

MINUTES OF THE VIRTUAL GOVERNANCE AND FINANCE COMMITTEE MEETING
of the Town of Banff in the Province of Alberta
Virtual Regular Meeting
Monday, 2021 February 08, at 9:00 am

MEMBERS PRESENT

Karen Sorensen	Mayor	(Remote Participation)
Chip Olver	Councillor and Deputy Mayor	(Remote Participation)
Corrie DiManno	Councillor and Acting Mayor	(Remote Participation)
Ted Christensen	Councillor	(Remote Participation)
Grant Canning	Councillor	(Remote Participation)
Peter Poole	Councillor	(Remote Participation)
Brian Standish	Councillor	(Remote Participation)

MEMBERS ABSENT

None

ADMINISTRATION PRESENT

Kelly Gibson	Town Manager	(Remote Participation)
Silvio Adamo	Director, Protective Services, and Fire Chief	(Remote Participation)
Jason Darrah	Director, Communications & Marketing	(Remote Participation)
Darren Enns	Director, Planning & Development	(Remote Participation)
Chris Hughes	Director, Corporate Services	(Remote Participation)
Alison Gerrits	Director, Community Services	(Remote Participation)
Paul Godfrey	Director, Operations	(Remote Participation)
Randall McKay	Manager, Strategic Initiatives & Special Projects	(Remote Participation)
Andrea Stuart	Finance Manager, Corporate Services	(Remote Participation)
Renee Lavergne	Information Governance Coordinator	(Remote Participation)
Lisa Lee	Executive Assistant, Mayor's Office	(Remote Participation)
Libbey McDougall	Municipal Clerk	(Remote Participation)

Minutes approved by: _____

1.0 CALL TO ORDER

To confirm Members of the Governance and Finance Committee, who all participated virtually due to the ongoing COVID-19 Pandemic, as present, the following roll call was conducted:

ROLL CALL:

Present: (7): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, Councillor Poole, and Councillor Standish

Mayor Sorensen called the virtual Regular Meeting of the Governance and Finance Committee to order at 9:01 a.m.

2.0 APPROVAL OF AGENDA

2.1 Agenda for the 2021 February 08 Virtual Regular Meeting of the Governance and Finance Committee

FIN21-158 **Moved by** Mayor Sorensen

That the Agenda for the 2021 February 08 Virtual Service Review Meeting of the Governance and Finance Committee be approved, **after amendment, as follows:**

- **By bringing forward Item 7.1, Pre-Audit Planning, to be heard as the first item of new business following Section 3.0, Adoption of Previous Governance and Finance Committee Minutes.**

For: (7): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, Councillor Poole, and Councillor Standish

MOTION CARRIED

Minutes approved by: _____

3.0 ADOPTION OF PREVIOUS GOVERNANCE AND FINANCE COMMITTEE MINUTES

- 3.1 Minutes of the 2021 January 18 Virtual Service Review Meeting of the Governance and Finance Committee
- 3.2 Minutes of the 2021 January 20 Virtual Service Review Meeting of the Governance and Finance Committee
- 3.3 Minutes of the 2021 January 22 Virtual Service Review Meeting of the Governance and Finance Committee
- 3.4 Minutes of the 2021 January 25 Virtual Regular Meeting of the Governance and Finance Committee

FIN21-159 **Moved by** Mayor Sorensen

That following Minutes be adopted by way of an omnibus motion:

- Minutes of the 2021 January 18 Virtual Service Review Meeting of the Governance and Finance Committee;
- Minutes of the 2021 January 20 Virtual Service Review Meeting of the Governance and Finance Committee;
- Minutes of the 2021 January 22 Virtual Service Review Meeting of the Governance and Finance Committee; and
- Minutes of the 2021 January 25 Virtual Service Review Meeting of the Governance and Finance Committee.

