



**MINUTES OF THE MUNICIPAL PLANNING COMMISSION
of the Town of Banff in the Province of Alberta
Wednesday, February 16, 2022 at 9:00 a.m.**

COMMISSION MEMBERS PRESENT

Leslie Taylor	Public Representative (Vice Chairperson)
Scott McElhone	Public Representative
Dana Humbert	Public Representative
Bryan Howie	Parks Canada Representative
Barbara Pelham	Council Representative
Hugh Pettigrew	Council Representative

COMMISSION MEMBERS ABSENT

Brian Smythe	Public Representative (Chairperson)
Stavros Karlos	Public Representative

ADMINISTRATION PRESENT

Darren Enns	Director, Planning and Development
Dave Michaels	Manager, Planning and Development
Emma Sanborn	Development Planner
Kathleen Gallagher	Development Planner
Kerry MacInnis	Administrative Assistant, Planning and Development (MPC Recorder)

PLEASE NOTE: Due to the extraordinary circumstances and measures being taken to slow the spread of COVID-19, this meeting will be held **electronically** and will be **live streamed** on www.banff.ca/live
All Members of MPC will be participating remotely.

1.0 CALL TO ORDER

The Vice Chair to the Municipal Planning Commission called the February 16, 2022 MPC meeting to order at 9:01a.m.

The February 16, 2022, Regular Meeting of the Municipal Planning Commission will be conducted virtually using Zoom and will be 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.

Minutes approved by: _____



2.0 APPROVAL OF AGENDA

2.1. Approval of the Municipal Planning Commission agenda for February 16, 2022

MPC22-1 **Moved by** Commissioner Pettigrew

That the agenda for the February 16, 2022, meeting of the Municipal Planning Commission be approved as amended.

Add agenda item #7.0 Federal Census – verbal update

For: (6): Commissioner Taylor, Commissioner McElhone, Commissioner Humbert, Commissioner Howie, Councillor Pettigrew and Councillor Pelham

MOTION CARRIED

2.2. Declaration of Conflicts

The Vice Chair asked if any members of the Municipal Planning Commission would be declaring a conflict of interest in hearing today's meeting.

Commissioner Taylor stated that she currently operates a home occupation type 1. As the agenda item #5.1 is to consider Proposed Home Occupations Type 2, Taylor stated that she sees no need for her to declare a conflict unless others object to this. There was no objection.

Councillor Pettigrew declared a conflict of interest in hearing agenda item #5.2 Proposed Bed and Breakfast Home Renewals for 2022 as he stated he has a personal relationship with one of the proposed bed and breakfast applicants.



3.0 ADOPTION OF PREVIOUS COMMISSION MINUTES

3.1 Minutes of the November 26, 2021, meeting of the Municipal Planning Commission

MPC22-2 **Moved by** Commissioner Humbert

That the minutes of the November 26, 2021, meeting of the Municipal Planning Commission be adopted as amended.

Commissioner Taylor noted the follow amendments be made to the minutes:

- Correct spelling of Commissioner Taylor's first name – "Leslie"
- Agenda #1.0 – addition of the word "be" (will "be" live streamed on the internet)
- Agenda #5.2 – motion was forwarded by Commission Taylor but there was no conclusion. This motion should be removed as the motion was split into two motions.

For: (6): Commissioner Taylor, Commissioner McElhone, Commissioner Humbert, Commissioner Howie, Councillor Pettigrew and Councillor Pelham

MOTION CARRIED

4.0 UNFINISHED BUSINESS

There was no unfinished business.

5.0 REPORTS

5.1 Home Occupation Type 2 Renewals for 2022

- i. Staff Presentation
Administration provided a presentation and overview on the proposal as included in the agenda package.
- ii. Public Input
Lee O'Donnell addressed the commission on this agenda item.

Minutes approved by: _____



- iii. Applicant Input
There was no applicant input.

MPC22-3 Moved by Councillor Pelham

That Municipal Planning Commission approve the Development Permits for the Home Occupations (Type 2) listed in Appendix 'A' for a 1-year term through 2022, subject to the conditions of approval attached as Appendix 'C'.

