

**TOWN OF CANMORE
MINUTES**

Annual Organizational Meeting of Council
Council Chamber at the Civic Centre, 902 – 7 Avenue
Tuesday, October 22, 2024 at 9:00 a.m.

COUNCIL MEMBERS PRESENT

Sean Krausert	Mayor
Joanna McCallum	Deputy Mayor (Arrived at 9:15 a.m. during agenda item B3)
Tanya Foubert	Councillor
Wade Graham	Councillor
Jeff Hilstad	Councillor
Jeff Mah	Councillor
Karen Marra	Councillor

COUNCIL MEMBERS ABSENT

None

ADMINISTRATION PRESENT

Sally Caudill	Chief Administrative Officer
Therese Rogers	General Manager of Corporate Services
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)


Mayor Krausert called the October 22, 2024 annual organizational meeting of council to order at 9:00 a.m.

A. CALL TO ORDER AND APPROVAL OF AGENDA

- 1. Land Acknowledgement**
- 2. Agenda for the October 22, 2024 Annual Organizational Meeting of Council**

218-2024 Moved by Mayor Krausert that Council approve the agenda for October 22, 2024 annual organizational meeting as presented.

CARRIED UNANIMOUSLY

Minutes approved by:  

B. New Business

1. Council Meeting Schedule

219-2024 Moved by Mayor Krausert that Council approve the following meeting schedule effective January 1, 2025 – December 31, 2025:

- first Tuesday of each month at 9 a.m. regular council meeting
- third Tuesday of each month at 1 p.m. committee of the whole meeting
- second and fourth Tuesdays of each month at 9 a.m. reserved for special meetings
- in July and August 2025, the only meetings scheduled are regular meetings on July 8 and August 19 at 9 a.m. (no committee of the whole meetings scheduled)
- annual organizational meeting on October 30, 2025 at 9 a.m.

CARRIED UNANIMOUSLY

2. Deputy Mayor Schedule

220-2024 Moved by Mayor Krausert that Council approve the deputy mayor schedule from November 2024 to October 2025 as follows:

- November and December 2024 – Councillor Marra
- January and February 2025 – Councillor Mah
- March and April 2025 – Councillor Graham
- May and June 2025 – Councillor Foubert
- July and August 2025 – Councillor Hilstad
- September and October 2025 – Councillor McCallum

CARRIED UNANIMOUSLY

3. Committee Appointments

221-2024 Moved by Mayor Krausert that Council close the meeting to the public at 9:08 a.m. to prevent 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, Therese Rogers, Whitney Smithers, Scott McKay, Chery Hyde, and Ben Stiver.

Councillor McCallum arrived at the meeting at 9:15 a.m.

222-2024 Moved by Mayor Krausert that Council return to the public meeting at 10:30 a.m.

CARRIED UNANIMOUSLY

223-2024 Moved by Mayor Krausert that Council appoint the mayor and councillors to internal and external committees in accordance with Attachment 1 of these minutes.

CARRIED UNANIMOUSLY

224-2024 Moved by Mayor Krausert that Council appoint Mayor Krausert as the voting representative for Council acting as a shareholder of Canmore Community Housing.

CARRIED UNANIMOUSLY

Minutes approved by:  

225-2024 Moved by Mayor Krausert that Council direct Canmore Community Housing shareholders to appoint Dan Roycroft, Leah Lechelt, and Todd Kunst to two-year terms on the Canmore Community Housing board of directors.

CARRIED UNANIMOUSLY

226-2024 Moved by Mayor Krausert that Council appoint public members to committees as follows:

- a) Jennifer Marran and Andrea Williams to three-year terms on the Assessment Review Board beginning on January 1, 2025 and ending on December 31, 2027.
- b) Sharon Hawkins, Sarah Hildebrand, and Chesa Peter to three-year terms on the Canmore Library Board.
- c) Spencer Thackray to a two-year term and Hannah Perry to a one-year term (mid-term replacement) on the Canmore Planning Commission.
- d) Muriel Davidson, Lorel Hammerstad, and Suzan Shellian-Frey to one-year terms on the Community Events Committee.
- e) David Gunn and Victoria Meah to one-year terms on the Community Grants Selection Committee.
- f) Kendall Holland and Liv Witkowski to two-year terms (mid-term replacements) on the Cultural Advisory Committee.
- g) David Curry, Frank Liszczak, and Nadege Luquet to three-year terms on the Heliport Monitoring Committee.
- h) Larry Bohn and Bronte Valk to two-year terms on the Subdivision & Development Appeal Board beginning on January 1, 2025 and ending on December 31, 2026.

CARRIED UNANIMOUSLY

227-2024 Moved by Mayor Krausert that Council approve an exception to section 12 of Development Authority Bylaw 2019-07 to appoint Florian Jungen to a two-year term on the Canmore Planning Commission.

CARRIED UNANIMOUSLY

228-2024 Moved by Mayor Krausert that Council direct administration to source additional appointees to Assessment Review Board by:

- 1) seeking an agreement with a neighbouring municipality to second members of their Assessment Review Board, and bring said agreement to Council for approval by April 30, 2025 or
- 2) if said agreement is not feasible, then initiate a further round of recruitment from residents of Canmore to sit on the Assessment Review Board and bring the candidates to Council for consideration prior to April 30, 2025.

CARRIED UNANIMOUSLY

229-2024 Moved by Mayor Krausert that Council direct administration to engage with neighbouring municipalities the Town of Banff and the Municipal District of Bighorn to explore working with the Town of Canmore to develop a regional Assessment Review Board.

CARRIED UNANIMOUSLY

Minutes approved by:  

230-2024 Moved by Mayor Krausert that Council appoint Andrea Williams as General Chair of the Assessment Review Board for a term ending on December 31, 2027.
CARRIED UNANIMOUSLY

231-2024 Moved by Mayor Krausert that Council appoint the following people as clerks of the Assessment Review Board for a term ending on December 31, 2027:

- Lisa Wong, Tax and Utility Assistant
- Megan Dalrymple, Property Tax Coordinator
- Ann Kan, Tax and Utility Customer Service Representative
- Karina Larade, Tax and Utility Customer Service Representative

CARRIED UNANIMOUSLY

C. CLOSED SESSION

1. Committee Appointments

Addressed during item B3.

D. ADJOURNMENT

232-2024 Moved by Mayor Krausert that Council adjourn the annual organizational meeting at 10:38 a.m.
CARRIED UNANIMOUSLY



Sean Krausert
Mayor



Ben Stiver
Municipal Clerk