For: (7): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, Councillor Poole, and Councillor Standish

MOTION CARRIED

4.0 DELEGATIONS AND INVITED PRESENTATIONS

No Delegations and Invited Presentations were scheduled as part of this meeting.

Minutes approved by: _____

5.0 PUBLIC INPUT ON AGENDA ITEMS

5.1 Written Submissions

No Written Submissions were received for this meeting.

5.2 Verbal Submissions

No Verbal Submissions were provided for this meeting.

6.0 UNFINISHED BUSINESS

Committee, by unanimous consent, recessed at 9:57 a.m. to reconvene at 10:12 a.m.

Committee reconvened at 10:13 a.m. with Mayor Sorensen in the chair.

6.1 Request for Direction: Proposed Bylaw 431 – Land Use Bylaw Amendment Administration of Development Permits

Individuals in attendance during the closed meeting discussions with respect to Item 6.1, Proposed Bylaw 431 – Land Use Bylaw Amendment Administration of Development Permits:

Clerk: L. McDougall

Advice: K. Gibson, D. Enns, and R. McKay

FIN21-163 **Moved by** Councillor Christensen

That Attachment 1, Text For Discussion – Proposed Bylaw 431, Administration of Development Permits, associated with Item 6.1, Proposed Bylaw 431 – Land Use Bylaw Amendment Administration of Development Permits, be amended by deleting Section 2.1.9 in its entirety and renumbering the remaining sections accordingly.

For: (2): Councillor Christensen and Councillor Poole

Against: (5): Mayor Sorensen, Councillor Canning, Councillor DiManno, Councillor Olver, and Councillor Standish

MOTION DEFEATED

Minutes approved by: _____

FIN21-164 **Moved by** Councillor Poole

That Committee recess at 11:18 to the call of the chair, and reconvene in a closed meeting, to be conducted in a confidential Zoom Meeting environment, pursuant to Sections 17(Disclosure to personal privacy) and 24 (Advice from officials) of the *Freedom of Information and Protection of Privacy Act*, to consider confidential matters with respect to the Item 6.1, Proposed Bylaw 431 – Land Use Bylaw Amendment Administration of Development Permits.

For: (7): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, Councillor Poole, and Councillor Standish

MOTION CARRIED

Committee reconvened in closed meeting at 11:19 a.m. with Mayor Sorensen in the Chair.

Committee recessed in closed meeting at 11:59 a.m.

Committee reconvened in public meeting at 12:00 p.m. with Mayor Sorensen in the chair.

FIN21-165 **Moved by** Mayor Sorensen

That Committee rise and report.

For: (7): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, Councillor Poole, and Councillor Standish

MOTION CARRIED

FIN21-166 **Moved by** Councillor Olver

That new Recommendation 1, for Item 6.1, Proposed Bylaw 431 – Land Use Amendment Administration of Development Permits, be amended by as follows:

- By adding the words “, or a related Policy,” following the words “proposed Bylaw 431. Administration of Development Permits”; and
- By deleting the word “it” preceding the words “returns to Council for consideration “and substituting with the words “the proposed bylaw”.

For: (7): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, Councillor Poole, and Councillor Standish

MOTION CARRIED

FIN21-167 **Moved by** Councillor Poole

That with respect to **new Recommendation 1. a)** for Item 6.1, Proposed Bylaw 431 – Land Use Amendment Administration of Development Permits, the following be approved, **as amended and after amendment:**

1. **That the Governance and Finance Committee direct Administration to include following items into proposed Bylaw 431, Administration of Development Permits, or a related Policy, when the proposed bylaw returns to Council for consideration:**
 - a) **A standard of reporting or a unique approval for development permits for Town owned projects;**

For: (7): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, Councillor Poole, and Councillor Standish

MOTION CARRIED

FIN21-168 **Moved by** Councillor Poole

That with respect to **new Recommendation 1. b)** for Item 6.1, Proposed Bylaw 431 – Land Use Amendment Administration of Development Permits, the following be approved, **as amended and after amendment:**

