



MINUTES OF THE VIRTUAL GOVERNANCE AND FINANCE COMMITTEE MEETING
of the Town of Banff in the Province of Alberta
Virtual Service Review Meeting
Friday, 2021 January 22, 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) |
| Adrian Field | Director, Engineering | (Remote Participation) |
| Chris Hughes | Director, Corporate Services | (Remote Participation) |
| Alison Gerrits | Director, Community Services | (Remote Participation) |
| Paul Godfrey | Director, Operations | (Remote Participation) |
| Barbara King | Director, Human Resources | (Remote Participation) |
| Randall McKay | Manager, Strategic Initiatives & Special Projects | (Remote Participation) |
| Amanda Arbuckle | Manager, Recreation Services | (Remote Participation) |
| Shawn Carr | Manager of FCSS & Social Programs | (Remote Participation) |
| Michael Hay | Manager, Environmental Services | (Remote Participation) |
| Sharon Oakley | Manager, Housing Sustainability | (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) |

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

Mayor Sorensen called the virtual Service Review 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 January 22 Virtual Service Review Meeting of the Governance and Finance Committee

FIN21-75 **Moved by** Mayor Sorensen

That the Agenda for the 2021 January 22 Virtual Service Review Meeting of the Governance and Finance Committee be approved, **as amended, as follows:**

- **By bringing forward and postponing Section 11.0, Service Review – Communications & Marketing Department, to be heard as part of the 2021 January 25 Virtual Regular Meeting of the Governance and Finance Committee.**

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

MOTION CARRIED

3.0 ADOPTION OF PREVIOUS GOVERNANCE AND FINANCE COMMITTEE MINUTES

No Previous Governance and Finance Committee Minutes were included for adoption.

**4.0 UNFINISHED BUSINESS FROM THE 2021 JANUARY 20 VIRTUAL SERVICE REVIEW
MEETING OF THE GOVERNANCE AND FINANCE COMMITTEE – PLANNING &
DEVELOPMENT**

4.1 PUBLIC INPUT ON PLANNING & DEVELOPMENT DEPARTMENT

4.1.1. Written Submissions

- 4.1.1.1. Bill Luxton, President, The Eleanor Luxton Historical Foundation: Letter
Re: Support for Banff Heritage Corporation, Dated 2021 January 18 (Item
4.2.6, Heritage Planning)

Committee, by unanimous consent, received Bill Luxton's Letter with respect to Item 4.2.6, Heritage Planning, for the Corporate Record.

- 4.1.1.2. Ericka Chemko, Chair, Banff Heritage Corporation: Letter, Dated 2020
December 16, Received 2021 January 18 (Item 4.2.6, Heritage Planning)

Committee, by unanimous consent, received Erica Chemko's Letter with respect to Item 4.2.6, Heritage Planning, for the Corporate Record.

4.1.2. Verbal Submissions

No Verbal Submissions were received with respect to this topic.

4.2 SERVICE LEVEL REVIEW & NEW SERVICE LEVEL REQUESTS

4.2.1. Questions and Answers: Planning & Development Department

FIN21-76 **Moved by** Mayor Sorensen

That with respect to Item 4.2.1., Questions and Answers: Planning & Development Department, the following be approved:

That the Governance and Finance Committee receive the Questions and Answers: Planning & Development Department document for the Corporate Record.

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

MOTION CARRIED

Minutes approved by: On Original On Original

4.2.2. **Planning and Development Fuel Summary**

FIN21-77 **Moved by** Mayor Sorensen

That with respect to Item 4.2.2., Planning and Development Fuel Summary, the following be approved:

That the Governance and Finance Committee receive the Planning and Development Fuel Summary and Roll Up presentation for the Corporate Record.

For: (6): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, and Councillor Poole

MOTION CARRIED

4.2.3. **Development and Building Permits & Inspections**

FIN21-78 **Moved by** Mayor Sorensen

That with respect to Item 4.2.3., Development and Building Permits & Inspections, the following be approved:

That the Governance and Finance Committee recommends that the proposed 2021 Operating Budget and Service Review document for the Development and Building Permits & Inspections service area be referred to Council for final consideration.

For: (6): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, and Councillor Poole

MOTION CARRIED

4.2.4. **Long Range/ Strategic Planning/ Policy Analysis and Development**

Committee, by unanimous consent, amended the 2021 Operating Budget and Service Review Document for the Planning & Development Department as follows:

- Page 10, under the heading ‘2021 Properties’, first bullet, by adding the words “with an update to Council in the first quarter of 2021” following the words “associated input on processes”.

