

**TOWN OF CANMORE  
MINUTES**

Finance Committee  
Council Chamber at the Civic Centre, 902 – 7 Avenue  
**Thursday, January 16, 2025 at 9:00 a.m.**

**FINANCE COMMITTEE MEMBERS PRESENT**

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

**FINANCE COMMITTEE MEMBERS ABSENT**

None

**ADMINISTRATION PRESENT**

Sally Caudill	Chief Administrative Officer
Whitney Smithers	General Manager of Municipal Infrastructure
Scott McKay	General Manager of Municipal Services
Chelsey Gibbons	Manager of Finance
Cheryl Hyde	Manager, Municipal Clerk's Office
Ben Stiver	Municipal Clerk (recorder)
Sara Jones	Executive Assistant
Ric Irwin	Senior Finance Officer
Adam Robertson	Manager of Communications

Mayor Krausert called the January 16, 2025 Finance Committee meeting to order at 9:05 a.m.

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

- 1. Land Acknowledgement**
- 2. Agenda for the January 16, 2025 Finance Committee**

26-2025FIN Moved by Mayor Krausert that the Finance Committee approve the agenda for January 16, 2025 meeting as presented.

**CARRIED UNANIMOUSLY**

**B. DELEGATIONS – none**

**C. APPROVAL OF MINUTES**

- 1. Minutes of the January 9, 2025 Finance Committee**

27-2025FIN Moved by Mayor Krausert that the Finance Committee approve the minutes of the January 9, 2025 meeting as presented.

**CARRIED UNANIMOUSLY**

Minutes approved by:  

**D. BUSINESS ARISING FROM THE MINUTES**

**1. Finance Committee Deliberation and Direction**

- 28-2025FIN Moved by Mayor Krausert that the Finance Committee direct administration to increase the transfer to the Bow Valley Regional Transit Services Commission by \$140,377 to add Route 12 Winter Service starting in 2025 to be funded from the Integrated Transportation Management Reserve.
- 28A-2025FIN Moved by Mayor Krausert that the Finance Committee amend motion 28-2025 by replacing the wording with the following:  
That the Finance Committee direct administration to increase the transfer to the Bow Valley Regional Transit Services Commission by \$140,377 in 2025, \$347,592 in 2026, and \$367,847 starting in 2027 to add Route 12 Winter Service to be funded from the Integrated Transportation Management Reserve.  
**CARRIED UNANIMOUSLY**
- 28-2025FIN The vote followed on motion 28-2025FIN as amended, that the Finance Committee direct administration to increase the transfer to the Bow Valley Regional Transit Services Commission by \$140,377 in 2025, \$347,592 in 2026, and \$367,847 starting in 2027 to add Route 12 Winter Service to be funded from the Integrated Transportation Management Reserve.  
**CARRIED UNANIMOUSLY**

**E. NEW BUSINESS**

**1. Finance Committee Deliberation and Direction**

- 29-2025FIN Moved by Mayor Krausert that the Finance Committee reconsider motion 11-2025FIN.  
**CARRIED UNANIMOUSLY**
- 11-2025FIN Moved by Councillor Marra that the Finance Committee direct administration to include \$50,000 for 2025 and 2026 for the continuation of the E-Bike Rebate Program funded from the Sustainability Reserve.
- 11A-2025FIN Moved by Mayor Krausert to amend motion 11-2025FIN by striking out “from the Sustainability Reserve” and substituting “by \$25,000 from the Graymont Carbon Reduction Grant and \$25,000 from the Sustainability Reserve.”  
**CARRIED UNANIMOUSLY**
- 11-2025FIN The vote followed on motion 11-2025 as amended, that the Finance Committee direct administration to include \$50,000 for 2025 and 2026 for the continuation of the E-bike Rebate Program funded by \$25,000 from the Graymont Carbon Reduction Grant and \$25,000 from the Sustainability Reserve.  
**CARRIED UNANIMOUSLY**

Minutes approved by:  

- 30-2025FIN Moved by Mayor Krausert that the Finance Committee close the meeting to the public at 9:43 a.m. to prevent the disclosure of:
- 1) information that could reasonably be expected to reveal pending budgetary decisions in accordance with section 24(1)(g) of the *Freedom of Information and Protection of Privacy Act*.
  - 2) information that could reasonably be expected to prejudice the competitive position of the Town in accordance with section 25(1)(c)(ii) of the *Freedom of Information and Protection of Privacy Act*.

