



**GOVERNANCE & FINANCE COMMITTEE
SERVICE REVIEW
REVISED ORDER OF BUSINESS
Town of Banff Virtual Meeting**

Day One: Monday, 2021 November 29, at 9:00 a.m.
Day Two: Wednesday, 2021 December 01, at 9:00 a.m.
Day Three: Monday, 2021 December 06, at 9:00 a.m.
Day Four: Wednesday, 2021 December 08, at 9:00 a.m.
Day Five: Monday, 2021 December 13, at 9:00 a.m.
Day Six: Wednesday, 2021 December 15, at 9:00 a.m.
Day Seven: Monday, 2021 December 20, at 9:00 a.m.
Day Eight: Monday, 2022 January 10, at 9:00 a.m.
Day Nine: Wednesday, 2022 January 12, at 9:00 a.m.
Day Ten: Wednesday, 2022 January 19, at 9:00 a.m.

PLEASE NOTE:

Due to the extraordinary circumstances and measures being taken to slow the spread of COVID-19, this meeting will be held virtually using Zoom; all Members of the Governance and Finance Committee will be participating remotely.

Members of the Public may watch the live stream of this Meeting at www.banff.ca/live

MEMBERS OF THE PUBLIC MAY PARTICIPATE REMOTELY IN EITHER/ BOTH OF THE FOLLOWING MANNERS:

- Public wishing to make written submissions **relating to approved Agenda Items** may do so by emailing the Municipal Clerk at Municipal.Clerk@banff.ca. Submissions received will be included in the Agenda package publicly available through www.banff.ca/AgendaCenter. Personal information provided in submissions is collected under the authority of Procedures Bylaw 44-7 and Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* of Alberta, for the purpose of receiving public participation in municipal decision-making. If you have questions regarding the collection and use of your personal information, please contact the FOIP Coordinator at 403-762-1209 or at Banff Town Hall, Box 1260, Banff, Alberta, T1L 1A1;

AND/ OR

- Public wishing to speak **to approved Agenda Items at the meeting** during the 'Public Input' portion of the Agenda must register by contacting the Municipal Clerk at Municipal.Clerk@banff.ca or 403-762-1209.

****Please review submission deadlines contained in the Tentative Schedule of Events. Submission requests will not be accepted/ included on the Agenda for Items that have already been dealt with.**

Revised Governance and Finance Committee Service Review Agenda Prepared by: L. Lee and L. McDougall

All recommendations as presented are for discussion purposes only and should not be considered as the opinion or direction of the Governance and Finance Committee.



1.0 CALL TO ORDER

The Virtual Service Review Meeting of the Governance and Finance Committee will be conducted virtually using Zoom and will live streamed on the internet, and recorded, in accordance with Council Policy C8002-1, Video Recording and Live Streaming of Legislated Meetings. It will be made available on the Town of Banff website.

2.0 APPROVAL OF AGENDA

2.1 [Agenda for the Virtual Service Review Meeting of the Governance and Finance Committee](#)

2.2 [Tentative Schedule of Events for the 2022 Service Review Meeting of the Governance and Finance Committee](#)

3.0 ADOPTION OF PREVIOUS GOVERNANCE AND FINANCE COMMITTEE MINUTES

3.1 [Minutes of the 2021 November 22 Virtual Regular Meeting of the Governance and Finance Committee](#)

4.0 INTRODUCTION TO THE 2022 SERVICE REVIEW

[Link to Service Review Document](#)

4.1 [Councillor Handbook](#)

5.0 CAPITAL BUDGET

5.1 [Public Input on Capital Budget](#)

5.1.1 [Written Submissions](#)
None

5.1.2 [Verbal Submissions](#)
None

5.2 [Request for Direction: Capital Projects](#)

5.2.1 [10 Year Capital Projects](#)
[Link to Service Review Document](#)

5.2.2 [10 Year Capital Reserve Estimates](#)
[Link to Service Review Document](#)

5.2.3 [Capital Carry Forwards](#)
[Link to Service Review Document](#)

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5.2.4 No Year Identified Capital Project
[Link to Service Review Document](#)

6.0 NEW SERVICE LEVEL REQUESTS (EXCLUDING DOWNTOWN PEDESTRIAN ZONE)

****NEW MATERIALS RECEIVED 2021 NOVEMBER 29****

A Revised Document entitled “New Service Level Request – Visitor Paid Parking Surplus – Potential Projects & Services”.

****NEW MATERIALS RECEIVED 2021 DECEMBER 06****

A PowerPoint Presentation entitled “Transportation Shift Campaign Wrap Report 2021” received for the Corporate Record.