FIN21-79 **Moved by** Councillor Poole

That the 2021 Operating Budget and Service Review Document for the Planning & Development Department be further amended on page 10, under the heading ‘2021 Priority’, by adding a new priority as follows:

- Return to the Governance and Finance committee with a briefing outlining the scope of the Railway lands Area Structure Plan prior to its First Reading.

For: (6): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, and Councillor Poole

MOTION CARRIED

FIN21-80 **Moved by** Mayor Sorensen

That with respect to Item 4.2.4., Long Range/ Strategic Planning/ Policy Analysis and Development, the following be approved, **after amendment**:

That the Governance and Finance Committee recommends that the proposed **amended** 2021 Operating Budget and Service Review document for the Long Range/ Strategic Planning/ Policy Analysis and Development service area be referred to Council for final consideration.

For: (6): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, and Councillor Poole

MOTION CARRIED

4.2.5. **Licenses/ Destination Marketing**

FIN21-81 **Moved by** Mayor Sorensen

That with respect to Item 4.2.5., Licences. Destination Marketing, the following be approved, **after amendment**:

That the proposed 2021 Operating Budget and Service Review document for the Licenses/ Destination Marketing service area be referred to Council for final consideration, **as amended on page 12, under the heading ‘Communication Format’, by adding the words “RFD – end of Q2 2021”.**

For: (6): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, and Councillor Poole

MOTION CARRIED



Committee recessed at 10:18 a.m. to reconvene at 10:35 a.m.

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

ROLL CALL:

Present: (6): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, and Councillor Poole

Committee reconvened at 10:36 a.m. with Mayor Sorensen in the Chair.

4.2.6. Heritage Planning

FIN21-82 **Moved by** Mayor Sorensen

That with respect to Item 4.2.6., Heritage Planning, the following be approved:

That the Governance and Finance Committee:

- 1. Direct Administration to proceed with the New Service Level Request – Indigenous Commemorative Framework, that includes the following initial Operating Cost estimates:

Operating Costs:

| Project Item | 2021 | 2022 |
|--|---------|---------|
| Engaging with Indigenous Advisors | \$7,500 | |
| Community Outreach | | \$7,500 |
| Protocol and Policy/ Framework Development | | \$7,500 |

For: (6): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, and Councillor Poole

MOTION CARRIED

Minutes approved by: On Original On Original

FIN21-83 **Moved by** Mayor Sorensen

That with respect to Item 4.2.6., Heritage Planning, the following be approved:

That the Governance and Finance Committee:

2. Refer the proposed 2021 Operating Budget and Service Review document, including the direction with respect to the New Service Level Request –Indigenous Commemorative Framework (Recommendation 1), as well as previously approved requests and projects, for the Heritage Planning service area, to Council for final consideration.

For: (6): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, and Councillor Poole

MOTION CARRIED

4.2.7. Environmental Management

FIN21-84 **Moved by** Mayor Sorensen

That with respect to Item 4.2.7., Environmental Management, the following be approved:

That the Governance and Finance Committee:

1. Direct Administration to proceed New Service level Request – Multi-Facility LED Lighting Upgrade, that will cover approximately nine municipal buildings and is anticipated to reduce the energy and maintenance costs, based on the following:

Capital Costs/ Funding Source(s)

| | 2021 |
|----------------------------|-----------|
| Design | \$40,000 |
| Fenlands Recreation Centre | \$179,000 |
| Town Hall | \$70,000 |
| Fire Hall | \$46,000 |
| Fleet Services | \$16,000 |
| Library | \$12,000 |



| | |
|--|---|
| Seniors Center | \$12,000 |
| Ops Admin | \$10,000 |
| Maintenance Building | \$9,000 |
| Water Transfer Station | \$6,000 |
| Gross Cost | \$400,000 |
| REC Grant Funding | \$(132,500) |
| Previously Approved capital budget (currently budgeted as part of the Building Lifecycle Maintenance Capital Project and the Fenlands Lifecycle Maintenance Capital Project) | \$(105,000) |
| Net New Capital Request | \$162,500 |
| Tax funded | \$0 (contingent on \$162,500 coming from Environmental Reserve) |

For: (6): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, and Councillor Poole

MOTION CARRIED

FIN21-86 **Moved by** Councillor Olver

That Mayor Sorensen’s Motion, FIN21-85, be amended by adding the words “funded through the Environmental Reserve,” preceding the words “that will undertake storm water sampling and analysis”.