For: (6): Commissioner Taylor, Commissioner McElhone, Commissioner Humbert, Commissioner Howie, Councillor Pettigrew and Councillor Pelham

MOTION CARRIED

Appendix 'A' Home Occupations (Type 2)

DP #	LOCATION OF BUSINESS	TYPE OF BUSINESS
06DP71	514 BUFFALO STREET	VIOLIN WORKSHOP
16DP08	349 MUSKRAT STREET	OUTDOOR EQUIPMENT SEWING SERVICE
20DP30	231 MARMOT CRESCENT	HOME CRAFTS

Appendix 'C' Conditions of Approval – Home Occupations (Type 2)

(1) Specific Renewal Conditions:

- a) The applicant(s) shall abide by the regulations pertaining to the operation of a Home Occupation as outlined in the *Town of Banff Land Use Bylaw* and any additional conditions specified in the original Development Permit and subsequent renewals;

Minutes approved by: _____



- b) The Development Permit is valid for a period not to exceed the lesser of the term of the business license, a period of one year from the date of issuance or until transfer/change in ownership of the subject property; and,
- c) The applicant(s) shall maintain a valid *Town of Banff Business License*.

MPC22-4 Moved by Councillor Pettigrew

That the Municipal Planning Commission refer to Council the following information: MPC received a public comment stating that Administration does not communicate sufficiently with the holders of home occupation licenses. Specifically, the public comment referred to the potential for the proposed Park Management Plan to affect the issuing of Home Occupation licenses in the future, and the commenter's belief that home occupation license holders should be informed of this by the Town.

For: (6): Commissioner Taylor, Commissioner McElhone, Commissioner Humbert, Commissioner Howie, Councillor Pettigrew and Councillor Pelham

MOTION CARRIED

Councillor Pettigrew left the meeting at 10:00a.m

5.2 Bed and Breakfast Renewals for 2022

- i. Staff Presentation
Administration provided a presentation and overview on the proposal as included in the agenda package.
- ii. Public input
Lee O'Donnell addressed the commission on this agenda item.
- iii. Applicant input
There was no applicant input.

Minutes approved by: _____



MPC22-5 Moved by Commissioner Humbert

That the Municipal Planning Commission approve the Development Permits for the Bed and Breakfast Homes & Bed and Breakfast Inns listed in Appendix 'A' for a 1-year term, subject to the conditions of approval attached as Appendix 'C'.

For: (5): Commissioner Taylor, Commissioner McElhone, Commissioner Humbert, Commissioner Howie and Councillor Pelham

MOTION CARRIED

Appendix 'A' - Development Permit Renewals for Bed and Breakfast Homes and Inns in 2022

	DP Number	Address	Number of Guest Rooms
1	91DP87	117 SPRAY AVENUE	2
2	95DP08	209 OTTER STREET	1
3	98DP17	104 MOUNTAIN LANE	1
4	15DP59	332 SQUIRREL STREET	4
5	96DP03	214 OTTER STREET	1
6	11DP57/17DP06	116 MOUNTAIN AVENUE	3
7	96DP73	336 BEAVER STREET	4
8	18DP55	138 OTTER STREET	4
9	11DP01	430 BANFF AVENUE	3
10	98DP42	530 CARIBOU STREET	1
11	19DP83	347 GRIZZLY STREET	4
12	03DP72	417 MARTEN ST	4
13	15DP51	119 MOUNTAIN AVENUE	2
14	11DP32	222 Glen Crescent	1
15	14DP51	108 OTTER STREET	2
16	15DP17	128 KOOTENAY AVENUE	1
17	15DP29	443 COUGAR STREET	2
18	15DP35	136 BOW AVENUE	4
19	15DP78	445 COUGAR STREET	2

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20	19DP62	137 RAINBOW AVENUE	2
21	19DP10	328 LYNX STREET	4
22	16DP75	115 SPRAY AVE	4
23	17DP60	408 MUSKRAT ST	1
24	17DP39	222 BEAVER STREET	1
25	17DP93	609 CARIBOU ST	1
26	17DP96	118 BEAVER STREET	2
27	19DP15	111 CAVE AVE	2
28	20DP13	312 SQUIRREL STREET	2
29	21DP09	125 WOLVERINE STREET	1
30	19DP86	22 OTTER STREET	1
31	06DP57	137 MUSKRAT STREET	10
32	06DP15	121 CAVE AVENUE	10
33	16DP58	218-220 BEAVER STREET	6
34	93DP17	118 OTTER STREET	8
35	17DP95	223 OTTER STREET	10
36	99DP88	311 MARTEN STREET	7

