

TOWN OF BANFF
BYLAW 350 – OFFICE CONSOLIDATION
COUNCIL COMMITTEES BYLAW

A Bylaw of the Town of Banff to Establish Committees of Council

The Council of the Town of Banff, in the Province of Alberta, duly assembled, ENACTS AS FOLLOWS:

1.0 CITATION

- 1.1 This bylaw may be cited as the “Council Committees Bylaw”.

2.0 ESTABLISHMENT

- 2.1 Council does hereby establish those Committees as set out in the Terms of Reference attached to and forming part of this Bylaw.
- 2.2 Each Committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council.
- 2.3 The Town of Banff Procedures Bylaw shall govern those Committees established by this Bylaw unless a variance is specifically provided for in this Bylaw. Any such variance must be set out in the Committee Terms of Reference.

3.0 SCHEDULES

- 3.1 Schedules A, B,C and D form part of this bylaw.

Amended 2016.09.13 Bylaw 350
Amended 2017.10.10 Bylaw 387
Amendment 2019.02.12 Bylaw 412

4.0 ENACTMENT

- 4.1 This bylaw comes into force when it receives third reading and is signed by the Mayor and the Town Manager or designates.

READ A FIRST TIME this 20th day of July, 2015.

READ A SECOND TIME this 20th day of July, 2015.

READ A THIRD TIME this 20th day of July, 2015.

SIGNED AND PASSED this 21st day of July, 2015.

2015.07.21
Karen Sorensen
Mayor

2015.07.21
Robert Earl
Town Manager

TOWN OF BANFF

Terms of Reference

Governance and Finance Committee

1.0 COMPOSITION OF COMMITTEE

- 1.1 The Governance and Finance Committee is comprised of each member of the Town of Banff Council, appointed by virtue of, and for the duration of, their term of office.
- 1.2 The Mayor shall be the Chairman of the Governance and Finance Committee, unless the responsibility is delegated by the Mayor to another Committee member.

2.0 STATEMENT OF PURPOSE

- 2.1 The Governance and Finance Committee enables Committee members to maintain continuing oversight of the governance, policy and financial affairs of the Town of Banff where the focus is on broader and more strategic items. These meetings serve as an opportunity for Committee members to seek clarification on matters relating to Council business and are purposely kept informal to encourage deliberation of information and ideas.

3.0 DUTIES AND POWERS

- 3.1 The Governance and Finance Committee is advisory in nature, making recommendations to Council by way of resolution. No decisions will be made by Council at a Governance and Finance Committee meeting.
- 3.2 The function of the Governance and Finance Committee is to:
 - i) Review and make recommendations to Council on matters related to the budgeting process, the review and development of financial policies, audit, and long-range financial plans;
 - ii) Review and make recommendations to Council regarding the provision of core municipal services and programs for the Town of Banff;
 - iii) Develop and recommend to Council a legislative and strategic agenda to encompass both strategic planning and priority setting;

- iv) Receive updates on the progress of Council and administrative priorities, strategic initiatives, master plans, major projects (capital or operating) and other initiatives;
- v) Consider and discuss appropriate new policies/bylaws or policy/bylaw revisions prior to Council approval;
- vi) Review and develop policy recommendations to council on other matters forwarded to it by the Town Manger or matters placed on the agenda by other members of Council.

4.0 MEETINGS

- 4.1 The Governance and Finance Committee will meet on an as-need basis, or at a pre-determined date and time. Meetings will be scheduled annually.
- 4.2 The Committee meeting is to comply with the requirements of the Municipal Government Act, R.S.A. 2000, cM-26, as amended, and Procedural Bylaw 44-6 of the Town of Banff, as amended or repealed and replaced from time to time.

5.0 LIAISON

- 5.1 The Town Manager or designate shall attend Committee meetings. Other departmental representation shall attend Committee meetings as deemed necessary.
- 5.2 The Municipal Clerk shall provide administrative support to the Governance and Finance Committee.

6.0 REVIEW

- 6.1 The Committee Terms of Reference shall be reviewed on a regular basis to ensure that they reflect the current mandate of the Committee.

TOWN OF BANFF

Terms of Reference

Council Remuneration Review Committee

1.0 COMPOSITION OF COMMITTEE

- 1.1 The Council Remuneration Review Committee (the "Committee") is comprised of three (3) members of the public eligible in accordance with the Town of Banff Committee Appointments Policy.
- 1.2 The Committee shall elect a chairperson at their first meeting.
- 1.3 Members of the Committee will be appointed by Council directly, according to the Town of Banff Committee Appointments Policy.
- 1.4 If a member resigns or is unable to serve, a replacement may be appointed from the original list of applicants.

2.0 TERM OF OFFICE

- 2.1 In the year prior to a general municipal election, the Committee is established as a temporary Council committee.
- 2.2 The Committee shall terminate upon acceptance of the Committee's final report by Council, which shall be completed on or before June 30th of the year of a general municipal election.