[Link to Service Review Document](#)

6.1 Public Input on New Service Level Requests (Excluding Downtown Pedestrian Zone)

6.1.1 Written Submissions

****NEW MATERIALS RECEIVED 2021 NOVEMBER 29****

6.1.1.1 Jeff Hunter: Email Re: Written Submission Agenda Items November 29, Received 2021 November 25 (Item 6.2, New Service Level Requests (Excluding Downtown Pedestrian Zone))

6.1.1.2 Alissa Sallans, Member, Bow Valley Climate Action Society: Letter Re: Statement of Bow Valley Climate Action Society (BVCA) regarding Town of Banff's proposed Permanent Municipal Energy Coordinator (MEC) Position, dated 2021 November 27 (Item 6.2, New Service Level Requests (Excluding Downtown Pedestrian Zone))

6.1.1.3 Clayton MacKinnon on behalf of Protect our Winters Bow Valley: Letter Re: Statement of Bow Valley Protect Our Winters (POW) regarding Town of Banff's proposed Permanent Municipal Energy Coordinator (MEC) Position, Received 2021 November 27 (Item 6.2, New Service Level Requests (Excluding Downtown Pedestrian Zone))

6.1.1.4 Hilary Young: Email Re: Support for New Services Level request (Municipal Energy Coordinator), Received 2021 November 27 (Item 6.2, New Service Level Requests (Excluding Downtown Pedestrian Zone))

6.1.1.5 Alex Kay: Email Re: Governance and Finance Committee Service Review, Received 2021 November 28 (Item 6.2, New Service Level Requests (Excluding Downtown Pedestrian Zone))

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6.1.1.6 James Hinton: Email Re: Service Review 2021, Received 2021 November 28 (Item 6.2, New Service Level Requests (Excluding Downtown Pedestrian Zone))

****NEW MATERIALS RECEIVED 2021 DECEMBER 06****

6.1.1.7 Linda L. Stenger: Email: Dated 2021 December 3 (Item 6.2, New Service Level Requests (Excluding Downtown Pedestrian Zone))

6.1.2 Verbal Submissions

****NEW UPDATED 2021 NOVEMBER 29****

6.1.2.1 Item Removed at the Request of the Speaker and with Unanimous Consent of Council (FIN21-255)

6.2 Request for Direction: New Service Level Requests (Excluding Downtown Pedestrian Zone)

7.0 GOVERNANCE DEPARTMENT

****NEW MATERIALS RECEIVED 2021 DECEMBER 06****

A Revised Document entitled “Governance Department”.

[Link to Service Review Document](#)

7.1 Public Input on Governance Department

7.1.1 Written Submissions

****NEW MATERIALS RECEIVED 2021 DECEMBER 06****

7.1.1.1 Shane Coultis, Email: Dated 2021 December 5 (Item 7.2.4, Service Area: Governance Town Owned Lands)

7.1.1.2 Ken and Margaret Riordon, Email: Dated 2021 December 4 (Item 7.2.4, Service Area: Governance Town Owned Lands)

7.1.1.3 Edgar and Coca Margreiter, Email: Dated 2021 December 5 (Item 7.2.4, Service Area: Governance Town Owned Lands)

Revised Governance and Finance Committee Service Review Agenda Prepared by: L. Lee and L. McDougall

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- 7.1.1.4 Les Young, Letter: Dated 2021 December 4 (Item 7.2.4, Service Area: Governance Town Owned Lands)
- 7.1.1.5 Jim and Pat Karras, Email: Dated 2021 December 4 (Item 7.2.4, Service Area: Governance Town Owned Lands)
- 7.1.1.6 Gary Doyle and Sue Moleski, Email: Dated 2021 December 4 (Item 7.2.4, Service Area: Governance Town Owned Lands)
- 7.1.1.7 Lynne Marriott, Email: Dated 2021 December 4 (Item 7.2.4, Service Area: Governance Town Owned Lands)
- 7.1.1.8 Anita Crosby Battrum, Email; Dated 2021 December 4 (Item 7.2.4, Service Area: Governance Town Owned Lands)
- 7.1.1.9 Karen Thomas, Sharon Phillips, Mary Buckingham, Banff Inclusive Housing Committee, Letter: Dated 2021 December 1 (Item 7.2.4, Service Area: Governance Town Owned Lands)
- 7.1.1.10 Lori Bayne, Chair, Banff Mineral Springs Hospital Committee Board, Letter: Dated 2021 December 8 (Item 7.2.4, Service Area: Governance Town Owned Lands)
- 7.1.1.11 Marjorie and Scott Holland, Email: Dated 2021 December 5 (Item 7.2.4, Service Area: Governance Town Owned Lands)
- 7.1.1.12 Mona and Ray Sequin, Email: Dated 2021 December 5 (Item 7.2.4, Service Area: Governance Town Owned Lands)
- 7.1.1.13 John and Lise House, Email: Dated 2021 December 5 (Item 7.2.4, Service Area: Governance Town Owned Lands)
- 7.1.1.14 Pat Langridge, Email: Dated 2021 December 5 (Item 7.2.4, Service Area: Governance Town Owned Lands)
- 7.1.1.15 Laurie Heimstra, Email: Dated 2021 December 5 (Item 7.2.4, Service Area: Governance Town Owned Lands)
- 7.1.1.16 Lynn Calvert, Email: Dated 2021 December 5 (Item 7.2.4, Service Area: Governance Town Owned Lands)
- 7.1.1.17 Mary and Jim Buckingham, Letter: Dated 2021 December 5 (Item 7.2.4, Service Area: Governance Town Owned Lands)
- 7.1.1.18 Bill Calvert, Email: Dated 2021 December 5 (Item 7.2.4, Service Area: Governance Town Owned Lands)