**CARRIED UNANIMOUSLY**

Administration present at the closed session: Sally Caudill, Whitney Smithers, Scott McKay, Ben Stiver, Cheryl Hyde, Chelsey Gibbons, Ric Irwin, Adam Roberston, and Sara Jones.

- 31-2025FIN Moved by Mayor Krausert that the Finance Committee return to the public meeting at 10:04 a.m.

**CARRIED UNANIMOUSLY**

**Meeting Break 10:05 a.m. – 10:20 a.m.**

- 32-2025FIN Moved by Mayor Krausert that the Finance Committee direct administration to use the Livability Reserve to fund the capital projects as presented.

- 32A-2025FIN Moved by Councillor McCallum that the Finance Committee amend motion 32-2025FIN by adding a line item called “Pedestrian Crossing Design” for \$600,000 in the 2026 year of the Livability budget.

**CARRIED UNANIMOUSLY**

- 32-2025FIN The vote followed on motion 32-2025FIN that the Finance Committee direct administration to use the Livability Reserve to fund the capital projects as presented, with the following amendment:
- add a line item called “Pedestrian Crossing Design” for \$600,000 in the 2026 year of the Livability budget.

**CARRIED UNANIMOUSLY**

- 33-2025FIN Moved by Councillor Hilstad that the Finance Committee direct administration to add \$200,000 in 2025 to the Human Resources operating budget for an equity and market pay increase for staff to be funded by general taxation.

**CARRIED UNANIMOUSLY**

- 34-2025FIN Moved by Councillor Foubert that the Finance Committee direct administration to increase the Municipal Clerk’s office budget by \$105,000 to implement a municipal census in 2027 to be funded by general taxation.

**CARRIED UNANIMOUSLY**

Minutes approved by:                      



35-2025FIN Moved by Mayor Krausert that the Finance Committee direct administration to increase the Protective Services budget by \$60,000 starting in 2025 to fund a Regional Emergency Management Coordinator position to be shared with the Town of Banff and funded from general taxation.

**CARRIED UNANIMOUSLY**

36-2025FIN Moved by Councillor Foubert that the Finance Committee direct administration to increase the projected revenue in Municipal Enforcement by \$28,000 starting in 2026 through a commercial paid parking program.

**DEFEATED**

**In favour: Foubert**

**Opposed: Hilstad, Mah, McCallum, Krausert, Marra**

37-2025FIN Moved by Mayor Krausert the Finance Committee direct administration to implement the option presented by administration to permanently reduce service levels in the Child and Youth business unit in Recreation Services starting in 2025 so that an approximate net annual savings of \$50,000 is achieved.

38-2025FIN Moved by Mayor Krausert that the Finance Committee close the meeting to the public at 11:07 a.m. to prevent the disclosure of information that could reasonably be expected to reveal pending budgetary decisions in accordance with section 24(1)(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, Ben Stiver, Cheryl Hyde, Chelsey Gibbons, Ric Irwin, Adam Roberston, and Sara Jones.

39-2025FIN Moved by Mayor Krausert that the Finance Committee return to the public meeting at 11:18 a.m.

**CARRIED UNANIMOUSLY**

37-2025FIN The vote followed on motion 37-2025FIN, with the substitution of “2026” for “2025” as a friendly amendment:

That the Finance Committee direct administration to implement the option presented by administration to permanently reduce service levels in the Child and Youth business unit in Recreation Services starting in 2026 so that an approximate net annual savings of \$50,000 is achieved.