For: (6): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, and Councillor Poole

MOTION CARRIED



FIN21-85 **Moved by** Mayor Sorensen

That with respect to Item 4.2.7., Environmental Management, the following be approved, **as amended**:

That the Governance and Finance Committee recommends that Council:

- 2. Allocate funds required for the New Service level Request – Storm Water Quality Monitoring, **funded through the Environmental Reserve**, to undertake storm water sampling and analysis, in support of a storm water quality monitoring partnership between the Town of Banff and Parks Canada, based on the following:

Capital Costs/ Funding Sources(s):
N/A

Operating Costs/ Revenue(s):

| | 2021 | 2022 |
|--------------------------------------|-----------|-----------|
| Lab Testing of Storm Water Samples | \$20,000 | \$20,000 |
| Storm Dept Operating Funds Available | \$(7,500) | \$(7,500) |
| Operating Funds Requested | \$12,500 | \$12,500 |

For: (6): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, and Councillor Poole

MOTION CARRIED

FIN21-87 **Moved by** Mayor Sorensen

That with respect to Item 4.2.7., Environmental Management, the following be approved:

That the Governance and Finance Committee:

3. Refer the proposed 2021 Operating Budget and Service Review document, including proposed direction with respect to the New Service Level Requests – Multi-Facility LED Lighting Upgrade and Storm Water Quality Monitoring, as well as previously approved requests, for the Environmental Management service area, to Council for final consideration.

For: (6): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, and Councillor Poole

MOTION CARRIED

4.2.8. **Public Art**

FIN21-88 **Moved by** Mayor Sorensen

That with respect to Item 4.2.8., Public Art, the following be approved:

That the Governance and Finance Committee recommends that the proposed 2021 Operating Budget and Service Review document, including previous approved requests, for the Public Art service area, be referred to Council for final consideration.

For: (6): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, and Councillor Poole

MOTION CARRIED

5.0 **SERVICE REVIEW – COMMUNITY & RECREATION SERVICES**

5.1 **PUBLIC INPUT ON THE COMMUNITY & RECREATION DEPARTMENT**

5.1.1 Written Submissions

No Written Submissions were received with respect to this topic.

Minutes approved by: On Original On Original

5.1.2 Verbal Submissions

No Verbal Submissions were provided with respect to this topic.

5.2 SERVICE LEVEL REVIEW & NEW SERVICE LEVEL REQUESTS

5.2.1. Questions and Answers: Community & Recreation Department

FIN21-89 **Moved by Mayor Sorensen**

That with respect to Item 5.2.1., Questions and Answers: Community & Recreation Department, the following be approved:

That the Governance and Finance Committee receive the Questions and Answers: Community & Recreation Department document for the Corporate Record.

For: (6): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, and Councillor Poole

MOTION CARRIED

5.2.2. Community Services Fuel Summary

FIN21-90 **Moved by Mayor Sorensen**

That with respect to Item 5.2.2., Community Services Fuel Summary, the following be approved:

That the Governance and Finance Committee receive the Community Services Fuel Summary and Roll Up presentation for the Corporate Record.

For: (6): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, and Councillor Poole

MOTION CARRIED

5.2.3. **Community Services Administration**

Councillor Olver stated that she has a family member who works for the Aquatics area of Sally Borden Fitness and Recreation. In her estimation this would not qualify as a pecuniary interest as this program operates independently of the Town of Banff. Councillor Olver stated her intention to remain in attendance for the discussion and subsequent vote with respect to Item 5.2.3., Community Services Administration. Committee raised no objections.

FIN21-91 **Moved by** Mayor Sorensen

That with respect to Item 5.2.3., Community Services Administration, the following be approved:

That the Governance and Finance Committee recommends that the proposed 2021 Operating Budget and Service Review document for the Community Services Administration service area be referred to Council for final consideration.

For: (6): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, and Councillor Poole

MOTION CARRIED

5.2.4. **Immigration Support Services**

FIN21-92 **Moved by** Mayor Sorensen

That with respect to Item 5.2.4., Immigration Support Services, the following be approved:

That the Governance and Finance Committee recommends that the proposed 2021 Operating Budget and Service Review document for the Immigration Support Services service area be referred to Council for final consideration.

For: (6): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, and Councillor Poole

MOTION CARRIED

5.2.5. **Community Social Wellbeing**

FIN21-93 **Moved by** Mayor Sorensen

That with respect to Item 5.2.5., Community Social Wellbeing, the following be approved:

That the Governance and Finance Committee recommends that the proposed 2021 Operating Budget and Service Review document for the Community Social Wellbeing service area be referred to Council for final consideration.