Revised Governance and Finance Committee Service Review Agenda Prepared by: L. Lee and L. McDougall

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- 7.1.1.19 Trudy Allan, Email: Dated 2021 December 5 (Item 7.2.4, Service Area: Governance Town Owned Lands)
- 7.1.1.20 Gloria Enns and Marc Goneau, Email: Dated 2021 December 5 (Item 7.2.4, Service Area: Governance Town Owned Lands)
- 7.1.1.21 Jim McClelland Email: Re: Banff Senior Housing, received 2021 Sunday December 05 (Item 7.2.4, Service Area: Governance Town Owned Lands)
- 7.1.1.22 Bill Calvert: Email Re: Support for Land Acquisition, Received 2021 December 05 (Item 7.2.4, Service Area: Governance Town Owned Lands)
- 7.1.1.23 Gloria Enns and Marc Goneau: Email Re: Governance and Finance Review/ Town Council, Received 2021 December 05 (Item 7.2.4, Service Area: Governance Town Owned Lands)
- 7.1.1.24 Marion Gundry: Email Re: Hospital Property. Please Forward to the Meeting to be Held Today: Received 2021 December 06 (Item 7.2.4, Service Area: Governance Town Owned Lands)
- 7.1.1.25 Johanna (Anne) Goulet and Gerry Goulet: Email Re: Land Acquisition, received 2021 December 06 (Item 7.2.4, Service Area: Governance Town Owned Lands)
- 7.1.1.26 Hannah Harris: Email Re: Senior Center, Received 2021 December 05 (Item 7.2.4, Service Area: Governance Town Owned Lands)
- 7.1.1.27 Richard Jarvis: Email Re: Senior Housing, Received 2021 December 05 (Item 7.2.4, Service Area: Governance Town Owned Lands)
- 7.1.1.28 Nancy Murray: Email Re: Seniors Housing in Banff, Received 2021 December 05 (Item 7.2.4, Service Area: Governance Town Owned Lands)
- 7.1.1.29 Trudy Allan: Email Re: Support for Banff Inclusive Housing Committee, Received 2021 December 05 (Item 7.2.4, Service Area: Governance Town Owned Lands)

7.1.2 Verbal Submissions

****NEW UPDATED 2021 DECEMBER 06****

- 7.1.2.1 Karen Thomas, Chair, Banff Inclusive Housing Committee (Item 7.2.4, Service Area: Governance Town Owned Lands)

Revised Governance and Finance Committee Service Review Agenda Prepared by: L. Lee and L. McDougall

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7.2 Request for Direction: Service Level Review – Governance Department

- 7.2.1 Service Area: Governance Council & Legislative
- 7.2.2 Service Area: Governance General Municipal
- 7.2.3 Service Area: Governance Town Manager Office
- 7.2.4 Service Area: Governance Town Owned Lands

8.0 CORPORATE SERVICES/ IT/ GIS DEPARTMENT

[Link to Service Review Document](#)

8.1 Public Input on Corporate Services/ IT/ GIS Department

8.1.1 Written Submissions

None

8.1.2 Verbal Submissions

None

8.2 Request for Direction: Service Level Review – Corporate Services/ IT/ GIS Department

- 8.2.1 Service Area: Municipal Revenue & Economic Prosperity
- 8.2.2 Service Area: Legislative Administrative Services
- 8.2.3 Service Area: Information Governance
- 8.2.4 Service Area: Property Taxation/ Assessment
- 8.2.5 Service Area: Financial Planning, Reporting and Budgeting
- 8.2.6 Service Area: Payroll
- 8.2.7 Service Area: Utility Billing/ Accounts Receivable/ Accounts Payable/ Reception
- 8.2.8 Service Area: Information Technology
- 8.2.9 Service Area: Geographical Information System