Appendix 'C' Conditions of Approval – Bed and Breakfast Inns

(1) Specific Renewal Conditions:

- a) The applicant(s) shall abide by the regulations pertaining to the operation of Bed & Breakfast Homes/Inns as outlined in the *Town of Banff Land Use Bylaw* and any additional conditions specified in the original Development Permit and subsequent renewals;
- b) The total number of commercial accommodation units (guestrooms) is restricted to the number of rooms as specified in the Development Permit;
- c) The Development Permit is valid for a period not to exceed the lesser of the term of the business license, a period of one year from the date of issuance or until transfer/change in ownership of the subject property;
- d) The applicant(s) shall maintain a valid *Town of Banff Business License*;
- e) All parking associated with the operation shall be as per the approved plans. No parking associated with the operation of Bed and Breakfast Homes is permitted on public roadways;

Minutes approved by: _____



- f) The applicant(s) shall comply with *Alberta Health Bed and Breakfast Health Standards and Guidelines*. If food is served, a health inspection is required every year by Alberta Health Services (403.762.2990); and,
- g) The applicant(s) shall comply with the *Alberta Fire Code*. You may be contacted by the Town of Banff Fire Department to arrange an inspection.

MPC22-6 Moved by Commissioner Humbert

That the Municipal Planning Commission approve the renewal of the Development Permits for Bed and Breakfast Homes & Bed and Breakfast Inns listed in Appendix 'B' subject to the conditions of approval attached as Appendix 'D'.

For: (5): Commissioner Taylor, Commissioner McElhone, Commissioner Humbert, Commissioner Howie and Councillor Pelham

MOTION CARRIED

Appendix 'B' Bed and Breakfast Homes and Inns requiring further consideration

	DP Number	Address	Number of Guest Rooms
1	90DP108	2 CASCADE COURT	2
2	18DP07	316 LYNX STREET	4
3	19DP59	137 LYNX ST	4
4	17DP76	129 MUSKRAT STREET	4
5	05DP29	437 MARTEN STREET	3
6	18DP17	220 BOW AVENUE	4



Appendix 'D' Conditions of Approval – Bed and Breakfast Inns

(1) Specific Renewal Conditions:

- a) This development permit is valid upon payment of the development permit renewal invoice;
- b) The applicant(s) shall abide by the regulations pertaining to the operation of Bed & Breakfast Homes/Inns as outlined in the Town of Banff Land Use Bylaw and any additional conditions specified in the original Development Permit and subsequent renewals;
- c) The total number of commercial accommodation units (guestrooms) is restricted to the number of rooms as specified in the Development Permit;
- d) The Development Permit is valid for a period not to exceed the lesser of the term of the business license, a period of one year from the date of issuance or until transfer/change in ownership of the subject property;
- e) The applicant(s) shall maintain a valid *Town of Banff Business License*;
- f) All parking associated with the operation shall be as per the approved plans. No parking associated with the operation of Bed and Breakfast Homes is permitted on public roadways;
- g) The applicant(s) shall comply with *Alberta Health Bed and Breakfast Health Standards and Guidelines*. If food is served, a health inspection is required every year by Alberta Health Services (403.762.2990); and,
- h) The applicant(s) shall comply with the *Alberta Fire Code*. You may be contacted by the Town of Banff Fire Department to arrange an inspection.

6.0 CORRESPONDENCE

There was no correspondence for this meeting.

7.0 NEW BUSINESS

7.1 Federal Census (verbal update) – 2021 – population of 8305

8.0 INQUIRIES

There were no inquiries for this meeting.



9.0 DATE OF NEXT MEETING and ADJOURNMENT

The next scheduled meeting of the Municipal Planning Commission is scheduled for **Wednesday, March 9, 2022 at 9:00 a.m.**

MPC22-7 **Moved by** Commissioner Humbert that this Municipal Planning Commission adjourn at 10:35a.m.

For: (5): Commissioner Taylor, Commissioner McElhone, Commissioner Humbert, Commissioner Howie and Councillor Pelham

MOTION CARRIED

Leslie Taylor
Vice Chairperson

Kerry MacInnis
Planning and Development