



**MINUTES OF THE GOVERNANCE AND FINANCE COMMITTEE MEETING**  
**of the Town of Banff in the Province of Alberta**  
**Service Review Meeting of the Governance and Finance Committee**  
**Monday, 2023 January 09, 9:00 a.m.**

**MEMBERS PRESENT**

Corrie DiManno	Mayor
Grant Canning	Councillor and Deputy Mayor
Chip Olver	Councillor and Acting Mayor
Ted Christensen	Councillor
Hugh Pettigrew	Councillor
Kaylee Ram	Councillor

**MEMBERS ABSENT**

Barb Pelham	Councillor
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**ADMINISTRATION PRESENT**

Kelly Gibson	Town Manager	
Silvio Adamo	Director, Protective Services, and Fire Chief	
Jason Darrah	Director, Communications and Marketing	
Darren Enns	Director, Planning and Development	
Adrian Field	Director, Engineering	
Alison Gerrits	Director, Community Services	(Remote Participation)
Paul Godfrey	Director, Operations	
Chris Hughes	Director, Corporate Services	
Barbara King	Director, Human Resources	
Dorothee Esquerre	Finance Manager	
Stan Andronyk	Manager, Municipal Enforcement	
Lisa Lee	Executive Assistant	(Remote Participation)
Renée Lavergne	Information Governance Coordinator	(Remote Participation)
Kiersten McDonald	Legislative Advisor	

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Approved 2023 January 23

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## 1.0 CALL TO ORDER

Present In Chamber: (6): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pettigrew, and Councillor Ram

Absent (1): Councillor Pelham

Mayor DiManno called the 2023 January 09 Service Review Meeting of the Governance and Finance Committee to order at 9:01 a.m.

Councillor Olver provided a land acknowledgment at today's meeting.

## 2.0 APPROVAL OF AGENDA

### 2.1 Agenda for the 2023 January 09 Service Review Meeting of the Governance and Finance Committee

FIN23-01 **Moved by** Councillor Canning

That the Agenda for the 2023 January 09 Service Review Meeting of the Governance and Finance Committee be approved.

For: (6): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pettigrew, and Councillor Ram

**MOTION CARRIED**

### 2.2 Tentative Schedule of Events for the 2023 Service Review Meetings of the Governance and Finance Committee

Committee, by unanimous consent, received the Tentative Schedule of Events for the 2023 Service Review Meetings of the Governance and Finance Committee for the Corporate Record

Minutes approved by: On Original On Original



### **3.0 CONFIRMATION OF PREVIOUS GOVERNANCE AND FINANCE COMMITTEE MINUTES**

#### **3.1 Minutes of the 2022 December 19 Service Review Meeting of the Governance and Finance Committee**

FIN23-2      **Moved by** Councillor Ram

That Minutes of the 2022 December 19 Service Review meeting of the Governance and Finance Committee be confirmed.

For: (6): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pettigrew, and Councillor Ram

**MOTION CARRIED**

### **UNFINISHED BUSINESS**

#### **4.0 HUMAN RESOURCES DEPARTMENT**

##### **4.1 Public Input on Human Resources Department**

###### **4.2.1 Written Submissions**

No Written Submissions were received with respect to this Section.

###### **4.2.2 Verbal Submissions**

No Verbal Submissions were provided with respect to this Section.

##### **4.2 Request for Direction: Service Level Review – Human Resources Department**



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#### 4.2.1 **Human Resources Department**

4.2.1.1 Service Area: Human Resources Administration

4.2.1.2 Service Area: Employee Housing

FIN23-3 **Moved by** Councillor Christensen

That with respect to Item 4.2.1.2 Service Area: Employee Housing:

That the 2023 Operating Budget and Service Review document for the Human Resources – Employee Housing service area be amended by adding a new 2023 priority as follows:

- Bring to Council a report to explore increasing the amount of employee housing.

For: (6): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pettigrew, and Councillor Ram

**MOTION CARRIED**

FIN23-4 **Moved by** Councillor Olver

That with respect to Item 4.2.1.2, Service Area: Employee Housing the following be approved, **as amended**:

That the Governance and Finance Committee recommend that the proposed **amended** 2023 Operating Budget and Service Review document for the Employee Housing service area be forwarded to Council for final consideration.

For: (6): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pettigrew, and Councillor Ram

**MOTION CARRIED**

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#### **4.2.2 Council Questions and Answers from Administration**

FIN23-5 **Moved by** Mayor DiManno

That with respect to Item 4.0 Human Resources Department, the following be approved:

That the Governance and Finance Committee receive the Council Questions and Answers from Administration document, with respect to the Human Resources Department, for the Corporate Record.