Revised Governance and Finance Committee Service Review Agenda Prepared by: L. Lee and L. McDougall

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9.0 OTHER SERVICES

[Link to Service Review Document](#)

9.1 Public Input on Other Services

9.1.1 Written Submissions

None

9.1.2 Verbal Submissions

None

9.2 Request for Direction: Service Level Review – Other Services

9.2.1 Service Area: Banff Public Library

****NEW MATERIALS RECEIVED 2021 DECEMBER 13****

Banff Public Library 2022 Operating Budget Worksheet and Testimonial

9.2.2 Service Area: Emergency Response

10.0 HUMAN RESOURCES DEPARTMENT

[Link to Service Review Document](#)

10.1 Public Input on Human Resources Department

10.1.1 Written Submissions

None

10.1.2 Verbal Submissions

None

10.2 Request for Direction: Service Level Review – Human Resources Department

10.2.1 Service Area: Human Resources Administration

10.2.2 Service Area: Employee Housing

11.0 HEALTH AND SAFETY

[Link to Service Review Document](#)

11.1 Public Input on Health and Safety

11.1.1 Written Submissions

None

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11.1.2 Verbal Submissions

None

11.2 Request for Direction: Service Level Review – Health and Safety

11.2.1 Service Area: Health and Safety

11.2.2 Service Area: Risk Management

12.0 MUNICIPAL PARKS DEPARTMENT

[Link to Service Review Document](#)

12.1 Public Input on Municipal Parks Department

12.1.1 Written Submissions

RENUMBERED MATERIALS RECEIVED 2021 DECEMBER 15

12.1.1.1 Kathy MacNeil, Email, Received 2021 November 17 (Item 12.2, Service Level Review – Municipal Parks Department)

12.1.2 Verbal Submissions

None

12.2 Request for Direction: Service Level Review – Municipal Parks Department

12.2.1 Service Area: Municipal Parks Cemetery Management

12.2.2 Service Area: Municipal Parks Snow Maintenance & Ice Management – Pedestrian

12.2.3 Service Area: Municipal Parks Trail System Maintenance

12.2.4 Service Area: Municipal Parks Parkettes, Boulevards and Green Space Maintenance

12.2.5 Service Area: Municipal Parks Field, Parks, Outdoor Amenity Maintenance & Playgrounds

12.2.6 Service Area: Municipal Parks Urban Forest

12.2.7 Service Area: Municipal Parks Seasonal Pageantry

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13.0 STREETS DEPARTMENT

[Link to Service Review Document](#)

13.1 Public Input on Streets Department

13.1.1 Written Submissions

****NEW RENUMBERED MATERIALS RECEIVED 2021 DECEMBER 15****

13.1.1.1 Brock Rishworth, Chair, Mark Zanetti, Vice Chair, and Rob Irving, Secretary Treasure, Squirrel Corner Condominium Association: Letter, Dated 2021 December 01 (Item 13.2, Service Level Review – Streets Department)

13.1.1.2 Cindy Thompson: Email, Received 2021 December 10 (Item 13.2, Service Level Review – Streets Department)

13.1.2 Verbal Submissions

None

13.2 Request for Direction: Service Level Review – Streets Department

13.2.1 Service Area: Streets Roadway Operations

13.2.2 Service Area: Streets Snow and Ice Management

13.2.3 Service Area: Streets Pageantry Installations & Maintenance

14.0 OPERATIONS ADMINISTRATION

[Link to Service Review Document](#)

14.1 Public Input on Operations Administration

14.1.1 Written Submissions

None

14.1.2 Verbal Submissions

None

14.2 Request for Direction: Service Level Review – Operations Administration

14.2.1 Service Area: Operations Administration

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15.0 NEW SERVICE LEVEL REQUEST – DOWNTOWN PEDESTRIAN ZONE

****NEW MATERIALS RECEIVED 2021 DECEMBER 08****

A Document entitled “New Requests Capital & Operating: Downtown Pedestrian Zone”

A PowerPoint Presentation entitled “Future Downtown Pedestrian Zones” dated 2021 December 08.

