

**TOWN OF CANMORE  
MINUTES**

Finance Committee

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

**October 25, 2022 at 1:00pm**

**FINANCE COMMITTEE MEMBERS PRESENT**

Sean Krausert	Mayor
Jeff Mah	Deputy Mayor
Jeff Hilstad	Councillor
Joanna McCallum	Councillor
Karen Marra	Councillor
Tanya Foubert	Councillor
Wade Graham	Councillor
Sally Caudill	Chief Administrative Officer (non-voting)

**FINANCE COMMITTEE MEMBERS ABSENT**

None

**ADMINISTRATION PRESENT**

Therese Rogers	General Manager of Corporate Services
Whitney Smithers	General Manager of Municipal Infrastructure
Scott McKay	Acting General Manager of Municipal Services
Robyn Dinnadge	Manager of Communications
Palki Biswas	Manager of Finance
Ric Irwin	Senior Finance Officer

Mayor Krausert called the October 25, 2022 Finance Committee meeting to order at 1:02 p.m.

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

**1. Land Acknowledgement**

**2. Agenda for the October 25, 2022 Finance Committee Meeting**

11-2022FIN

Moved by Mayor Krausert that the Finance Committee approve the agenda for the October 25, 2022 meeting as presented, amended as follows:

- Under Staff reports add item D6 Fortis and ATCO Franchise Fees,
- Under In Camera add item E1 Auditor Interview,
- Move item D5 Pre-Audit Report to precede item D1, followed by item E1 Auditor Interview..

**CARRIED UNANIMOUSLY**

**B. DELEGATIONS**

None

Minutes approved by:                      



**C. MINUTES**

- 12-2022FIN **1. Minutes of the April 26, 2022 Finance Meeting**  
Moved by Mayor Krausert that the Finance Committee approve the minutes of the April 26, 2022 meeting as presented.

**CARRIED UNANIMOUSLY**

**D. STAFF REPORTS**

**5. Pre-Audit Report**

Tylyn Cousins of Avail CPA spoke to a written report related to their audit of the 2022 financial statements.

**4. Auditor Appointment for 2022 and 2023**

At administration's recommendation, the Finance Committee agreed to consider this agenda item immediately.

- 13-2022FIN Moved by Mayor Krausert that the Finance Committee appoint Avail CPA as the external financial auditor for the Town of Canmore for the fiscal years ending December 31, 2022, and 2023.

**CARRIED UNANIMOUSLY**

**E. IN CAMERA**

**1. Auditor Interview**

- 14-2022FIN Moved by Mayor Krausert that the Finance Committee take the meeting in camera at 1:14 p.m. to prevent disclosure of personnel evaluations in accordance with section 17(4)(f) of the Freedom of Information and Protection of Privacy Act.

**CARRIED UNANIMOUSLY**

Present at the closed session: Calvin Scott and Tylyn Cousins of Avail CPA; no members of administration were present.

- 15-2022FIN Moved by Mayor Krausert that the Finance Committee return to the public meeting at 1:26 p.m.

**CARRIED UNANIMOUSLY**

**D. STAFF REPORTS continued**

**1. Finance Committee Overview**

Administration provided a verbal overview of legislative requirements, the budget cycle, tax revenue, and budget development.

**2. 2022 Financial Report - Year to Date as at August 31**

Administration spoke to a written report providing the year-to-date financial report as at August 31, 2022 for information.

**3. 2022 Capital Projects Status Update as at September 30**

- 16-2022FIN Moved by Mayor Krausert that the Finance Committee recommend to Council to cancel the following projects: 7224 Asset and Work Order Software and 7236 Passenger Rail Station and Impact Study.

**CARRIED UNANIMOUSLY**

Minutes approved by: AT 4

**6. Fortis and ATCO Franchise Fees**

Administration provided a verbal report to advise the Finance Committee that administration plans to bring a recommendation to change franchise fees in 2024 as part of the budget discussions at the November 10, 2022 Finance Committee meeting.

**F. ADJOURNMENT**

17-2022FIN

Moved by Mayor Krausert that the Finance Committee adjourn the October 25, 2022 meeting at 2:09 p.m.

**CARRIED UNANIMOUSLY**



Sean Krausert, Mayor



Cheryl Hyde, Municipal Clerk

Minutes approved by: CH SK