For: (6): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, and Councillor Poole

MOTION CARRIED

5.2.6. **Housing Sustainability**

FIN21-94 **Moved by** Mayor Sorensen

That with respect to Item 5.2.6., Housing Sustainability, the following be approved:

That the Governance and Finance Committee recommends that the proposed 2021 Operating Budget and Service Review document, including previously approved projects, for the Housing Sustainability service area, be referred to Council for final consideration.

For: (6): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, and Councillor Poole

MOTION CARRIED



5.2.7. Young Adult Programs & Services

FIN21-95 **Moved by** Mayor Sorensen

That with respect to Item 5.2.7., Young Adult Programs & Services, the following be approved:

That the Governance and Finance Committee recommends that the proposed 2021 Operating Budget and Service Review document for the Young Adult Programs & Services service area be referred to Council for final consideration.

For: (6): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, and Councillor Poole

MOTION CARRIED

5.2.8. Seniors Programs and Services

FIN21-96 **Moved by** Mayor Sorensen

That with respect to Item 5.2.8., Seniors Programs and Services, the following be approved:

That the Governance and Finance Committee recommends that the proposed 2021 Operating Budget and Service Review document for the Seniors Programs and Services service area be referred to Council for final consideration.

For: (6): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, and Councillor Poole

MOTION CARRIED

5.2.9. Children, Youth and Family Programs

FIN21-97 **Moved by** Mayor Sorensen

That with respect to Item 5.2.9., Children, Youth and Family Programs, the following be approved:

That the Governance and Finance Committee recommends that the proposed 2021 Operating Budget and Service Review document for the Children, Youth and Family Programs service area be referred to Council for final consideration.

For: (6): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, and Councillor Poole

MOTION CARRIED

5.2.10. Recreation Programs, Events & Services

FIN21-98 **Moved by** Mayor Sorensen

That with respect to Item 5.2.10., Children, Youth and Family Programs, the following be approved:

That the Governance and Finance Committee recommends that the proposed 2021 Operating Budget and Service Review document for the Recreation Programs, Events & Services service area be referred to Council for final consideration.

For: (6): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, and Councillor Poole

MOTION CARRIED

5.2.11. Recreation Facilities Bookings & The Fenlands Maintenance

Councillor Olver declared a pecuniary interest with respect to Item 5.2.11., Recreation Facilities Bookings & The Fenlands Maintenance, as she has a family member who works for the Aquatics area of Sally Borden Fitness and Recreation which may be impacted financially by these discussions. Councillor Olver left the Virtual Governance and Finance Committee meeting at 12:20 p.m. and returned at 12:24 after the vote was declared.



FIN21-99 **Moved by Mayor Sorensen**

That with respect to Item 5.2.11., Recreation Facilities Bookings & The Fenlands Maintenance, the following be approved:

That the Governance and Finance Committee recommends that the proposed 2021 Operating Budget and Service Review document for the Recreation Facilities Bookings & The Fenlands Maintenance service area be referred to Council for final consideration.

For: (5): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, and Councillor Poole

MOTION CARRIED

5.2.12. **Recreation and Trails Projects**

FIN21-100 **Moved by Councillor Poole**

That the 2021 Operating Budget and Service Review Document for Community & Recreation Services be amended by deferring Project RC-61-18, Trail Lightning Upgrades, found on page 47, to 2023 so as to avoid the required transfer of funds in the amount of \$50,000 from the Capital Reserves in 2021.

For: (2): Councillor Christensen and Councillor Poole

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

MOTION DEFEATED

FIN21-101 **Moved by Mayor Sorensen**

That with respect to Item 5.2.12., Recreation and Trail Projects, the following be approved:

That the Governance and Finance Committee recommends that the proposed 2021 Operating Budget and Service Review document, including previously approved requests and projects, for the Recreation and Trails Projects service area, be referred to Council for final consideration.

For: (6): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, and Councillor Poole

MOTION CARRIED

Minutes approved by: On Original On Original



Approved 2021 February 08

Governance and Finance Committee Virtual Service Review
Meeting
2021 January 22

Committee recessed at 12:39 p.m. to reconvene at 1:40 p.m.

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

ROLL CALL:

Present: (6): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, and Councillor Poole

Committee reconvened at 1:41 p.m. with Mayor Sorensen in the Chair.