For: (6): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pettigrew, and Councillor Ram

**MOTION CARRIED**

### **5.0 NEW BUSINESS**

#### **5.1 Reference Request for Decision: Visitor Pay Parking Rate and Scope Review**

FIN23-6 **Moved by** Mayor DiManno

That with respect to Item 5.1, Reference Request for Decision: Visitor Pay Parking Rate and Scope Review, the following be approved:

That Governance and Finance Committee recommend to Council an increase to \$5 in peak season and \$4 in off-peak season, with revenue to go into the Visitor Pay Parking Reserve to be implemented in May 2023.

FIN23-7 **Moved by** Councillor Pettigrew

That motion FIN23-6 be amended by deleting the words “to \$5 in peak season and \$4 in off-peak season” and substituting with the words **“\$4 in 2023, and \$5 in 2024 and 2025 in peak season and \$3 in the off-peak season in 2023, and \$4 in 2024 and 2025”**

Minutes approved by: On Original On Original



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FIN23-8 **Moved by** Councillor Canning

That motion FIN23-7 be amended by deleting the words “\$4 in 2023, and \$5 in 2024 and 2025 in peak season and \$3 in the off-peak season in 2023, and \$4 in 2024 and 2025” and replacing them with the words “**\$4 in 2023 in peak season and \$3 in the off-peak season in 2023**”.

For: (3): Councillor Pettigrew, Councillor Ram, Councillor Canning

Against: (3): Mayor DiManno, Councillor Olver, Councillor Christensen

**MOTION DEFEATED**

FIN23-7 **Motion, unamended**

For: (3): Councillor Pettigrew, Councillor Ram, Councillor Canning

Against: (3): Mayor DiManno, Councillor Olver, Councillor Christensen

**MOTION DEFEATED**

FIN23-9 **Moved by** Councillor Christensen

That motion FIN23-6 be amended by deleting the words “to \$5 in peak season and \$4 in off-peak season” and replacing them with the words “**to \$7 in peak season and \$5 in off-peak season**”

For: (1): Councillor Christensen

Against: (5): Mayor DiManno, Councillor Ram, Councillor Olver, Councillor Canning, Councillor Pettigrew

**MOTION DEFEATED**

FIN23-6 **Motion, unamended**

For: (5): Mayor DiManno, Councillor Ram, Councillor Olver, Councillor Canning, Councillor Christensen

Against: (1): Councillor Pettigrew

**MOTION CARRIED**

Minutes approved by: On Original On Original



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Service Review Meeting of the Governance and Finance Committee  
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Committee recessed, by unanimous consent, at 11:23 a.m. to reconvene at 11:38 a.m.

Committee reconvened at 11:39 a.m. with Mayor DiManno in the Chair.

FIN23-10 **Moved by** Councillor Pettigrew

That with respect to Item 5.1, Reference Request for Decision: Visitor Pay Parking Rate and Scope Review, the following be approved:

That the Governance and Finance Committee recommend that Council direct Administration to apply a \$3 residential rate for pay parking during peak times and \$2 in off-peak season to those residents registered under the residential pass system.

For: (1): Councillor Pettigrew

Against: (5): Mayor DiManno, Councillor Ram, Councillor Olver, Councillor Canning, Councillor Christensen

**MOTION DEFEATED**

FIN23-11 **Moved by** Mayor DiManno

That with respect to Item 5.1, Reference Request for Decision: Visitor Pay Parking Rate and Scope Review, the following be approved:

That Governance and Finance Committee recommend to Council to direct Administration to explore strategies, including incentives and disincentives, for reducing the amount of single-occupied vehicles entering the Town of Banff for the purpose of commuting.

For: (6): Mayor DiManno, Councillor Ram, Councillor Olver, Councillor Canning, Councillor Christensen, Councillor Pettigrew

**MOTION CARRIED**

Minutes approved by: On Original On Original



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FIN23-12 **Moved by** Councillor Canning

That with respect to Item 5.1, Reference Request for Decision: Visitor Pay Parking Rate and Scope Review, the following be approved:

That the Governance and Finance Committee recommend that Council direct Administration to explore a fee based monthly parking pass program for non-residents who work in the town of Banff as part of the report to explore strategies, including incentives and disincentives, for reducing the amount of single-occupied vehicles entering the Town of Banff for the purpose of commuting.

