

**TOWN OF BANFF**  
**ORDER OF BUSINESS**  
Annual Organizational Meeting of Council  
Town of Banff Council Chambers  
Monday, October 24, 2011 following the regular Council meeting

- 1.0 Call to Order**
- 2.0 Approval of Agenda**
- 3.0 Appointment of Deputy Mayor and Acting Mayor**
- 4.0 2011-2012 Council Meeting Schedule**
  - 4.1 Schedule of Regular Meetings
  - 4.2 Budget Meeting Schedule
- 5.0 Appointment of Councillors to Council Committees**
- 6.0 Appointment of Outside Agency Representatives to Council Committees**
- 7.0 Appointment of Public Members to Council Committees**
  - Banff Heritage Corporation
  - Banff Housing Corporation
  - Banff Public Library
  - Community Art Committee
  - Development Appeal Board
  - Municipal Planning Commission
- 8.0 Other Business**
- 9.0 Inquiries**
- 10.0 Adjournment**

# REQUEST FOR DECISION

## Subject: Confirmation of Deputy Mayor and Acting Mayor Appointments



Presented to: Council

Date: October 24, 2011

Submitted by: Municipal Clerk

Agenda #: AOM 3.0

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### RECOMMENDATION

It is recommended that Council accept the Deputy Mayor and Acting Mayor Appointment Schedule as presented.

### BACKGROUND

#### Reason for Report

At the October 25, 2010 Annual Organizational Meeting, Council approved the following schedule for the 2010 – 2013 Council Term:

<b>Term</b>	<b>Deputy Mayor</b>	<b>Acting Mayor</b>
2010 Annual Organizational Meeting – April 30, 2011	Leslie Taylor	Stavros Karlos
May 1, 2011 – the day before 2011 AOM	Stavros Karlos	Chip Olver
2011 Annual Organizational Meeting – April 30, 2012	Chip Olver	Paul Baxter
May 1, 2012 – the day before 2012 AOM	Paul Baxter	Brian Standish
2012 Annual Organizational Meeting – April 30, 2013	Brian Standish	Grant Canning
May 1, 2013 – the day before 2013 AOM	Grant Canning	Leslie Taylor

#### Summary of Issue

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.

#### Response Options

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

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Submitted By: \_\_\_\_\_

Cheryl Hyde, Municipal Clerk

Reviewed By: \_\_\_\_\_

Robert Earl, Town Manager

# REQUEST FOR DECISION

## Subject: 2011/2012 Council Meeting Schedule



Presented to: Council

Date: October 24, 2011

Submitted by: Municipal Clerk

Agenda #: AOM 4.1

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### RECOMMENDATION

It is recommended that Council approve the 2011/2012 meeting schedule, with direction given to administration for the schedule in July and August.

### BACKGROUND

#### Reason for Report

Each year at the Annual Organizational Meeting council must approve a meeting schedule for the upcoming year.

#### Summary of Issue

Council traditionally meets on the second and fourth Monday of the month at 2 p.m., and in the case of a statutory holiday meets on the first working day following the holiday. Typically the meeting schedule is reduced in the summer. Dates for July and August are suggested in the attached schedule, however Council may choose to amend the dates shown in the attached schedule before giving final approval.

#### Response Options

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

### ATTACHMENTS

2011/2012 Council Meeting Schedule

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Submitted By:

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Cheryl Hyde, Municipal Clerk

Reviewed By:

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Robert Earl, Town Manager

## 2011/2012 Council Meeting Schedule

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November 2011	14	Monday	
	28	Monday	
December 2011	12	Monday	
	28	Wednesday	
January 2012	9	Monday	
	23	Monday	
February 2012	13	Monday	
	27	Monday	
March 2012	12	Monday	
	26	Monday	
April 2012	10	Tuesday	April 9 is Easter Monday
	23	Monday	
May 2012	14	Monday	
	28	Monday	
June 2012	11	Monday	
	25	Monday	
July 2012	16	Monday	
August 2012	20	Monday	
September 2012	10	Monday	
	24	Monday	
October 2012	9	Tuesday	October 8 is Thanksgiving
	22	Monday	
November 2012	13	Tuesday	Nov 12 is the Stat for Remembrance Day
	26	Monday	
December 2012	10	Monday	
	24	Monday	

**REQUEST FOR DECISION**  
**Subject: Budget Meeting Schedule**



Presented to: Council

Date: October 24, 2011

Submitted by: Municipal Clerk

Agenda #: AOM 4.2

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**RECOMMENDATION**

It is recommended that Council approve the 2012 budget meeting schedule.

**BACKGROUND**

Summary of Issue

The following meeting schedule is proposed for 2012 public budget discussions (all from 9 a.m. to noon):

- Monday, November 19 (delegations from non-profit organizations)
- Monday, November 26
- Wednesday, November 28
- Monday, December 3
- Wednesday, December 5
- Monday, December 10

Response Options

Council may adopt the schedule as presented, or accept it with amendments.