FIN21-102 Moved by Councillor Poole

That with Respect to Section 5.0 Service Review – Community & Recreation Services, the following motion arising be approved:

That the Governance and Finance Committee add a new 2021 Priority to the Housing Sustainability service area, page 17, that directs Administration to:

- a. Consider the housing needs and supply for seniors, by integrating the Housing Study with the understanding of housing from the Bow Valley Regional Housing Commission (BVRHC); and
- b. Return to a future meeting of the Governance and Finance Committee with a report.

For: (6): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, and Councillor Poole

MOTION CARRIED

Minutes approved by: On Original On Original

6.0 SERVICE REVIEW – OTHER SERVICES

6.1 PUBLIC INPUT ON THE OTHER SERVICES DEPARTMENT

6.1.1 Written Submissions

6.1.1.1 Robert McKercher, President, Banff Cascade Development: Letter Re: Service Review – Other Services – Wolf Street and 300 Block Avenue, Dated 2021 January 21 (Item 6.2.4, Emergency Response)

Committee, by unanimous consent, received Robert McKercher's Letter with respect to Item 6.2.4, Emergency Response, for the Corporate Record.

6.1.2 Verbal Submissions

6.1.2.1 Sarah McCormack, Library Director, Banff Public Library (Item 6.2.3, Banff Public Library)

Committee, by unanimous consent, received Sarah McCormack's Verbal Submissions with respect to Item 6.2.3, Banff Public Library, for the Corporate Record.

6.2 SERVICE LEVEL REVIEW & NEW SERVICE LEVEL REQUESTS

6.2.1. Questions and Answers: Other Services

FIN21-103 **Moved by** Mayor Sorensen

That with respect to Item 6.2.1., Questions and Answers: Other Services, the following be approved:

That the Governance and Finance Committee receive the Questions and Answers: Other Services document for the Corporate Record.

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

MOTION CARRIED

6.2.2. **Other Council Initiatives**

FIN21-104 **Moved by** Councillor DiManno

That 2021 Operating Budget and Service Review document for Other Services be amended on page 2, in the fifth row 'Municipal Grant Committee Allocation', second column 'Amount included in Draft 2021-2023 Budget', of the last chart, by deleting the number '\$10,000' and substituting with the number '\$20,000' for 2021.

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

Against: (2): Councillor Christensen and Councillor Poole

MOTION CARRIED

FIN21-105 **Moved by** Mayor Sorensen

That with respect to Item 6.2.2., Other Council Initiatives, the following be approved, **after amendment:**

That the Governance and Finance Committee recommends that the proposed **amended** 2021 Operating Budget and Service Review document for the Other Council Initiatives service area, be referred to Council for final consideration.

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

MOTION CARRIED

6.2.3. **Banff Public Library**

FIN21-106 **Moved by** Mayor Sorensen

That with respect to Item 6.2.3., Banff Public Library, the following be approved:

That the Governance and Finance Committee recommends that the proposed 2021 Operating Budget and Service Review document for the Banff Public Library service area be referred to Council for final consideration.

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

MOTION CARRIED

6.2.4. Emergency Response

Councillor DiManno declared a pecuniary interest with respect to Motions FIN21-107 and FIN21-108, and abstained from discussion and voting, as she is an employee of the Bow Valley Regional Transit Services Commission which may be impacted financially by these decisions. Councillor DiManno left the Virtual Governance and Finance Committee meeting at 2:25 p.m. and returned at 3:12 p.m. after the vote on the last Motion relating to Transit was declared.

FIN21-107 **Moved by** Councillor Standish

That with respect to Item 6.2.4., Emergency Response, the following be approved:

That the Governance and Finance Committee:

1. Direct Administration to include the New Service level Request – Banff Pedestrian Zone Follow-up, based on the following, in the 2021 Operating Budget and Service Review document:

| Downtown Pedestrian Zone – Enhanced Service Levels Budget Summary Table | |
|---|--|
| \$62,000 | Mid to Full-Size Shuttle Service to Intercept Lots |

For: (4): Mayor Sorensen, Councillor Canning, Councillor Olver, and Councillor Standish
Against: (2): Councillor Christensen and Councillor Poole

MOTION CARRIED

FIN21-108 **Moved by** Councillor Canning

That with respect to Item 6.2.4., Emergency Response, the following be approved:

That the Governance and Finance Committee:

2. Direct Administration to include the New Service level Request – Banff Pedestrian Zone Follow-up, based on the following, in the 2021 Operating Budget and Service Review document:

| Downtown Pedestrian Zone – Enhanced Service Levels Budget Summary Table | |
|---|--|
| \$8,000 | Transit inside Pedestrian Zone |
| \$40,000 | Transit Gate/ Access Control at both ends of the pedestrian zone |

For: (4): Councillor Christensen, Councillor Canning, Councillor Olver, and Councillor Standish
Against: (2): Mayor Sorensen and Councillor Poole

MOTION CARRIED

FIN21-109 **Moved by** Mayor Sorensen

That with respect to Item 6.2.4., Emergency Response, the following be approved:

That the Governance and Finance Committee:

3. Direct Administration to include the New Service level Request – Banff Pedestrian Zone Follow-up, based on the following, in the 2021 Operating Budget and Service Review document:

| Downtown Pedestrian Zone – Enhanced Service Levels Budget Summary Table | |
|---|----------------------------|
| \$6,550 | Weekend Bike Valet Service |

For: (5): Mayor Sorensen, Councillor Canning, Councillor DiManno, Councillor Olver, and Councillor Standish
Against: (2): Councillor Christensen and Councillor Poole

MOTION CARRIED



FIN21-110 Moved by Councillor Olver

That with respect to Item 6.2.4., Emergency Response, the following be approved:

That the Governance and Finance Committee:

- 4. Direct Administration to include the New Service level Request – Banff Pedestrian Zone Follow-up, based on the following, in the 2021 Operating Budget and Service Review document:

| | |
|---|---------------------------------------|
| Downtown Pedestrian Zone – Enhanced Service Levels Budget Summary Table | |
| \$1,700 | Train Station Lot Bike Repair Station |

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

Against: (2): Councillor Christensen and Councillor Poole

MOTION CARRIED

FIN21-111 Moved by Mayor Sorensen

That with respect to Item 6.2.4., Emergency Response, the following be approved:

That the Governance and Finance Committee:

- 5. Direct Administration to include the New Service level Request – Banff Pedestrian Zone Follow-up, based on the following, in the 2021 Operating Budget and Service Review document:

| | |
|---|-----------------------------------|
| Downtown Pedestrian Zone – Enhanced Service Levels Budget Summary Table | |
| \$12,600 | Intercept Parking Lot Ambassadors |

For: (6): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, and Councillor Standish

Against: (1): Councillor Poole

MOTION CARRIED



FIN21-112 Moved by Mayor Sorensen

That with respect to Item 6.2.4., Emergency Response, the following be approved:

That the Governance and Finance Committee:

- 6. Direct Administration to include the New Service level Request – Banff Pedestrian Zone Follow-up, based on the following, in the 2021 Operating Budget and Service Review document:

| | |
|---|-------------------------------|
| Downtown Pedestrian Zone – Enhanced Service Levels Budget Summary Table | |
| \$16,500 | Comprehensive Signage Program |

For: (6): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, and Councillor Standish
Against: (1): Councillor Poole

MOTION CARRIED

FIN21-113 Moved by Mayor Sorensen

That with respect to Item 6.2.4., Emergency Response, the following be approved:

That the Governance and Finance Committee:

- 7. Direct Administration to include the New Service level Request – Banff Pedestrian Zone Follow-up, based on the following, in the 2021 Operating Budget and Service Review document:

| | |
|---|---------------------------|
| Downtown Pedestrian Zone – Enhanced Service Levels Budget Summary Table | |
| \$22,300 | Enhanced Flagging Program |

For: (6): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, and Councillor Standish
Against: (1): Councillor Poole

MOTION CARRIED



FIN21-114 **Moved by** Mayor Sorensen

That with respect to Item 6.2.4., Emergency Response, the following be approved:

That the Governance and Finance Committee:

- 8. Direct Administration to include the New Service level Request – Banff Pedestrian Zone Follow-up, based on the following, in the 2021 Operating Budget and Service Review document:

| Downtown Pedestrian Zone – Enhanced Service Levels Budget Summary Table | |
|---|---|
| \$30,000 | Wolf Street and 300 Block of Banff Avenue Platforms |

For: (6): Mayor Sorensen, Councillor Canning, Councillor Christensen, Councillor DiManno, Councillor Olver, and Councillor Standish
Against: (1): Councillor Poole

MOTION CARRIED

FIN21-115 **Moved by** Mayor Sorensen

That with respect to Item 6.2.4., Emergency Response, the following be approved, **after amendment**:

That the Governance and Finance Committee:

- 9. Refer the proposed 2021 Operating Budget Refer the proposed 2021 Operating Budget and Service Review document, including proposed direction with respect to the New Service Level Request – Banff Pedestrian Zone Follow-Up (**Recommendations 1 to 8**), for the Emergency Response service area, to Council for final consideration.