3.0 STATEMENT OF PURPOSE

- 3.1 The purpose of the Committee shall be to review and provide recommendation to the Town of Banff Council (the "Council") with respect to the Town of Banff Council Remuneration Policy for the next term of office.
- 3.2 The report may include, but is not limited to, recommendations with respect to:
 - i) establishing a set of guiding principles for council remuneration;
 - ii) establishing the appropriate remuneration to be paid to the Council including specific recommendations on base salary and per diem amounts;
 - iii) benefits offered;

- iv) allowances and expenses;
- v) full time equivalent status;
- vi) options for making periodic adjustments to established remuneration; and
- vii) the establishment of standards for remuneration review.

4.0 DUTIES AND POWERS

- 4.1 The Committee is advisory in nature, making recommendations to Council by way of report.
- 4.2 The chairperson and/or another Committee member shall present the Committee's recommendation to the Governance and Finance Committee prior to a public Council meeting to ensure comprehensiveness and completeness.
- 4.3 All decisions and recommendations of the Committee will be made through a consensus based approach. Consensus does not mean a decision that is perfect for all participants. It does mean a decision that all participants can live with, and that all participants agree to support the decision. For issues where consensus cannot be reached, the majority vote will determine the final decision.
- 4.4 The Committee will review relevant survey data and practices of other comparable markets (such as the Small Municipalities Human Resources Team – SMHRT) and the Alberta Municipal Services Corporation/Alberta Urban Municipalities Association – AUMA/AMSC. The Committee may conduct other reviews it feels are necessary to enable it to make recommendations.
- 4.5 The Committee is permitted to solicit external submissions and expertise as required.
- 4.6 Committee members will receive no honorarium for their volunteer services.

5.0 MEETINGS

- 5.1 The Committee will determine the meeting schedule they require to complete their mandate.
- 5.2 All Committee meetings shall be open to the public, with item protected by the Freedom of Information and Protection of Privacy Act discussed in camera in accordance with usual procedures.
- 5.3 The Committee meeting is to comply with the requirements of the *Municipal Government Act*, as amended, and the Procedural Bylaw of the Town of Banff, as amended or repealed and replaced from time to time.

6.0 LIAISON

- 6.1 The Manager of Human Resources, or designate, shall attend Committee meetings to act in an advisory capacity as a non-voting member.
- 6.2 The Municipal Clerk, or designate, shall provide administrative support to the Committee.

7.0 REVIEW

- 7.1 The Committee Terms of Reference shall be reviewed in the year preceding a general election to ensure that they reflect the current mandate of the Committee.

TOWN OF BANFF

Terms of Reference

Community Art Committee

1.0 COMPOSITION OF COMMITTEE

- 1.1 The Community Art Committee (the “Committee”) is comprised of seven (7) members, consisting of one (1) Councillor and six (6) members of the public eligible in accordance with the Town of Banff Committee Appointments Policy.
- 1.2 Committee members should include representatives from the Whyte Museum of the Canadian Rockies and the Banff Centre if possible, as well as the local art and business community. Council shall encourage representation from the tourism industry when appointing public members.
- 1.3 Members of the Committee will be appointed by Council directly in accordance with the Town of Banff Procedures Bylaw and Committee Appointments Policy.
- 1.4 The Committee shall elect a chairperson and a vice-chairperson from among their members at the first regular meeting following an annual organizational meeting of council.

2.0 STATEMENT OF PURPOSE

- 2.1 The purpose of the Committee shall be to advise the Town of Banff Council (the “Council”) on matters pertaining to public art.

3.0 DUTIES AND POWERS

- 3.1 The Committee is advisory in nature, making recommendations to Council by way of motion at a Committee Meeting and submitted to a subsequent council agenda for consideration by way of report.

- 3.2 The Committee shall:
- (a) Create a public art policy that will:
 - Establish processes and criteria for the selection, placement and maintenance of public art;
 - Identify funding mechanisms for public art, independent of capital budget funding;
 - Identify opportunities for community engagement, education, and enjoyment of public art; and,
 - Establish processes for gifts, donations, bequests and loans of artworks.
 - (b) Plan and implement public art projects in accordance with the public art policy;
 - (c) Develop private sector public art and public/private partnerships for public art;
 - (d) Act in an advisory capacity to Council on matters pertaining to the purchase or acquisition of public art;
 - (e) Review Town of Banff initiatives involving opportunities for public art;
 - (f) Conduct its operations and meetings in accordance with the Town of Banff Procedural Bylaw and the Committee Appointments Policy; and,
 - (g) Act in a manner respecting the Corporation of the Town of Banff, Banff National Park, the community, residents, and visitors.
- 3.3 The provisions of the Municipal Government Act regarding pecuniary interest shall apply to all members of the Committee.

