

**TOWN OF BANFF
ORDER OF BUSINESS**

Annual Organizational Meeting of Council
Town of Banff Council Chambers
Monday, October 22, 2019 at 4:00 p.m.

1.0 Call to Order

2.0 Approval of Agenda

Recommendation:

That council approve the agenda for the October 22, 2018 annual organizational meeting of council.

3.0 Public Input on Agenda Items

4.0 Request for Decision: Confirmation of Appointments of Deputy Mayor and Acting Mayor

Recommendation:

That council confirm the appointments of councillors to act as deputy mayor and acting mayor for the remainder of the 2017-2021 council term of office.

5.0 Attached For Information: 2018-2019 Council and Governance & Finance Committee Meeting Schedule

Approved at the October 9, 2018 meeting of council.

6.0 Request for Decision: Appointment of Councillors to Council Committees

Recommendation:

That council appoint councillors as council committee representatives and as council representation on outside boards for 2018/2019.

7.0 Request for Decision: Appointment of Public Members to Committees, Corporations and Boards

Recommendations:

If required:

That council move in camera to consider public member selection in accordance with the provisions of Section 17(4)(g)(i) (unreasonable invasion of third party's personal privacy) of the Freedom of Information and Protection of Privacy Act.

Further, it is recommended that Council:

i. Assessment Review Board

Appoint one (1) public member to both the Local Assessment Review Board and the Composite Assessment Review Board to a four term commencing January 1, 2019 and ending December 31, 2022.

ii. Banff Community Art Committee

Appoint one (1) public member to a three-year term to the Banff Community Art Committee ending on the 2021 annual organizational meeting of council.

iii. Banff Heritage Corporation

Appoint one (1) public member director to a three-year term on the Banff Heritage Corporation Board ending on the 2021 annual organizational meeting of council.

iv. Banff Housing Corporation

- (a) Appoint two (2) public members to a three-year term on the Banff Housing Corporation ending on the 2021 annual organizational meeting of council;
- (b) Direct the administration to continue advertising for one additional board position.

v. Banff Public Library Board

- (a) Appoint two (2) public members to the Banff Public Library Board for a three year term ending on 2021 annual organizational meeting of council.
- (b) Appoint two (2) public member to the Banff Public Library Board for a two year term ending on the 2020 annual organizational meeting of council.
- (c) Appoint Jean-Marc Stelter as the ID9 representative on the Banff Public Library Board.

vi. Municipal Planning Commission

Appoint five (5) public members to a one-year term on the Municipal Planning Commission ending on the 2019 annual organizational meeting of council.

vii. Development Appeal Board

Appoint between four (4) and six (6) public members to a one-year term on the Development Appeal Board ending on the 2019 annual organizational meeting of council.

8.0 For Information - Appointment of Parks Canada Representatives to Committees, Corporations and Boards

Recommendation:

That council receive the report as information.

9.0 New Business

10.0 Public Input on Agenda Items

11.0 Adjournment

REQUEST FOR DECISION

Subject: Appointments of Deputy Mayor and Acting Mayor



Presented to: Council

Date: October 22, 2018

Submitted by: Tara Johnston-Lee, Municipal Clerk

Agenda #: AOM 4.0

RECOMMENDATION

It is recommended that:

Council confirm the appointments of councillors to act as deputy mayor and acting mayor for the remainder of the 2017-2021 council term according to the following schedule.

Term	Deputy Mayor	Acting Mayor
July 1, 2018 – February 28, 2019	Ted Christensen	Grant Canning
March 1, 2019 – October 31, 2019	Grant Canning	Brian Standish
November 1, 2019 – June 30, 2020	Brian Standish	Chip Olver
July 1, 2020 – February 28, 2021	Chip Olver	Peter Poole
March 1, 2021 – 2021 Annual Organizational Meeting	Peter Poole	Corrie DiManno

BACKGROUND

Reason for Report

The Municipal Government Act requires that council appoint a deputy chief elected official, and allows for the appointment of an acting chief elected official.

The deputy mayor acts as mayor whenever the mayor is unable to perform the duties of the office (for example, during the mayor's vacation) and if the mayor's position becomes vacant.