For: (6): Mayor DiManno, Councillor Ram, Councillor Olver, Councillor Canning, Councillor Christensen, Councillor Pettigrew

**MOTION CARRIED**

FIN23-13 **Moved by** Mayor DiManno

That with respect to Item 5.1, Reference Request for Decision: Visitor Pay Parking Rate and Scope Review, the following be approved:

That the Governance and Finance Committee recommend that Council direct Administration to fund 100% of the following project through visitor paid parking reserve:

-New electric bus purchase (\$1.5 million)

For: (6): Mayor DiManno, Councillor Ram, Councillor Olver, Councillor Canning, Councillor Christensen, Councillor Pettigrew

**MOTION CARRIED**

FIN23-14 **Moved by** Mayor DiManno

That with respect to Item 5.1, Reference Request for Decision: Visitor Pay Parking Rate and Scope Review, the following be approved:

That the Governance and Finance Committee recommend that Council direct Administration to fund 100% of the following project through Visitor Pay Parking reserve:

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-Mountain Avenue Transit Express Lane (\$185,000 in 2023 and \$930,000 in 2024)

For: (6): Mayor DiManno, Councillor Ram, Councillor Olver, Councillor Canning, Councillor Christensen, Councillor Pettigrew

**MOTION CARRIED**

FIN23-15 **Moved by** Mayor DiManno

That with respect to Item 5.1, Reference Request for Decision: Visitor Pay Parking Rate and Scope Review, the following be approved:

That the Governance and Finance Committee recommend that Council direct Administration to return with recommendations to split the Visitor Pay Parking reserve into a Capital Reserve and an Operating Reserve when the proposed budget comes to Council on January 18, 2023.

For: (6): Mayor DiManno, Councillor Ram, Councillor Olver, Councillor Canning, Councillor Christensen, Councillor Pettigrew

**MOTION CARRIED**

FIN23-16 **Moved by** Councillor Pettigrew

That with respect to Item 5.1, Reference Request for Decision: Visitor Pay Parking Rate and Scope Review, the following be approved:

That the Governance and Finance Committee recommend to Council that the 2023 Operating Budget be amended by applying an additional transfer of \$500,000, to be funded through VPP reserves, to public transit operations for a total of \$1,000,000.

FIN23-17 **Moved by** Councillor Pettigrew

That motion FIN23-16 be amended to include the words “, 2024, and 2025” following the words “Council that the 2023” and before the words “Operating Budget”

For: (2): Councillor Pettigrew, Councillor Christensen

Against: (4): Mayor DiManno, Councillor Ram, Councillor Olver, Councillor Canning

**MOTION DEFEATED**

Minutes approved by: On Original On Original



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FIN23-16      **Motion, unamended**

For: (2): Councillor Pettigrew, Councillor Christensen

Against: (4): Mayor DiManno, Councillor Ram, Councillor Olver, Councillor Canning

**MOTION DEFEATED**

FIN23-18      **Moved by** Councillor Pettigrew

That with respect to Item 5.1, Reference Request for Decision: Visitor Pay Parking Rate and Scope Review, the following be approved:

That the Governance and Finance Committee recommend to Council that the 2023 Operating Budget be amended by applying an additional transfer of \$250,000, to be funded through the Visitor Pay Parking Reserves, to public transit operations for a total of \$750,000.

For: (3): Councillor Pettigrew, Councillor Christensen, Councillor Ram

Against: (3): Mayor DiManno, Councillor Olver, Councillor Canning

**MOTION DEFEATED**

Committee recessed, by unanimous consent, at 1:07 p.m. to reconvene at the call of the chair.

Committee reconvened at 3:26 p.m. with Mayor DiManno in the chair.

FIN23-19      **Moved by** Councillor Pettigrew

The with respect to item 4.1.1 Service Area: Human Resources Administration, that the following be approved:

That the Governance and Finance Committee Recommend that Council direct Administration to implement the proposed market wages/salaries adjustments, as per P. Walters Consulting Ltd. recommendation report, over a period covering 2023, 2024, and 2025, with 1/3rd of the \$821,336.00 in wage adjustments to be applied equally in each of the years 2023, 2024, and 2025 budget.

Minutes approved by:      On Original      On Original



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For: (2): Councillor Pettigrew, Councillor Christensen  
Against: (4): Mayor DiManno, Councillor Ram, Councillor Olver, Councillor Canning

**MOTION DEFEATED**

Councillor Ram declared a pecuniary conflict of interest with respect to FIN23-20, and abstained from the discussion and voting, as she owns a business located on Bear Street. Councillor Ram left the Council meeting at 4:04 p.m. and returned at 4:09 p.m. after the vote was declared.

FIN23-20      **Moved by** Councillor Christensen

That with respect to the budget tracker document for the 2023 Service Review:

That the Governance and Finance Committee recommend that Council direct Administration to remove funding and to return to the status quo for the Bear Street enhanced snow removal for 2023.