**CARRIED UNANIMOUSLY**

**Meeting Break 11:20 a.m. – 11:30 a.m.**

40-2025FIN Moved by Councillor Foubert that the Finance Committee direct administration to add \$15,000 to the 2025 Communications Department operating budget for a corporate branding guideline refresh to be funded by general taxation.

**DEFEATED**

**In favour: Foubert, McCallum, Krausert**

**Opposed: Graham, Hilstad, Mah, Marra**

Minutes approved by:



41-2025FIN Moved by Mayor Krausert that Finance Committee direct administration to reduce the Canmore Community Housing (CCH) requisition by \$43,000 in 2025 due to savings from the provincial municipal property tax reduction program and, starting in 2026, work with CCH to revise their requisition to account for this program.  
**CARRIED UNANIMOUSLY**

42-2025FIN Moved by Councillor Foubert that the Finance Committee direct administration to add \$40,000 to the 2025 and 2026 Community Social Development operating budget as a 2-year pilot to add home support services for seniors to the Affordable Service Program.  
**DEFEATED**  
**In favour: Foubert, Krausert, McCallum**  
**Opposed: Graham, Mah, Marra, Hilstad**

43-2025FIN Moved by Mayor Krausert that the Finance Committee direct administration to reduce the Municipal Enforcement operating budget by \$10,000 in training in 2025 only due to community peace officer attrition.  
**CARRIED UNANIMOUSLY**

44-2025FIN Moved by Councillor Foubert that the Finance Committee direct administration to remove \$14,500 from the 2025 Parks operating budget to reduce mowing/maintenance on Bow Valley Trail and Elk Run Boulevard.  
**CARRIED UNANIMOUSLY**

45-2025FIN Moved by Mayor Krausert that the Finance Committee direct administration to fund Playground Lifecycle Carey (2025) project from the General Capital Reserve in the amount presented to Finance Committee in closed session.  
**CARRIED UNANIMOUSLY**

46-2025FIN Moved by Councilor Foubert that the Finance Committee direct administration to add \$30,000 in 2025 and \$15,000 in 2026 and subsequent years to the Arts and Events operating budget from the Art Trust Reserve for a New Year's Eve light installation.

46A-2025FIN Moved by Councillor Graham that the Finance Committee amend motion 46-2025FIN by striking out "a New Year's Eve light installation" and substituting "additional New Year's Eve events."  
**CARRIED**  
**In favour: Graham, Krausert, Hilstad, Mah**  
**Opposed: Foubert, Marra, McCallum**

**Meeting Break 12:18 p.m. – 1:30 p.m. (Before vote on motion 46A-2025FIN)**

47-2025FIN Moved by Councillor Mah to reconsider Motion 46A-2025FIN.  
**CARRIED UNANIMOUSLY**

46A-2025FIN Moved by Councillor Graham that the Finance Committee amend motion 46A-2025FIN by striking out "a New Year's Eve light installation" and substituting "additional New Year's Eve events."

Minutes approved by:  

46A1-2025FIN Moved by Councillor Mah that the Finance Committee amend motion 45A-2025FIN by striking out “a New Year’s Eve light installation” and substituting “additional New Year’s Eve events, including a light installation.”

**DEFEATED**  
**In favour: Graham, Mah**  
**Opposed: Foubert, Marra, McCallum, Krausert, Hilstad**

46A-2025FIN The vote followed on motion 46A-2025 that the Finance Committee amend motion 46-2025FIN by striking out “a New Year’s Eve light installation” and substituting “additional New Year’s Eve events.”

**DEFEATED**  
**In favour: Graham**  
**Opposed: Krausert, Mah, Marra, McCallum, Hilstad, Foubert**

46-2025FIN The vote followed on motion 46-2025FIN that the Finance Committee direct administration to add \$30,000 in 2025 and \$15,000 in 2026 and subsequent years to the Arts and Events operating budget from the Art Trust Reserve for a New Year’s Eve light installation.