The acting mayor acts as mayor whenever both the mayor and the deputy mayor are unable to perform the duties of the office, or if both the mayor's and deputy mayor's positions become vacant.

Summary of Issue

To promote equity, at the 2017 AOM council appointed the deputy and acting positions on an eight month basis where each councillor cycles through once per term.

The rotation is based on the practice of first incumbency and then number of votes received in the general election. The incumbent with the most votes leads off the rotation, followed by all other incumbents in descending order, followed by the first-term councillor with the most votes and so on. This schedule was devised to ensure new councillors have adequate experience before being called up to act as mayor. Council may alter the schedule in any way they wish.

This schedule will be submitted for review at each annual organizational meeting.

Response Options

Council may approve the schedule as presented, or amend the schedule before approving it.

Submitted By: On original
Tara Johnston-Lee, Municipal Clerk

Reviewed By: On original
Robert Earl, Town Manager

2018
COUNCIL & GOVERNANCE AND FINANCE COMMITTEE
2018 MEETING DATES AND TIMES
BANFF TOWN HALL COUNCIL CHAMBER, 110 BEAR STREET, BANFF

October	22	Monday	G & F Committee Meeting	9:00
	22	Monday	Council Meeting / Annual Organizational Meeting	2:00
	29	Monday	G & F Committee Meeting (Strategic Planning)	9:00 – 4:00
November	13	Tuesday	G & F Committee Meeting	9:00
	13	Tuesday	Council Meeting	2:00
	26	Monday	G& F Committee Service Review	9:00
	26	Monday	Council Meeting	2:00
	28	Wednesday	G & F Committee Service Review	9:00 – 4:00
December	3	Monday	G & F Committee Service Review	9:00 – 4:00
	5	Wednesday	G & F Committee Service Review	9:00 – 4:00
	10	Monday	G & F Committee Meeting	10:00
	10	Monday	Council Meeting	2:00
	12	Wednesday	G & F Committee Service Review	9:00 – 4:00
	17	Monday	G & F Committee Service Review	9:00 - noon
	17	Monday	Council Meeting	2:00
	19	Wednesday	G & F Committee Service Review/Budget	9:00 – 4:00

Council Meetings

commence at 2:00 p.m.

Governance & Finance Committee Meetings

commence at 9:00 a.m. unless otherwise noted

Service Review and Council Budget Meetings

commence at 9:00 a.m. and run for ½ or full day

Public Hearings and Special Meetings of Council may be called by council as necessary.

**COUNCIL & GOVERNANCE AND FINANCE COMMITTEE
2019 MEETING DATES AND TIMES
BANFF TOWN HALL COUNCIL CHAMBER, 110 BEAR STEET, BANFF**