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

MOTION CARRIED

Committee recessed at 3:39 p.m. to reconvene at 3:55 p.m.

To confirm Members of 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

Committee reconvened at 4:06 p.m. with Mayor Sorensen in the Chair.

Committee, by unanimous consent, brought forward Section 9.0, Service Review – Police, to be dealt with at this time.

7.0 SERVICE REVIEW – FIRE DEPARTMENT

Note: This Section was dealt with immediately following Section 9.0, Service Review – Police.

7.1 PUBLIC INPUT ON THE FIRE DEPARTMENT

7.1.1 Written Submissions

No Written Submissions were received with respect to this topic.

7.1.2 Verbal Submissions

No Verbal Submissions were provided with respect to this topic.



7.2 SERVICE LEVEL REVIEW & NEW SERVICE LEVEL REQUESTS

7.2.1. Questions and Answers: Fire Department

FIN21-118 **Moved by** Mayor Sorensen

That with respect to Item 7.2.1., Questions and Answers: Fire Department, the following be approved:

That the Governance and Finance Committee receive the Questions and Answers: Fire Department document for the Corporate Record.

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

MOTION CARRIED

7.2.2. Fire Emergency Response and Training

FIN21-119 **Moved by** Mayor Sorensen

That with respect to Item 7.2.2., Fire Emergency Response and Training, the following be approved:

That the Governance and Finance Committee recommends that the proposed 2021 Operating Budget and Service Review document, including previously approved projects, for the Fire Emergency Response and Training service area, be referred to Council for final consideration.

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

MOTION CARRIED

7.2.3. Fire Prevention & Code Compliance

FIN21-120 **Moved by** Mayor Sorensen

That with respect to Item 7.2.3., Fire Prevention & Code Compliance, the following be approved:

That the Governance and Finance Committee recommends that the proposed 2021 Operating Budget and Service Review document, and previously approved requests, for the Fire Prevention & Code Compliance service area, be referred to Council for final consideration.

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

MOTION CARRIED

7.2.4. Emergency Preparedness

FIN21-121 **Moved by** Mayor Sorensen

That with respect to Item 7.2.4., Emergency Preparedness, the following be approved:

That the Governance and Finance Committee recommends that the proposed 2021 Operating Budget and Service Review document, including previously approved requests, for the Emergency Preparedness service area, be referred to Council for final consideration.

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

MOTION CARRIED

FIN21-122 Moved by Mayor Sorensen

That the Governance and Finance Committee bring forward and postpone the following Sections to be heard as part of its 2021 January 25 Virtual Regular Meeting:

- Section 8.0, Service Review – Municipal Enforcement Department;
- Section 10.0, Service Review – Governance Department;
- Section 12.0, Service Review – Corporate Services Department

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

MOTION CARRIED

8.0 SERVICE REVIEW – MUNICIPAL ENFORCEMENT DEPARTMENT

Note: Section 8.0, Service Review – Municipal Enforcement Department, was postponed to the 2021 January 25 Virtual Regular Meeting of the Governance and Finance Committee by way of Motion FIN21-122.

8.1 PUBLIC INPUT ON MUNICIPAL ENFORCEMENT DEPARTMENT

8.1.1 Written Submissions

8.1.2 Verbal Submissions

8.2 SERVICE LEVEL REVIEW & NEW SERVICE LEVEL REQUESTS

8.2.1 **Questions and Answers: Municipal Enforcement Department**

8.2.2 **Municipal Enforcement Department Fuel Summary**

8.2.3 **Enforcement**

8.2.4 **Bylaw Education**

8.2.5 **Bylaw Permits, Inspections & Licensing**

8.2.6 **Lost and Found**

9.0 **SERVICE REVIEW – POLICE**

9.1 **PUBLIC INPUT ON RESOURCE RECOVERY**

9.1.1 Written Submissions

No Written Submissions were received with respect to this topic.

9.1.2 Verbal Submissions

9.2.1.1. Jessie Arsenio (Item 9.0 Service Review – Police)

Committee, by unanimous consent, received Jessie Arsenio's Verbal Submissions with respect to Item 9.0, Service Review – Police, for the Corporate Record.