[Link to Service Review Document](#)

15.1 Public Input on New Service Level Request – Downtown Pedestrian Zone

15.1.1 Written Submissions

- 15.1.1.1 Guy Ferrari: Email Re: Banff Avenue Pedestrian Zone, Received 2021 November 16 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.2 Les Young: Letter Re: Banff Avenue Pedestrianization, dated 2021 November 16 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.3 Rob Silver: Email Re: Banff Avenue Pedestrian Zone Proposal – November 29th Council Meeting, Received 2021 November 22 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.4 Maureen VanMackelbergh, General Manager, and Alison Brewster, Owner, Brewster Mountain Lodge: Letter, Dated 2021 November 22 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)

****NEW MATERIALS RECEIVED 2021 DECEMBER 08****

- 15.1.1.5 Maureen VanMackelbergh, General Manager, Brewster’s Mountain Lodge, et al. Email Dated 2021 December 2 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.6 Jeff O’Leary, Laura Marshall, Conor & Finn O’Leary: Letter, Dated 2021 December 3 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.7 Peter Monod, Monod Sports, Email, Received 2021 December 4 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)

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- 15.1.1.8 Leslie Taylor Letter, Received 2021 December 05 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.9 James Clemens-Seely, Email, Received 2021 December 06 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.10 Landon Semenok: Email, Received 2021 December 06 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.11 Adrienne Findlay: Email, Received 2021 December 06 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.12 Kathleen O'Brien: Email, Received 2021 December 06 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.13 Brian White: Email, Received 2021 December 06 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.14 Kelsey Aidan Friedlander: Email, Received 2021 December 06 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.15 Amie Nichols: Email, Received 2021 December 06 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.16 Justin Crawford: Email, Received 2021 December 06 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.17 Peter DuBeau, General Manager, Employee Owner, Moose Hotel & Suites, Pacini Restaurant: Email, Received 2021 December 06 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.18 Janet Connors-McCartney, Owner, Pandora Banff: Letter, Dated 2021 December 06 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.19 Richard Bandy: Email, Received 2021 December 06 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.20 Julia LoVecchio: Email, Received 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.21 Jen Tweddell, Board Chair, Community Cruisers: Letter, Dated 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)

Revised Governance and Finance Committee Service Review Agenda Prepared by: L. Lee and L. McDougall

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- 15.1.1.22 Sonya Lee: Email, Received 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.23 Arjun Gersappe, General Manager, Employee Owner, Irwins Mountain Inn & Red Carpet Inn: Email, Received 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.24 Mariam Fernie Bokhari: Letter, Received 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.25 Danny Booth: Email, Received 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.26 Erin Woods: Email, Received 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.27 Glen Dressler: Email, Received 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.28 Mark Yawney, Director, Banff Airporter: Email, Received 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.29 Pete Woods: Email, Received 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.30 Olivia Villemaire: Email, Received 2021 December 06 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.31 Kaitlin Kealey: Email, Received 2021 December 06 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.32 Chris Thorburn: Email, Received 2021 December 06 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.33 Craig Paton Managing Partner St. James’s Gate Irish Pub: Letter, Dated 2021 December 04 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.34 Taryn Pampel: Email, Received 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.35 Rachel Stephen: Email, Received 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)

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- 15.1.1.36 Lexi Robinson, General Manager, Three Bears Brewery & Restaurant: Email, Received 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.37 Anne Steggalls: Email, Received 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.38 Joe Martinelli: Email, Received 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.39 Dan Jones: Email, Received 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.40 Steven Calderon: Email, Received 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.41 Megan Iskauskas: Email, Received 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.42 Shawn Birch, President & CEO, Employee, Banff Lodging Co: Email, Received 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.43 Clare McCann: Email, Received 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.44 Megan Roberts: Email, Received 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.45 Peri Brosemer: Email, Received 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.46 Jordan Mendelman: Email, Received 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.47 Alexandra King: Email, Received 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.48 Bruce Marpole: Email, Received 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.49 Sarah MacDonald: Email, Received 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.50 Meesh Souliere, General Manager, Banff Ave Brewing, and Brett Ireland, CEO, Bear Hill: Letter, Dated 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)

Revised Governance and Finance Committee Service Review Agenda Prepared by: L. Lee and L. McDougall

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- 15.1.1.51 Darren Reeder, Executive Director, Banff & Lake Louise Hospitality Association: Letter, Dated 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.52 David Matys, Director, Events and Animation, Banff & Lake Louise Tourism: Letter, Dated 2021 December 06 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.53 Steve Smythe, Owner, Tooloulou's: Letter, Dated 2021 December 06 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.54 Robert McKercher, President, Banff Cascade Development Inc.: Letter, Dated 2021 December 06 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.55 Alan Hogg & Renee Evans: Email, Received 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.56 Gord Lozeman, Executive Chair, Employee Owner, Banff Lodging Co., A Division of Banff Caribou Properties Ltd.: Email, Received 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.57 James Graham, Bar Manager, Block Kitchen + Bar: Email, Received 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.58 Fernando Alvarez, Jacques Cartier Clothier, Banff Inc.: Email, Received 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.59 Amelia McAlister: Email, Received 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.1.60 Kim Fisher, Dylan Maas, and Lena Maas: Letter, Received 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)

