the FRIAA Community Fireguard Program for Canmore Nordic Centre East and West Phase 2: Construction.
CARRIED UNANIMOUSLY
- 56-2025 **4. FRIAA Grant Application – Canyon Ridge FireSmart Vegetation Management Project**
Moved by Mayor Krausert that Council approve the submission of an Expression of Interest for the 2025 Forest Resource Improvement Association of Alberta (FRIAA) grant for vegetation management in the Canyon Ridge area.
CARRIED UNANIMOUSLY

Minutes approved by:  

- 57-2025 **5. Community Grants Selection Committee Public Member Appointment**
Moved by Mayor Krausert that Council appoint Catherine Tetreault to the Community Grants Selection Committee for a term ending at the 2025 annual organizational meeting of council.
CARRIED UNANIMOUSLY
- 58-2025 **6. Assessment Review Board Public Member Appointments**
Moved by Mayor Krausert that Council close the meeting to the public at 11:04 a.m. to prevent the disclosure of personal information in accordance with section 17(4)(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, Cheryl Hyde, Ben Stiver, Trevor Thorsteinson
- 59-2025 Moved by Mayor Krausert that Council return to the public meeting at 11:12 a.m.
CARRIED UNANIMOUSLY
- 60-2025 Moved by Mayor Krausert that Council appoint Lori Hogarth, John Pedwell, Christoph Braier, and Laura Clippingdale to the Assessment Review Board for terms ending on December 31, 2027.
CARRIED UNANIMOUSLY
- 61-2025 **7. Purchase Policy Exception – ShareGate by Workleap**
Moved by Mayor Krausert that Council authorize administration to enter a 3-year contract with Workleap for ShareGate for the Town of Canmore.
CARRIED UNANIMOUSLY
- I. REPORTS FROM ADMINISTRATION – none**
- J. NOTICES OF MOTION – none**
- K. CLOSED SESSION**
1. Assessment Review Board Public Member Appointments
Addressed during item H6.
- 62-2025 **L. ADJOURNMENT**
Moved by Mayor Krausert that Council adjourn the March 4, 2025 regular meeting at 11:21 a.m.
CARRIED UNANIMOUSLY



Sean Krausert
Mayor



Ben Stiver
Municipal Clerk

Minutes approved by:  