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Submitted By:

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Cheryl Hyde, Municipal Clerk

Reviewed By:

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Robert Earl, Town Manager

# REQUEST FOR DECISION

**Subject: Appointment of Councillors to Council Committees and Outside Agencies**



Presented to: Council

Date: October 24, 2011

Submitted by: Municipal Clerk

Agenda #: 5.0

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## RECOMMENDATION

It is recommended that Council approve appointments of members of Council to council committees and outside agencies.

## BACKGROUND

### Summary of Issue

A list of council committees and outside agencies with suggested appointments is attached for review.

## ATTACHMENTS

Council Committees & Outside Agencies – 2010/2011 Council Representatives

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Submitted By:

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Cheryl Hyde, Municipal Clerk

Reviewed By:

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Robert Earl, Town Manager

**2011/2012 TOWN OF BANFF COUNCIL COMMITTEE REPRESENTATIVES**

<b>Committees and Corporations</b>	<b># Reps</b>	<b>Sorensen</b>	<b>Baxter</b>	<b>Canning</b>	<b>Karlos</b>	<b>Olver</b>	<b>Standish</b>	<b>Taylor</b>
Assessment Review Board	3	X			X	X		
Banff Heritage Corporation	1 +1 Alt			X	Alt.			
Banff Housing Corporation	2		X					X
Banff Public Library	1 +1 Alt			X				Alt.
Development Appeal Board	2				X			X
Municipal Planning Commission	2			X			X	

**2011/2012 COUNCIL REPRESENTATION ON OUTSIDE BOARDS**

<b>Boards</b>	<b># Reps</b>	<b>Sorensen</b>	<b>Baxter</b>	<b>Canning</b>	<b>Karlos</b>	<b>Olver</b>	<b>Standish</b>	<b>Taylor</b>
AUMA Mayors' Caucus	1	X						
Banff Heritage Tourism Corporation	1		X					
Banff Lake Louise Tourism Bureau	1 +1 alt.	X				Alt		
Biosphere Institute	1					X		
Bow Corridor Ecosystem Advisory Group	1					X		
Bow Valley Regional Housing Board	2 +1 alt.		Alt.	X				
Bow Valley Regional Transit Services Commission	2						X	X
Bow Valley Waste Management Commission	2 + 1 alt.				Alt.	X	X	
Calgary Regional Partnership Executive Committee	1 + Town Mgr alt.	X						
Calgary Regional Partnership General Assembly	Council as a Whole							
Community Advisory Committee (RCMP)	1				X			
Hotel/Motel Association	Mayor & council as requested							
Intergovernmental Liaison	1	X						
Land Use Bylaw Working Group	2				X		X	
Rocky Mountains Housing Cooperative	1					X		
Superintendent's Breakfast	1	X						
RCMP Liaison	1	X						
Volunteer Centre	1				X			

# REQUEST FOR DECISION

**Subject: Appointment of Parks Canada Representatives to Committees**



Presented to: Council

Date: October 24, 2-11

Submitted by: Municipal Clerk

Agenda #: AOM 6.0

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## RECOMMENDATION

It is recommended that Council confirm Parks Canada's appointments to the Development Appeal Board, the Municipal Planning Commission, and the Banff Heritage Corporation.

## BACKGROUND

### Reason for Report

In accordance with the Incorporation Agreement and Land Use Bylaw 31-3, 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 2011 – 2012 term the Superintendent has appointed:

- MPC – Ann-Marie Puccini
  - DAB – Mark Merchant and Lara Seward-Guenette
  - Heritage – Susan Kennard
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Submitted By: \_\_\_\_\_

Cheryl Hyde, Municipal Clerk

Reviewed By: \_\_\_\_\_

Robert Earl, Town Manager

# REQUEST FOR DECISION

**Subject: Appointment of Public Members to Committees**



Presented to: Council

Date: October 24, 2011

Submitted by: Municipal Clerk

Agenda #: AOM 7.0

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## RECOMMENDATION

It is recommended that Council appoint:

1. 3 members to three-year terms on the Banff Community Art Committee;
2. 2 members to three-year terms on the Banff Heritage Corporation;
3. 3 members to three-year terms on the Banff Public Library Board
4. 3 members to a one-year term on the Development Appeal Board;
5. 5 members to a one-year term on the Municipal Planning Commission;
6. 1 member to a one-year term on Bow Valley Regional Housing.

It's also recommended that Council appoint Kelly Gibson, Manager of Corporate Services, as a voting member of the Banff Housing Corporation in the Town senior administrator position on the board.

## BACKGROUND

In accordance with Town of Banff Policy C019 – Committee Appointments, Council is required to appoint public members to Town committees at the Annual Organization Meeting.

Committee vacancies have been advertised and the attached applications were received. No applications were received for a vacancy on the Banff Housing Corporation board of directors, so administration will continue to advertise this position.

Both the Banff Community Art Committee and the Banff Heritage Corporation have endorsed the applications received for their respective vacancies.

The Banff Public Library Board have reviewed their applications and have recommended that Council appoint Allan Buckingham, Ross Glenfield and Reg Bunyan to three-year terms.

## ATTACHMENTS

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

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Submitted By:

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Cheryl Hyde, Municipal Clerk

Reviewed By:

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Robert Earl, Town Manager