January	14	Monday	G & F Committee Meeting	9:00
	14	Monday	Council Meeting	2:00
	28	Monday	G & F Committee Meeting	9:00
	28	Monday	Council Meeting	2:00
February	11	Monday	G & F Committee Meeting	9:00
	11	Monday	Council Meeting	2:00
	25	Monday	G & F Committee Meeting	9:00
	25	Monday	Council Meeting	2:00
March	11	Monday	G & F Committee Meeting	9:00
	11	Monday	Council Meeting	2:00
	25	Monday	G & F Committee Meeting	9:00
	25	Monday	Council Meeting	2:00
April	8	Monday	G & F Committee Meeting	9:00
	8	Monday	Council Meeting	2:00
	23	Tuesday	G & F Committee Meeting	9:00
	23	Tuesday	Council Meeting	2:00
May	13	Monday	G & F Committee Meeting	9:00
	13	Monday	Council Meeting	2:00
	27	Tuesday	G & F Committee Meeting	9:00
	27	Tuesday	Council Meeting	2:00
June	10	Monday	G & F Committee Meeting	9:00
	10	Monday	Council Meeting	2:00
	24	Monday	G & F Committee Meeting	9:00
	24	Monday	Council Meeting	2:00
July	15	Monday	G & F Committee Meeting	9:00
	15	Monday	Council Meeting	2:00
August	12	Monday	G & F Committee Meeting	9:00
	12	Monday	Council Meeting	2:00
September	9	Monday	G&F Committee Meeting	9:00
	9	Monday	Council Meeting	2:00
	23	Monday	G & F Committee Meeting	9:00
	23	Monday	Council Meeting	2:00
October	15	Tuesday	G&F Committee Meeting	9:00
	15	Tuesday	Council Meeting	2:00
	28	Monday	G & F Committee Meeting	9:00
	28	Monday	Council Meeting / Annual Organizational Meeting	2:00
November	12	Tuesday	G & F Committee Meeting	9:00
	12	Tuesday	Council Meeting	2:00
	25	Monday	G& F Committee Service Review	9:00 - noon
	25	Monday	Council Meeting	2:00
	27	Wednesday	G & F Committee Service Review	9:00 – 4:00
	27	Wednesday	G & F Committee Service Review	9:00 – 4:00
December	2	Monday	G & F Committee Service Review	9:00 – 4:00
	4	Wednesday	G & F Committee Service Review	9:00 – 4:00
	9	Monday	G & F Committee Meeting	9:00
	9	Monday	Council Meeting	2:00
	12	Thursday	SR or Council Budget Meeting	9:00 – 4:00
	16	Monday	SR or Council Budget Meeting	9:00 – noon
	16	Monday	Council Meeting	2:00
	18	Wednesday	SR or Council Budget Meeting	9:00 – 4:00
Regular Council Meetings			commence at 2:00 p.m.	
Governance & Finance Committee Meetings			commence at 9:00 a.m.	
Service Review and Council Budget Meetings			commence at 9:00 a.m. and run for ½ or full day	
Public Hearings and Special Meetings of Council			may be called by council as necessary.	

REQUEST FOR DECISION

Subject: Appointment of Councillors to Council Committees and Outside Agencies



Presented to: Council

Date: October 22, 2018

Submitted by: Tara Johnston-Lee, Municipal Clerk

Agenda #: AOM 6.0

RECOMMENDATION

It is recommended that council appointment of councillors as council committee representatives and as council representation on outside boards for 2018/2019.

BACKGROUND

Summary of Issue

Section 153 of the *Municipal Government Act* requires councillors to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council. The Procedures Bylaw requires that councillors be appointed by council at the organizational meeting of council.

ATTACHMENTS

Council Committees & Outside Agencies – Council Representatives

Submitted By:

On original

Tara Johnston-Lee, Municipal Clerk

Reviewed By:

On original

Robert Earl, Town Manager

Proposed 2018-2019 TOWN OF BANFF COUNCIL COMMITTEE REPRESENTATIVES

Committees and Corporations	# Reps	Sorensen	Canning	Christensen	DiManno	Olver	Poole	Standish
Assessment Review Board	3 Currently		X				X	X
Banff Community Art Committee	1				X			
Banff Heritage Corporation	1 + 1 Alt					ALT	X	
Banff Housing Corporation	1				X			
Banff Public Library	1 + 1 Alt				ALT			X
Development Appeal Board	2	X	X					
Municipal Planning Commission	2				X	X		

Proposed 2018/2019 COUNCIL REPRESENTATION ON OUTSIDE BOARDS

Boards	# Reps	Sorensen	Canning	Christensen	DiManno	Olver	Poole	Standish
Banff Lake Louise Tourism Bureau	1+ 1 alt.	X						ALT
Biosphere Institute of the Bow Valley	1					X		
Bow Valley Regional Housing Board	2		X	X		ALT		
Bow Valley Regional Transit Services Commission	2					X		X
Bow Valley Waste Management Commission	2 + 1 alt.		ALT	X			X	
Community Advisory Committee (RCMP)	1			X				
Rocky Mountains Housing Cooperative	1			X				
Other - Mayoral								
AUMA Mayors Caucus	1	X						
Intergovernmental Liaison	1	X						
RCMP Liaison	1	X						

REQUEST FOR DECISION

**Subject: Appointment of Public Members to Committees,
Corporations and Boards**

Presented to: Council

Date: October 22, 2018

Submitted by: Tara Johnston-Lee, Municipal
Clerk

Agenda #: AOM 7.0



RECOMMENDATION

It is recommended that Council:

1. Assessment Review Board

Appoint one (1) public member to both the Local Assessment Review Board and the Composite Assessment Review Board to a four term commencing January 1, 2019 and ending December 31, 2022.