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15.1.2 Verbal Submissions

****NEW UPDATED 2021 DECEMBER 08****

- 15.1.2.1 Leslie Taylor (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.2.2 Mike Mendelman on behalf of the Net Zero 2035 Committee (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.2.3 Pete Woods, President, SkiBig3 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.2.4 Darren Reeder, Executive Director, Banff & Lake Louise Hospitality Association (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.2.5 David Matys Director, Events & Animation, Banff & Lake Louise Tourism (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)
- 15.1.2.6 Katie Tuff, Chief of Operations & Development, Banff Hospitality Collective: Email, Received 2021 December 07 (Item 15.2, New Service Level Request – Downtown Pedestrian Zone)

15.2 Request for Direction: New Service Level Request – Downtown Pedestrian Zone

16.0 **FLEET DEPARTMENT**

[Link to Service Review Document](#)

16.1 Public Input on Fleet Department

16.1.1 Written Submissions

None

16.1.2 Verbal Submissions

None

16.2 Request for Direction: Service Level Review – Fleet Department

16.2.1 Service Area: Fleet Management

17.0 FACILITIES DEPARTMENT

[Link to Service Review Document](#)

17.1 Public Input on Facilities Department

17.1.1 Written Submissions

None

17.1.2 Verbal Submissions

None

17.2 Request for Direction: Service Level Review – Facilities

17.2.1 Service Area: Building Maintenance and Cleaning Services of Facilities

18.0 WATER SERVICES

[Link to Service Review Document](#)

18.1 Public Input on Water Services

18.1.1 Written Submissions

None

18.1.2 Verbal Submissions

None

18.2 Request for Direction: Service Level Review – Water Services

18.2.1 Service Area: Water System Operation & Maintenance

18.2.2 Service Area: Sewer System Operation & Maintenance

18.2.3 Service Area: Storm Sewer Operation & Maintenance

Revised Governance and Finance Committee Service Review Agenda Prepared by: L. Lee and L. McDougall

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19.0 RESOURCE RECOVERY

[Link to Service Review Document](#)

19.1 Public Input on Resource Recovery

19.1.1 Written Submissions

None

19.1.2 Verbal Submissions

None

19.2 Request for Direction: Service Level Review – Resource Recovery

19.2.1 Service Area: Non-Residential Garbage/ Recycling, Organics

19.2.2 Service Area: Town Run

19.2.3 Service Area: Residential Garbage/ Recycling/ Organics

19.2.4 Service Area: Special Services

19.2.5 Service Area: Resource Recovery Collection Yard & Transfer Stations

19.2.6 Service Area: Collection & Transport

20.0 ENGINEERING DEPARTMENT

[Link to Service Review Document](#)

20.1 Public Input on Engineering Department

20.1.1 Written Submissions

None

20.1.2 Verbal Submissions

None

20.2 Request for Direction: Service Level Review – Engineering Department

20.2.1 Service Area: Engineering Parking, Traffic and Permit Management

20.2.2 Service Area: Engineering Asset Management

20.2.3 Service Area: Engineering Capital Project Management

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21.0 TRANSIT SERVICES

[Link to Service Review Document](#)

21.1 Public Input on Transit Services

21.1.1 Written Submissions

****NEW MATERIALS****

21.1.1.1 Les Young: Letter, Dated 2021 December 30 (Item 21.2.1 Service Level Review – Transit Services)

21.1.2 Verbal Submissions

None

21.2 Request for Direction: Service Level Review – Transit Services

21.2.1 Service Area: Transit/ Town of Banff Services

21.2.2 Service Area: Regional Transit Service

22.0 FIRE DEPARTMENT

[Link to Service Review Document](#)

22.1 Public Input on Fire Department

22.1.1 Written Submissions

None

22.1.2 Verbal Submissions

None

22.2 Request for Direction: Service Level Review – Fire Department

22.2.1 Service Area: Fire Emergency Response and Training

22.2.2 Service Area: Fire Prevention & Code Compliance

22.2.3 Service Area: Emergency Preparedness

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23.0 MUNICIPAL ENFORCEMENT DEPARTMENT

[Link to Service Review Document](#)