9.2 **SERVICE LEVEL REVIEW & NEW SERVICE LEVEL REQUESTS**

Committee heard verbal submissions from Staff Sergeant Mike Buxton-Carr of the Royal Canadian Mounted Police with respect to Item 9.2, Service Level Review & New Service Level Request.

9.2.1. **Questions and Answers: Police**

FIN21-116 **Moved by** Mayor Sorensen

That with respect to Item 8.2.1., Questions and Answers: Police, the following be approved:

That the Governance and Finance Committee receive the Questions and Answers: Police document for the Corporate Record.

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

MOTION CARRIED

Minutes approved by: On Original On Original

9.2.2. **Police Services**

FIN21-117 **Moved by** Mayor Sorensen

That with respect to Item 9.2.2., Police, the following be approved:

That the Governance and Finance Committee recommends that the proposed 2021 Operating Budget and Service Review document for the Police Services service area be referred to Council for final consideration.

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

MOTION CARRIED

10.0 SERVICE REVIEW – GOVERNANCE DEPARTMENT

Note: Section 9.0, Service Review – Governance Department, was postponed to the 2021 January 25 Virtual Regular Meeting of the Governance and Finance Committee by way of Motion FIN21-122.

10.1 PUBLIC INPUT ON GOVERNANCE DEPARTMENT

10.1.1 Written Submissions

10.1.1.1. Reno Sommerhalder: Email Re: Train Whistles, dated 2021 January 15 (Item 9.2.3 Governance General Municipal)

10.1.2 Verbal Submissions

10.2 SERVICE LEVEL REVIEW & NEW SERVICE LEVEL REQUESTS

10.2.1. **Questions and Answers: Governance Department**

10.2.2. **Council & Legislative**

10.2.3. **Governance General Municipal**

Minutes approved by: On Original On Original

10.2.4. **Governance Town Manager Office**

10.2.5. **Governance Town Owned Lands**

11.0 SERVICE REVIEW – COMMUNICATION & MARKETING DEPARTMENT

Note: Section 11.0, Service Review – Communications & Marketing Department, was postponed to the 2021 January 25 Virtual Regular Meeting of the Governance and Finance Committee by way of Motion FIN21-75.

11.1 PUBLIC INPUT ON COMMUNICATIONS & MARKETING DEPARTMENT

11.1.1. Written Submissions

- 11.1.1.1. David Matys, Director, Events & Animation, Banff Lake Louise Tourism: Letter Re: Banff & Lake Louise Tourism – Annual In-Kind Services Request, Date 2020 November 17, Received 2021 January 18 (Item 10.2.3 Destination Events – Visitor Experience)

11.1.2 Verbal Submissions

11.2 SERVICE LEVEL REVIEW & NEW SERVICE LEVEL REQUESTS

11.2.1. **Questions and Answers: Communications & Marketing Department**

11.2.2. **Communications – Information & Engagement**

11.2.3. **Destination Events – Visitor Experience**

12.0 SERVICE REVIEW – CORPORATE SERVICES DEPARTMENT

Note: Section 12.0, Service Review – Corporate Services Department, was postponed to the 2021 January 25 Virtual Regular Meeting of the Governance and Finance Committee by way of Motion FIN21-122.

12.1 PUBLIC INPUT ON CORPORATE SERVICES DEPARTMENT

12.1.1 Written Submissions

12.1.2 Verbal Submissions

12.2 SERVICE LEVEL REVIEW & NEW SERVICE LEVEL REQUESTS

12.2.1. **Questions and Answers: Corporate Services Department**

12.2.2. **Corporate Services Fuel Summary**

12.2.3. **Municipal Revenue & Economic Prosperity**

12.2.4. **Legislative Administrative Services**

12.2.5. **Information Governance**

12.2.6. **Property Taxation/ Assessment**

12.2.7. **Financial Planning, Reporting and Budgeting**

12.2.8. **Payroll**

12.2.9. **Utility Billing/ Accounts Receivable/ Accounts Payable/ Reception**

12.2.10. **IT Planning/ Administering/ Configuring**

12.2.11. **Geographical Information System**



Approved 2021 February 08

Governance and Finance Committee Virtual Service Review Meeting
2021 January 22

13.0 ADJOURNMENT

FIN21-123 **Moved by** Councillor Standish

That this meeting adjourn at 4:55 p.m.

ROLL CALL VOTE:

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

MOTION CARRIED

On Original
Karen Sorensen
Mayor

On Original
Libbey McDougall
Municipal Clerk

Minutes approved by: On Original On Original