2. Banff Community Art Committee

Appoint one (1) public members to a three-year term to the Banff Community Art Committee ending on the 2021 annual organizational meeting of council.

3. Banff Heritage Corporation

Appoint one (1) public member director to a three-year term on the Banff Heritage Corporation Board ending on the 2021 annual organizational meeting of council.

4. Banff Housing Corporation

- i. Appoint two (2) public members to a three-year term on the Banff Housing Corporation ending on the 2021 annual organizational meeting of council;
- ii. Direct the administration to continue advertising for one additional board position.

5. Banff Library Board

- a. Appoint two (2) public members to the Banff Public Library Board for a three year term ending on 2021 annual organizational meeting of council.
- b. Appoint two (2) public member to the Banff Public Library Board for a two year term ending on the 2020 annual organizational meeting of council.
- c. Appoint an ID9 representative on the Banff Public Library Board.

6. Municipal Planning Commission

Appoint five (5) public members to a one-year term on the Municipal Planning Commission ending on the 2019 annual organizational meeting of council.

7. Development Appeal Board

Appoint between four (4) and six (6) public members to a one-year term on the Development Appeal Board ending on the 2019 annual organizational meeting of council.

BACKGROUND

In accordance with Town of Banff Policy C019-1 – Committee Appointments, Council is required to appoint public members to various internal committees, corporations and boards at the Annual Committee vacancies have been advertised and the attached applications were received.

Public member vacancies were advertised in the Rocky Mountain Outlook for five weeks continuously and on the Town's website for 8 weeks.

SUMMARY OF ISSUE

Assessment Review Board

One local member resigned in 2018. It is recommended that council appoint at least two resident public members to a four year term commencing January 1, 2019 and expiring December 31, 2022.

The Assessment Review Board is a quasi-judicial board with both citizen board members and council member as set out in the *Municipal Government Act*. Membership on the Assessment Review Board further falls under the authority of the Assessment Review Board Bylaw 148-14.

Newly appointed ARB members (both councillors and residents) are required to complete a training program provided by the Municipal Government Board. ARB certification is valid for three years from the date the training program is completed.

The next round of ARB certification courses will run from February – May 2019 with registration opening in November 2018.

Council should be aware, that Bill 8 (Modernized Municipal Government Act) brings substantive changes to the assessment and taxation sections of the MGA. Should the provisions be passed and should an instrument of entrustment apply these provisions to the Town, council will be required to designate one of the ARB members as the Chair of the ARB, and prescribe the Chair's term of office as well as remuneration, if any. The chair would be responsible for the convening panels of members according to the type of hearing. Administration would return to council for direction on the appointment of a chair once any provision require it.

The MMGA will also limit the number of municipal councillor that may hear a complaint, for both single municipality ARB's and joint ARB's.

Administration will return in 2019 with required amendments to the ARB bylaw.

One application was received.

Community Art Committee

One public member appointments term expires at the 2018 AOM of Council. It is recommended that council appoint one public member to a three year term expiring at the 2021 AOM.

The Community Art Committee is a standing committee of Council that advises Council on matters pertaining to public art. The Terms of Reference for the Community Art Committee as established in Council Committees Bylaw 350 outline the composition of the committee, the purpose, the duties and powers of the committee as well as administrative aspects.

Two applications were received.

Banff Heritage Corporation

One public member term expires at the 2018 AOM. It is recommended that council appoint one public member to a three year term expiring at the 2021 AOM.