23.1 Public Input on Municipal Enforcement Department

23.1.1 Written Submissions

****NEW MATERIALS RECEIVED 2021 DECEMBER 20****

23.1.1.1 Ruth Kleintitz: Email, Received 2021 December 10 (Item 23.2 Service Level Review – Municipal Enforcement)

23.1.2 Verbal Submissions

****NEW UPDATED 2021 DECEMBER 20****

23.1.2.1 Meghraj Khadka (Item 23.2 Service Level Review – Municipal Enforcement)

23.2 Request for Direction: Service Level Review – Municipal Enforcement Department

23.2.1 Service Area: Enforcement

23.2.2 Service Area: Bylaw Education

23.2.3 Service Area: Bylaw Permits, Inspections & Licensing

23.2.4 Service Area: Lost and Found

23.2.5 Service Area: Visitor Paid Parking/ Resident Parking Permits

24.0 POLICE SERVICES

[Link to Service Review Document](#)

24.1 Public Input on Police

24.1.1 Written Submissions

None

24.1.2 Verbal Submissions

None

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24.2 Request for Direction: Service Level Review – Police Services

24.2.1 Service Area: Police Services

25.0 PLANNING AND DEVELOPMENT DEPARTMENT

[Link to Service Review Document](#)

25.1 Public Input on Planning and Development Department

25.1.1 Written Submissions

None

25.1.2 Verbal Submissions

None

25.2 Request for Direction: Service Level Review – Planning and Development Department

25.2.1 Service Area: Development and Building Permits & Inspections

25.2.2 Service Area: Long Range/ Strategic Planning/ Policy Analysis and Development

25.2.3 Service Area: Business Licenses/ Destination Marketing

25.2.4 Service Area: Heritage Planning

25.2.5 Service Area: Environmental Management

25.2.6 Service Area: Public Art

26.0 COMMUNICATIONS & MARKETING DEPARTMENT

[Link to Service Review Document](#)

26.1 Public Input on Communications & Marketing Department

26.1.1 Written Submissions

None

26.1.2 Verbal Submissions

None

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26.2 Request for Direction: Service Level Review – Communications & Marketing Department

26.2.1 Service Area: Communications – Information & Engagement

26.2.2 Service Area: Visitor Experience

27.0 COMMUNITY & RECREATION SERVICES

[Link to Service Review Document](#)

27.1 Public Input on Community & Recreation Services

27.1.1 Written Submissions

None

27.1.2 Verbal Submissions

None

27.2 Request for Direction: Service Level Review – Community & Recreation Services

27.2.1 Service Area: Community Services Administration

27.2.2 Service Area: Immigration Support Services

27.2.3 Service Area: Community Social Wellbeing

27.2.4 Service Area: Housing Sustainability

27.2.5 Service Area: Young Adult Programs & Services

27.2.6 Service Area: Seniors Programs and Services

27.2.7 Service Area: Children, Youth and Family Programs

27.2.8 Service Area: Recreation Programs, Events & Services

27.2.9 Service Area: Recreation Facilities Bookings & The Fenlands Maintenance

27.2.10 Service Area: Recreation and Trails Projects

28.0 ADJOURNMENT

Revised Governance and Finance Committee Service Review Agenda Prepared by: L. Lee and L. McDougall

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**(REVISED) Tentative Scheduled of Events for the 2022 Service Review
Meeting of the Governance and Finance Committee**

Monday, 2021 November 29 (9 a.m. – 4 p.m.):

- Introduction to Service Review:
 - Councillor Handbook.

- Capital Budget:
 - 10 Year Capital Projects;
 - 10 Year Capital Reserve Estimates;
 - 2021 Capital Carry Forwards; and
 - No Year Identified Capital Projects.

- Fuel Summary; and
- New Service Level Requests (Excluding Downtown Pedestrian Zone).

Wednesday, 2021 December 01 (9 a.m. – 4 p.m.):

- Continuation of New Service Level Requests (Excluding Downtown Pedestrian Zone);

Monday, 2021 December 06 (9 a.m. – 1 p.m.):

- Continuation of New Service Level Requests (Excluding Downtown Pedestrian Zone); and
- Governance

Wednesday, 2021 December 8 (9 a.m. – 4 p.m.):

- New Service Level Request – Downtown Pedestrian Zone; and
- Governance - continued

Monday, 2021 December 13 (9 a.m. – 1 p.m.):

- Governance - continued
- Corporate Services/IT / GIS.
- Other (Council Initiatives and Library)

Wednesday, 2021 December 15 (9 a.m. – 4 p.m.):

- Human Resources;
- Health and Safety;
- Municipal Parks;
- Streets;
- Operations Administration.
- Fleet;
- Facilities;
- Water Services; and
- Resource Recovery

***This Schedule of Events is tentative and subject to change. Please contact the Municipal Clerk at Municipal.Clerk@banff.ca or by calling 403-762-1209 for confirmation. Items listed on this tentative Schedule will not occur prior to the listed date. Submission requests will not be accepted/ included on the Agenda for Items that have already been dealt with.**

Monday, 2021 December 20 (9 a.m. – 4 p.m.):

- Resource Recovery - continued
- Fire Department;
- Police;
- Communications and Marketing; and
- Community and Recreation Services.