1. **That the Governance and Finance Committee direct Administration to include following items into proposed Bylaw 431, Administration of Development Permits, or a related Policy, when the proposed bylaw returns to Council for consideration:**

b) **A yearly summary of the variances granted to understand if there are any trends/patterns.**

For: (3): Councillor Christensen, Councillor Olver, and Councillor Poole

Against (4): Mayor Sorensen, Councillor Canning, Councillor DiManno, and Councillor Standish

MOTION DEFEATED

FIN21-169 **Moved by Mayor Sorensen**

That with respect to **new Recommendations 2 and 3** for Item 6.1, Proposed Bylaw 431 – Land Use Amendment Administration of Development Permits, the following be approved, **after amendment:**

That the Governance and Finance Committee direct that:

2. Administration return to a future meeting of Council with proposed Bylaw 431 – Administration of Development Permits for its consideration; and
3. **The confidential discussions remain confidential pursuant to Sections 17 (Disclosure to personal privacy) and 24 (Advice from officials) of the *Freedom of Information and Protection of Privacy Act*.**

For: (7): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, Councillor Poole, and Councillor Standish

MOTION CARRIED

7.0 REPORTS

7.1 Briefing: Pre-Audit Planning

Note: This Item was dealt with as the first item of new business following Section 3.0, Adoption of Previous Governance and Finance Committee Minutes, as per Motion FIN21-158

Individuals in attendance during the closed meeting discussions with respect to Item 7.1, Pre-Audit Planning:

Non – Administration External Presenters: L. Rivero and T. Thompson.

FIN21-160 **Moved by Mayor Sorensen**

That Committee recess at 9:05 a.m. to the call of the chair, and reconvene in a closed meeting, to be conducted in a confidential Zoom Meeting environment, pursuant to Section 24 (Advice from officials) of the *Freedom of Information and Protection of Privacy Act*, to consider confidential matters with respect to the Item 8.1, Pre-Audit Planning, and that the following individuals be invited into Committee's closed meeting discussions:

- Laura Rivero, KPMG Enterprise; and
- Taylor Thompson, KPMG Enterprise.

For: (7): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, Councillor Poole, and Councillor Standish

MOTION CARRIED

Committee reconvened in closed meeting at 9:07 a.m. with Mayor Sorensen in the Chair.

Committee recessed in closed meeting at 9:53 a.m.

Committee reconvened in public meeting at 9:55 a.m. with Mayor Sorensen in the chair.

Minutes approved by: _____

FIN21-161 **Moved by** Mayor Sorensen

That Committee rise and report.

ROLL CALL VOTE:

For: (7): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, Councillor Poole, and Councillor Standish

MOTION CARRIED

FIN21-162 **Moved by** Mayor Sorensen

That with respect to Item 7.1, Pre-Audit Planning, the following be approved:

That the Governance and Finance Committee direct that the Confidential Attachment, KPMG – 360 Review – Audit Plan, remain confidential pursuant to Section 24 (Advice from officials) of the *Freedom of Information and Protection of Privacy Act*.

For: (7): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, Councillor Poole, and Councillor Standish

MOTION CARRIED

8.0 **CORRESPONDENCE**

No Correspondence was received for this meeting.

9.0 **NEW/URGENT BUSINESS**

No New/ Urgent Business was scheduled as part of this meeting.

10.0 **CONFIDENTIAL ITEMS**

No Confidential Items were scheduled as part of this meeting.

Minutes approved by: _____

11.0 ADJOURNMENT

FIN21-170 **Moved by** Councillor Standish

That this meeting adjourn at 12:27 p.m.

ROLL CALL VOTE:

For: (7): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, Councillor Poole, and Councillor Standish

MOTION CARRIED

Karen Sorensen
Mayor

Libbey McDougall
Municipal Clerk

Minutes approved by: _____