4.0 MEETINGS

- 4.1 Regular meetings of the Committee will be set by resolution of the Committee.
- 4.2 Committee meetings shall be scheduled to occur a minimum of three times annually, based on the work requirements of the Committee. Other meetings may be designated as working meetings.
- 4.3 Committee members are expected to attend all meetings; however, it is recognized that Committee members may be unable to attend some meetings due to conflicts with other commitments or unforeseen circumstances. It is important that the Chair be informed prior to any absences.
- 4.4 Where a committee member fails to attend 75% of the meetings of the Committee in a 12 month period, the Chair shall discuss the reason for the absences with the

member and may ask the individual to resign, if the member has not discussed the reasons for the absences in advance with the Chair.

- 4.5 A member's record of attendance may be submitted to Council with respect to renewal of the Committee term.
- 4.6 All Committee meetings shall be open to the public, with items protected by the Freedom of Information and Protection of Privacy Act discussed in camera in accordance with usual procedures.
- 4.7 The Committee meeting is to comply with the requirements of the *Municipal Government Act*, as amended, and the Procedural Bylaw of the Town of Banff, as amended or repealed and replaced from time to time.

5.0 LIAISON

- 5.1 A representative from Planning and Development will act as the primary liaison between the committee and the Town of Banff administrative staff and will support the working activities of the Committee. Other administrative staff shall attend and/or provide information to the Committee as required by the chair.
- 5.2 The representative from the Planning and Development shall act as recording secretary and will facilitate communications between the Committee and Council through the distribution of meeting minutes and reports.
- 5.3 Planning and Development shall provide clerical support, including but not limited to, agenda package preparation, meeting scheduling, and meeting notification.

6.0 REVIEW

- 6.1 The Committee Terms of Reference shall be reviewed in the year preceding a general election to ensure that they reflect the current mandate of the Committee.

TOWN OF BANFF

Terms of Reference

Community Grants Committee

1.0 COMPOSITION OF COMMITTEE

- 1.1 The Community Grants Committee is comprised of five members of the public.
- 1.2 Members of the committee will be appointed by council directly in accordance with the Town of Banff Procedures Bylaw and Committee Appointments Policy.
- 1.3 In appointing Committee members, council shall endeavour to include representatives from various age and cultural demographics of the community and interest areas such as recreation, social, business etc.
- 1.4 One public member may be between sixteen (16) and eighteen (18) years of age.
- 1.5 Members will be appointed for terms up to three (3) years. Member terms shall be time staggered to allow for succession planning.
- 1.6 If a member resigns or is unable to serve, a replacement may be appointed by council from the list of applicants, who applied in that calendar year, to fill the remainder of the term.
- 1.7 The committee shall elect a chair person at the beginning of the meeting.
- 1.8 A designate of Community Services, Town of Banff staff shall facilitate the adjudication process.

2.0 STATEMENT OF PURPOSE

- 2.1 The Community Grants Committee reviews grant applications and recommends financial allocations to council for projects that enhance quality of life for residents under two funding streams:
 - **Municipal Community Grants** for registered non-profits charities or societies providing services in Banff that meet the grant criteria up to \$5,000 per grant;

- **FCSS Building Bridges Grants** for local non-registered community groups and/or individuals working to further outcomes as defined in the FCSS agreement up to \$2,000 per grant.

3.0 DUTIES AND POWERS

- 3.1 The Community Grants Committee is advisory in nature, making recommendations to council by way of resolution for financial allocations of the community grants.
- 3.2 The function of the Community Grants Committee is to:
 - 3.2.1 Review the applications received for both streams of grant funding, complete ranking process and scoring matrix based on criteria and priorities;
 - 3.2.2 Prepare a list of successful and recommended recipients for municipal community grants, FCSS building bridges grants, and associated grant amounts after the adjudication process is complete.
 - 3.2.3 Submit recommendations to council for final approval.

4.0 MEETINGS

- 4.1 The Community Grants Committee will determine the meeting schedule they require to complete their mandate.
- 4.2 The committee meeting is to comply with the requirements of the Municipal Government Act, R.S.A. 2000, cM-26, as amended, and the Procedural Bylaw of the Town of Banff, as amended or repealed and replaced from time to time.
- 4.3 All committee meetings shall be open to the public, with items protected by the Freedom of Information and Protection of Privacy Act discussed in a closed meeting in accordance with usual procedures.
- 4.4 Quorum shall be a simple majority of voting members. Matters shall be decided by discussion and majority vote.

5.0 LIAISON

- 5.1 The Community Development Coordinator and/or designate from Community Services shall attend meetings and provide administrative support. Other departmental representation shall attend committee meetings as deemed necessary.

- 5.2 The Community Development Coordinator and/or designate from Community Services shall liaise with grant applicants and ensure complete applications and reporting.
- 5.3 The Community Development Coordinator and/or designate from Community Services shall report outcomes of the projects funded to the committee members and council.

6.0 REVIEW

- 6.1 The committee terms of reference shall be reviewed on a regular basis to ensure that they reflect the current mandate of the committee.