Monday, 2022 January 10 (9 a.m. – 1 p.m.):

Submission Deadlines for the below listed Items:

Written: 2022 January 9 at 12:00 p.m. noon

Verbal: 2022 January 7 at 4:30 p.m.

- Communications (in-kind BLLT request) – continued
- Community and Recreation Services - continued
- Engineering; and
- Roam Public Transit Support

Wednesday, 2022 January 12 (9 a.m. – 4 p.m.):

Submission Deadlines for the below listed Items:

Written: 2022 January 11 at 12:00 p.m. noon

Verbal: 2022 January 11 at 4:30 p.m.

- Municipal Enforcement; and
- Planning and Development

Monday, 2022 January 24 (9 a.m. – 1 p.m.):

- Complete Service Review (if required); and
- Budget

Wednesday, 2022 January 26 (9 a.m. – 5 p.m.):

- Complete Budget (if required).

*This Schedule of Events is tentative and subject to change. Please contact the Municipal Clerk at Municipal.Clerk@banff.ca or by calling 403-762-1209 for confirmation. Items listed on this tentative Schedule will not occur prior to the listed date. Submission requests will not be accepted/ included on the Agenda for Items that have already been dealt with.

Spray Ave. - Mountain Ave. Transit Lanes

Banff Town Council
Banff Town Administration

Dec. 30/21
Banff, AB

Re: Spray Ave. - Mountain Ave. Transit Lanes

As reported in the December 2, 2021 edition of the Rocky Mountain Outlook, some thought has already been given to the idea of designated northbound transit lanes on Spray Ave. and Mountain Ave. As a long-time resident of the south side of Banff, Councillor Pettigrew and Fire Chief Adamo are the only Town representatives that I know of who may be able to corroborate to the following observations.

Most people would assume that the idea of priority transit/ designated transit lanes is to allow buses to maintain posted schedule timing in moving passengers from point A (1 - Spray Ave. and 2 - Mountain Ave.) to point B (downtown Banff). In bigger locations such as Calgary this usually means several kilometres are included in the lane. Smaller locations may not be as long.

I assume that point A-1 Spray Ave. would start at the Banff Springs Hotel at the current Roam bus stop. From there to the Spray Ave. - Mountain Ave. intersection is approximately one (1) kilometre at most. It is suggested that the current parking lane be designated for the transit lane. I presume that the quoted “ loss of about 20 parking stalls “ includes the ones from Banff Springs Hotel to Bow Falls Dr., and as was also pointed out, the neighbouring streets are not capable of filling the need for these parking spots.

Point A-2 Mountain Ave. is proposed to start at “the top of Middle Springs” and continue south to the Spay Ave. - Mountain Ave. intersection. I presume that the turn-around point would still be at the Upper Hot Springs - Banff Gondola location. There is room to widen Mountain Ave. from Middle Springs Dr. to the northern edge of the Valleyview property, which is approximately one-half ($\frac{1}{2}$) of a kilometre, but there is very little, if any, extra room to widen Mountain Ave. from the Kootenay Ave. intersection north to the Spray Ave. - Mountain Ave. intersection and maintain the left-hand turn lane from Mountain Ave. onto Kootenay Ave. If a third lane was possible from Kootenay Ave. to the Spray Ave. - Mountain Ave. intersection, the intersection in place would need to be redesigned to accomodate the third lane merging into the Spray Ave. transit lane.

The final problem is the portion of Spray Ave. to the Bow River Bridge. This always has been, and, for the foreseeable future, will continue to be a pinch point. If a designated transit lane is continued from the Spray Ave. - Mountain Ave. intersection to the bridge, then north-bound private-use vehicles will be confined to one lane to accomodate right-hand-turning and straight-through traffic. To continue the designated transit lane across the bridge into downtown Banff would mean re-designating flow patterns across the bridge to one lane north-bound and one lane south-bound for private use vehicles. To accomplish this would mean merging the two south-bound lanes of Banff Ave. as they come to the bridge.

One question that may come up is: will these lanes be used exclusively by Roam Transit, or would some arrangement be available for private company buses: and would the schedule timings need to be adjusted if the speed is reduced to 30 kph as proposed?

Thank you for allowing me to present these observations.

Les Young
Banff.