

**TOWN OF CANMORE
MINUTES**

Regular Meeting of Council
Council Chamber at the Civic Centre, 902 – 7 Avenue
Tuesday, September 2, 2025 at 9:00 a.m.

COUNCIL MEMBERS PRESENT

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

COUNCIL MEMBERS ABSENT

None

ADMINISTRATION PRESENT

Sally Caudill	Chief Administrative Officer
Whitney Smithers	General Manager of Municipal Infrastructure
Scott McKay	General Manager of Municipal Services
Dustin Schinbein	General Manager of Corporate Services
Ben Stiver	Municipal Clerk (recorder)
Briar Jones	Deputy Municipal Clerk
Eleanor Miclette	Manager of Economic Development
Caitlin Miller	Manager of Protective Services / Director of Emergency Management
Zabrina Pendon	Manager of Engineering
Brian Kinzie	Municipal Engineer
Johanna Sauvé	Manager of Human Resources

Mayor Krausert called the September 2, 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 September 2, 2025 Regular Meeting of Council

231-2025

Moved by Mayor Krausert that Council approve the agenda for September 2, 2025 regular meeting as presented.

CARRIED UNANIMOUSLY

Minutes approved by:



B. PUBLIC HEARINGS

1. Business Registry Bylaw Amendment 2025-24 – Visitor Accommodation

(1) Call to order

Mayor Krausert called the public hearing to order for Business Registry Bylaw Amendment 2025-24 – Visitor Accommodation at 9:03 a.m.

(2) Administration Summary

Administration provided a verbal briefing on proposed Business Registry Bylaw Amendment 2025-24 – Visitor Accommodation.

(3) Public Submissions

In favour

Name	Verbal	Written
Rogers, Audrey		X

Neutral or Unstated – none

Opposed

Name	Verbal	Written
Asselstine, Evan & Probizanski, Leanna		X
Bajor, Paul		X
Chan, Tim		X
Elgood, Mark		X
Hansen, Garret & Ryanna		X
James, Randy & Mary		X
Jamieson, Jeff & Judi		X
Kenway, Brent		X
Lamb, Al		X
Laycraft, Elizabeth Lesley		X
Li, Patricia		X
Palafox, Jorge	X	
Pargov, Svet	X	
Pilon, Steve		X
Vandermeer, Annet		X
Wilson, Kennedy & Scott		X
Yarmuch, Audra		X
Young, Alan		X
Zhou, Ligu		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 provided final closing comments based on the verbal and written submissions and addressed questions of clarification from Council.

Minutes approved by:



(6) Council Questions of Administration

Administration addressed questions of clarification from Council.

(7) Adjournment of the Public Hearing

Mayor Krausert adjourned the public hearing at 9:55 a.m.

C. DELEGATIONS – none

D. APPROVAL OF MINUTES – none

E. BUSINESS ARISING FROM THE MINUTES – none

F. UNFINISHED BUSINESS – none

G. BYLAW APPROVAL

1. Business Registry Bylaw Amendment 2025-24 – Visitor Accommodation

232-2025 Moved by Mayor Krausert that Council give second reading to Business Registry Bylaw Amendment 2025-24 – Visitor Accommodation.

CARRIED UNANIMOUSLY

233-2025 Moved by Mayor Krausert that Council give third reading to Business Registry Bylaw Amendment 2025-24 – Visitor Accommodation.

CARRIED UNANIMOUSLY

234-2025 Moved by Mayor Krausert that Council approve an additional 0.5 FTE Business Registry Coordinator position to be funded from the Economic Development Reserve beginning in 2025.

CARRIED UNANIMOUSLY

Meeting Break 10:12 a.m. – 10:25 a.m.

2. Cultural Advisory Committee Establishment Bylaw Amendment 2025-28 – Omnibus

235-2025 Moved by Mayor Krausert that Council give first reading to Cultural Advisory Committee Establishment Bylaw Amendment 2025-28 – Omnibus.

CARRIED UNANIMOUSLY

236-2025 Moved by Mayor Krausert that Council give second reading to Cultural Advisory Committee Establishment Bylaw Amendment 2025-28 – Omnibus.

CARRIED UNANIMOUSLY

237-2025 Moved by Mayor Krausert that Council give leave to go to third reading of Cultural Advisory Committee Establishment Bylaw Amendment 2025-28 – Omnibus.

CARRIED UNANIMOUSLY

238-2025 Moved by Mayor Krausert that Council give third reading to Cultural Advisory Committee Establishment Bylaw Amendment 2025-28 – Omnibus.

CARRIED UNANIMOUSLY

Minutes approved by:

H. NEW BUSINESS

1. Encroachment Policy ENG-001

239-2025 Moved by Mayor Krausert that that Council approve Encroachment Policy ENG-001 as presented.

CARRIED UNANIMOUSLY

2. Employee Code of Conduct Policy HR-002 Amendment

240-2025 Moved by Mayor Krausert that Council approve Employee Code of Conduct Policy HR-002 amended as presented.

CARRIED UNANIMOUSLY

3. Receipt and Disbursement of Timber Revenue

241-2025 Moved by Mayor Krausert that Council approve the receipt of revenue generated by fuel reduction work in the Bow Valley Provincial Park and disbursement of those funds to support current or future Bow Valley Community Fireguard projects.

CARRIED UNANIMOUSLY

4. 2025 Capital Budget Amendment – CAP7460 FireSmart Vegetation Management – Canyon Ridge

242-2025 Moved by Mayor Krausert that Council approve a new 2025 capital project for the FireSmart Vegetation Management – Canyon Ridge project funded by the Forest Resource Improvement Association of Alberta's FireSmart –Vegetation Management grant in the amount of \$154,000.

CARRIED UNANIMOUSLY

I. REPORTS FROM ADMINISTRATION – none

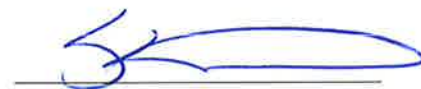
J. NOTICES OF MOTION – none

K. CLOSED SESSION – none

L. ADJOURNMENT

243-2025 Moved by Mayor Krausert that Council adjourn the September 2, 2025 regular meeting at 11:02 a.m.

CARRIED UNANIMOUSLY



Sean Krausert
Mayor



Ben Stiver
Municipal Clerk

Minutes approved by:  