The Heritage Resource Policy establishes the membership of the Banff Heritage Corporation structure to be comprised of two shareholders (Council and the Town Manager) and eight voting directors

- One (1) Councillor director
- One (1) Parks Canada director
- One (1) Whyte Museum of the Canadian Rockies director
- One (1) Eleanor Luxton Historical Foundation director
- Four (4) directors appointed by Council

Ex-officio members support the Banff Heritage Corporation in an advisory role and do not comprise the voting membership. The ex-officio representation for the Banff Heritage Corporation includes one representative advisor from the Alberta Association of Architects and one representative advisor from the Province of Alberta

Five applications were received.

Banff Housing Corporation

One director resigned and three terms expired in 2018.

At the 2016 AOM it was recommended that council appoint one councillor the Banff Housing Corporation Board. BHC Bylaw 1-2 provides that, unless otherwise determined by a general meeting, the number of Directors shall be a minimum of six (6) and a maximum of seven (7) as determined by the Shareholder. The Board must include a senior Town of Banff administrator and at least four (4) public members.

It is recommended that council:

- i. appoint two (2) public member to a three-year term on the Banff Housing Corporation ending on the 2021 annual organizational meeting of council;
- ii. Direct the administration to continue advertising for additional board positions.

Two applications were received.

Banff Public Library Board Recommendations

One term expired on the Library Board in 2018 and there were three resignations.

Banff Public Library Board Bylaw 67-2 establishes that the Board shall consist of up to ten (10) voting members including

- One to two Town of Banff Councillors
- One representative of the Improvement District No. 9 council and
- Factoring in the number of council appointees between three and eight public members.

The past practice of council has been to appoint 1 councillor representative and one alternate (the alternate would not make up part of the 10 member board).

It is recommended that council:

- i. Appoint two (2) public members to the Banff Public Library Board for a three year term ending on 2021 annual organizational meeting of council.
- ii. Appoint one (1) public member to the Banff Public Library Board for a two year term ending on the 2020 annual organizational meeting of council.
- iii. Appoint an ID9 representative on the Banff Public Library Board.

Board recommendations are included in the confidential attachment.

Seven applications were received.

Municipal Planning Commission

The Land Use Bylaw establishes that the MPC shall consist of eight members being two Councillors; five public members and one person nominated by the Federal Minister

The members of the MPC are to be appointed by resolution of Council at the annual organizational meeting of Council for one year terms to a maximum of six years.

Nine applications were received.

Development Appeal Board Training

The Land Use Bylaw establishes that the DAB shall consist of a minimum of five members being two Councillors, a minimum of two members of the public and one person, or 20% of the Board Members, nominated by the Federal Minister. Parks Canada has appointed two persons to the DAB. It is recommended that council appoint a minimum of 4 members to the DAB to ensure that a quorum can be met at any appeal hearings.

The members of the DAB are to be appointed by resolution of Council at the annual organizational meeting of Council for one year terms to a maximum of six years.

Changes to the Municipal Government Act require DAB members and clerks to undergo mandatory training based on a standard curriculum. The change is contingent on an Article of Entrustment to be in force and effect.

Six applications were received.

ATTACHMENTS

Committee Applications (Distributed to Council only to protect the personal information of the applicants)

Submitted By: _____ On original
Tara Johnston-Lee, Municipal Clerk

Reviewed By: _____ On original
Robert Earl, Town Manager

REQUEST FOR DECISION

Subject: Appointment of Parks Canada Representatives to Committees, Corporations and Boards



Presented to: Council

Date: October 22, 2018

Submitted by: Tara Johnston-Lee, Municipal Clerk

Agenda #: AOM 8.0

RECOMMENDATION

That council receive the report as information.

BACKGROUND

Reason for Report

In accordance with the Incorporation Agreement and the Land Use Bylaw, representatives from Parks Canada are required to sit on the Development Appeal Board and the Municipal Planning Commission. The Banff Heritage Corporation terms of reference also specify a representative from Parks Canada. Each year a request is sent to the Superintendent of Banff National Park for appointments to these positions. For the 2018 – 2019 term the Superintendent has appointed:

- MPC – Bryan Howie
 - DAB – Sheila Luey and Kendra Van Dyk
 - Heritage Corporation – Susan Kennard
-

Submitted By:

On original

Tara Johnston-Lee, Municipal Clerk

Reviewed By:

On original

Robert Earl, Town Manager