For: (2): Councillor Pettigrew, Councillor Christensen  
Against: (3): Mayor DiManno, Councillor Olver, Councillor Canning

**MOTION DEFEATED**

FIN23-21      **Moved by** Councillor Christensen

That with respect to the budget tracker document for the 2023 Service Review:

That the Governance and Finance Committee recommend that Council direct Administration to postpone until 2024 the previously approved \$25,000 budget for Council to visit comparable tourism-based communities.

For: (2): Councillor Pettigrew, Councillor Christensen  
Against: (4): Mayor DiManno, Councillor Olver, Councillor Canning, Councillor Ram

**MOTION DEFEATED**

Minutes approved by:      On Original      On Original



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FIN23-22 **Moved by** Councillor Christensen

That with respect to the budget tracker document for the 2023 Service Review:

That the Governance and Finance Committee recommend that Council direct Administration to remove the e-bike program from budget in 2023.

For: (2): Councillor Pettigrew, Councillor Christensen

Against: (4): Mayor DiManno, Councillor Olver, Councillor Canning, Councillor Ram

**MOTION DEFEATED**

FIN23-23 **Moved by** Councillor Christensen

That with respect to the budget tracker document for the 2023 Service Review:

That the Governance and Finance Committee recommend that Council direct Administration to remove the following 4 new positions from the 2023 year and postpone until 2024.

-Finance Position

-Cemetery Coordinator

-Communications Position

-IT Position

For: (2): Councillor Pettigrew, Councillor Christensen

Against: (4): Mayor DiManno, Councillor Olver, Councillor Canning, Councillor Ram

**MOTION DEFEATED**

FIN23-24 **Moved by** Councillor Christensen

That with respect to the budget tracker document for the 2023 Service Review:

That the Governance and Finance Committee recommend that Council direct Administration to remove the \$50,000 in the 2023 budget dedicated to Biosphere.

Minutes approved by: On Original On Original



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For: (1): Councillor Christensen

Against: (5): Mayor DiManno, Councillor Olver, Councillor Canning, Councillor Ram, Councillor Pettigrew

**MOTION DEFEATED**

FIN23-25 **Moved by** Mayor DiManno

That with respect to the Municipal Enforcement service area: Visitor Pay Parking/ Resident Parking Permits, the following be approved:

That the Governance and Finance Committee recommend a new 2023 priority in Municipal Enforcement to bring back a report in Q1 to revise the parking fines in paid parking lots to reflect the new Visitor Pay Parking rates.

For: (6): Mayor DiManno, Councillor Ram, Councillor Olver, Councillor Canning, Councillor Christensen, Councillor Pettigrew

**MOTION CARRIED**

FIN23-26 **Moved by** Mayor DiManno

That with respect to the budget tracker document for the 2023 Service Review:

That the Governance and Finance Committee recommend that Council direct Administration to change the funding source for the Comparable Tourism Based Communities visit from Budget Stabilization to Economic Recovery Reserve.

For: (6): Mayor DiManno, Councillor Ram, Councillor Olver, Councillor Canning, Councillor Christensen, Councillor Pettigrew

**MOTION CARRIED**

Minutes approved by: On Original On Original



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FIN23-27 **Moved by** Councillor Pettigrew

That with respect to the previously approved e-bike rebate program, that the following be approved:

That the Governance and Finance Committee recommend that Council direct Administration to limit the e-bike rebate program to a maximum of three per household.

For: (2): Councillor Pettigrew, Councillor Christensen

Against: (4): Mayor DiManno, Councillor Olver, Councillor Canning, Councillor Ram

**MOTION DEFEATED**

FIN23-28 **Moved By** Mayor DiManno

That with respect to the budget tracker document for the 2023 Service Review:

That the Governance and Finance Committee recommend that the budget tracker, **as amended**, be forward to Council at the 2023 January 18 Meeting of Council for budget approval

For: (6): Mayor DiManno, Councillor Ram, Councillor Olver, Councillor Canning, Councillor Christensen, Councillor Pettigrew

**MOTION CARRIED**

FIN23-29 **Moved by** Mayor DiManno

That the January 11, 2023, meeting of the Governance and Finance Committee be cancelled.

For: (6): Mayor DiManno, Councillor Ram, Councillor Olver, Councillor Canning, Councillor Christensen, Councillor Pettigrew

**MOTION CARRIED**

Minutes approved by: On Original On Original



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## 6.0 ADJOURNMENT

FIN23-30 **Moved by** Councillor Ram

That this meeting adjourn at 5:08 p.m.

For: (6): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pettigrew, and Councillor Ram

**MOTION CARRIED**

On Original

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Corrie DiManno  
Mayor

On Original

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Kiersten McDonald  
Legislative Advisor

Minutes approved by: On Original On Original