



Approved

**TOWN OF CANMORE & TOWN OF BANFF
MINUTES**

Regional Emergency Advisory Committee

Canmore Firehall Classroom

June 5, 2025, 2:00pm – 3:30pm

COMMITTEE MEMBERS PRESENT

Mayor Sean Krausert	TOC Council Representative
Councillor Jeff Hilstad	TOC Council Representative
Councillor Jeff Mah	TOC Council Representative
Councillor Corrie DiManno	TOB Council Representative
Councillor Barb Pelham	TOB Council Representative

COMMITTEE MEMBERS ABSENT

Grant Canning	TOB Council Representative
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ADMINISTRATION PRESENT

Caitlin Miller	Manager of Protective Services/Director of Emergency Management – Town of Canmore
Katherine Severson	Director, Emergency & Protective Services – Town of Banff
Scott McKay	General Manager of Municipal Services – Town of Canmore
Kelly Gibson	Town Manager – Town of Banff
Sally Caudill	CAO – Town of Canmore
Bridget Murphy	Protective Services Administrative Assistant - Town of Canmore

Chairperson (Mayor Sean Krausert) called the June 5, 2025, Regional Emergency Advisory Committee meeting to order at 2:04pm.

A. CALL TO ORDER AND APPROVAL OF AGENDA

1. Land Acknowledgement

Mayor Sean Krausert provided the Land Acknowledgement.

2. Agenda for the June 5, 2025, Regional Emergency Advisory Committee

Moved by Mayor Krausert to approve the agenda for the June 5, 2025, Regional Emergency Advisory Committee meeting as presented.

CARRIED UNANIMOUSLY

B. APPROVAL OF MINUTES

1. Minutes for the April 17, 2024, Regional Emergency Advisory Committee

Moved by Mayor Krausert to approve the April 17, 2024, Regional Emergency Advisory Committee minutes as presented.

CARRIED UNANIMOUSLY

C. COMMITTEE BUSINESS

Minutes approved by:  

1. Activities Completed since April 2024

- Reviewed activities since last meeting, which included the Disaster Forum, showcasing a Regional Emergency Coordination Centre and Incident Command, Regional workshops, Bow Valley Wildfire & Emergency Preparedness Day Event, Regional Evacuation Modelling and Plan kickoff, RECC Orientation exercise, as well as the 2025 G7 Integrated Exercise.
- Discussed our continued focus of Emergency Management training with team members on ECC activation, role specific training as well as conducted a Regional Evacuation workshop.

2. Regional Emergency Management Workplan and Update

- Provided a recruitment update which included hiring a Regional Emergency Management Coordinator which is a shared position between Banff and Canmore, working in both communities. This will be a Town of Banff employee and will be “contracted” out to Town of Canmore.
- Reviewed the upcoming workplan for Emergency Management events. Focus on Re-entry and Recovery planning, Evacuation plan updates, community engagement, internal training and potential grant opportunities.

3. G7 Regional Emergency Coordination Centre

- Discussed our learnings from the tabletop exercise in February as well as the functional exercise held in May.
- Provided details on the planned activation of a Bow Valley Regional Emergency Coordination Centre during June 9-18th, 2025. This will include monitoring, real-time collaboration and will provide a central location to co-locate regional critical infrastructure.

4. Approval to Activate RECC

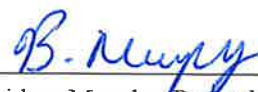
- Reviewed criteria used to determine if a Regional Emergency Coordination Centre should be activated.

D. ADJOURNMENT

3:01 pm



Mayor Sean Krausert,
Chairperson



Bridget Murphy, Recorder

Minutes approved by: 