**CARRIED**  
**In favour: Foubert, Mah, Graham, McCallum**  
**Opposed: Krausert, Hilstad, Marra**

48-2025FIN Moved by Mayor Krausert that the Finance Committee direct administration to fund Cougar Creek Rink Surface Replacement (2025) project from the General Capital Reserve in the amount presented to Finance Committee in closed session.

**CARRIED UNANIMOUSLY**

49-2025FIN Moved by Councillor Foubert that the Finance Committee direct administration to increase the Community Grants Program starting in 2025 by \$10,000 to be funded by general taxation.

**CARRIED UNANIMOUSLY**

50-2025FIN Moved by Mayor Krausert that the Finance Committee direct administration to fund IT Safety Management Solution (2025) project from the General Capital Reserve in the amount presented to Finance Committee in closed session.

**CARRIED UNANIMOUSLY**

51-2025FIN Moved by Mayor Krausert that the Finance Committee direct administration to fund Wildlife Exclusion Fence – Lions Park (2025) project from the General Capital Reserve in the amount presented to Finance Committee in closed session.

**CARRIED**  
**In favour: Krausert, Mah, McCallum, Hilstad, Marra, Foubert**  
**Opposed: Graham**

**Meeting Break 2:16 p.m. – 2:40 p.m.**

52-2025FIN Moved by Mayor Krausert that the Finance Committee reconsider motion 32-2025FIN.

**CARRIED UNANIMOUSLY**

Minutes approved by:

32-2025FIN Moved by Mayor Krausert that the Finance Committee direct administration to use the Livability Reserve to fund the capital projects as presented, with the following amendment:

- Add a line item called "Pedestrian Crossing Design" for \$600,000 in the 2026 year of the Livability budget.

32A-2025FIN Moved by Mayor Krausert that the Finance Committee amend motion 32-2025FIN by adding "with updated financials" between "as presented" and "and the following amendment".

**CARRIED UNANIMOUSLY**

32-2025FIN Moved by Mayor Krausert that the Finance Committee direct administration to use the Livability Reserve to fund the capital projects as presented with updated financials, with the following amendment:

- Add a line item called "Pedestrian Crossing Design" for \$600,000 in the 2026 year of the Livability budget

**CARRIED UNANIMOUSLY**

53-2025FIN Moved by Mayor Krausert to reconsider motion 5-2025FIN.

**CARRIED UNANIMOUSLY**

5-2025FIN Moved by Mayor Krausert that the Finance Committee direct administration to offset tax increases with draws from the Tax Stabilization Reserve in the amount of \$653,000 in 2025 and \$343,000 in 2026.

5A-2025FIN Moved by Mayor Krausert that the Finance Committee amend motion 5-2025FIN by striking out "\$653,000" and substituting "\$411,000".

**CARRIED UNANIMOUSLY**

5-2025FIN The vote followed motion 5-2025 as amended that the Finance Committee direct administration to offset tax increases with draws from the Tax Stabilization Reserve in the amount of \$411,000 in 2025 and \$343,000 in 2026.

**CARRIED UNANIMOUSLY**

54-2025FIN Moved by Mayor Krausert that the Finance Committee direct administration to bring the committee-recommended 2025 and 2026 operating budgets and the 2027-2028 operating plan and 2025 and 2026 capital budgets and the 2027-2030 capital plan as presented and amended at the December 2024 and January 2025 Finance Committee meetings to Council for approval on February 4 or 11, 2025.

**CARRIED UNANIMOUSLY**

**F. ADJOURNMENT**

55-2025FIN

Moved by Mayor Krausert that Council adjourn the January 16, 2025 Finance Committee meeting at 2:56 p.m.

**CARRIED UNANIMOUSLY**

Sean Krausert  
Mayor

Ben Stiver  
Municipal Clerk

Minutes approved by:  