

**TOWN OF BANFF**  
**ORDER OF BUSINESS**  
**Regular Council Meeting**  
**Town of Banff Council Chambers**  
**Monday, April 11, 2016 at 2:00 p.m.**

**1.0 CALL TO ORDER**

**2.0 APPROVAL OF AGENDA**

2.1 Regular Meeting Agenda

Recommendation:

That council approve the agenda for the April 11, 2016 regular meeting of council.

2.2 For Information: 2016 Council Workplan

**3.0 ADOPTION OF PREVIOUS COUNCIL MINUTES**

3.1 Minutes of the March 29, 2016 Regular Meeting of Council

Recommendation:

That council adopt the minutes of the March 29, 2016 regular meeting of council.

**4.0 DELEGATIONS**

**5.0 PUBLIC INPUT ON AGENDA ITEMS**

**6.0 UNFINISHED BUSINESS**

**7.0 BYLAWS AND STAFF REPORTS**

7.1 Request for Decision: Capital Budget Amendment

Recommendation:

That council provide direction to administration with reference to amending the approved 2016-2025 capital budget in particular with consideration to project GG90-16 Town Hall Modernization.

7.2 Request for Decision: Bylaw 364 – Borrowing Bylaw - 221 Beaver Street

Recommendations:

That council:

- i) give first reading to Bylaw 364 – Borrowing Bylaw – 221 Beaver Street;
- ii) direct administration to advertise Bylaw 364 for two consecutive weeks; and
- iii) direct administration to lift the financing conditions on the purchase contract for 221 Beaver Street.

7.3 Request for Decision: Mutual Aid Control Agreement

Recommendation:

That council approve entering into a mutual aid agreement with the Minister of Agriculture and Forestry for wildland response.

7.4 Request for Decision: Dedicated Wildland Fire Response Unit

Recommendation:

That council approve a three year trial to keep Unit 81 (1992 pump truck) for use as a dedicated wildland fire response unit.

- 7.5 Briefing: Fire Department Annual Report  
Recommendation:  
That council receive the report as information.

**8.0 COMMITTEE REPORTS**

- 8.1 For Information: Minutes of the February 25, 2016 Meeting of the Banff Heritage Corporation Board

**9.0 CORRESPONDENCE**

**10.0 NEW BUSINESS**

**11.0 PUBLIC INPUT ON AGENDA ITEMS**

**12.0 ADJOURNMENT**

Agenda prepared by: Tara Johnston-Lee

All recommendations as presented are for discussion purposes only, and should not be considered as the opinion or direction of council.

April 11, 2016

Council's workplan provides the framework to for council actions or decision required to achieve strategic goals and service objectives. Council has also established administrative priorities, action plans and measures and will be addressed and monitored through the annual service review and strategic plan review.

### 2015-2018 Strategic Plan

This is a four year plan that concentrates on seven themes, with measurable 4<sup>th</sup> year outcome for each theme, plus annual tactics for each theme that will move our community toward those outcomes. The 2015-2018 Strategic Plan can be found [here](#).

#### Key Themes

1. **Trails** – includes trails of all kinds, from paved walkways to paths through the forest to sidewalk connections and on-street bike lanes, sharrows or greenways.  
Guiding document: [Town of Banff Trails Master Plan](#)
2. **Housing** – includes housing of all types within the Town of Banff.  
Guiding document: [Town of Banff Housing Strategy](#)
3. **Social Well-Being** – includes the factors that contribute to a community's well-being, such as access to programs and services, and supports geared towards residents across all ages and stages of life.  
Guiding document: [Banff Community Social Assessment January 2014](#)
4. **Recreation** – includes services and facilities that offer all citizens and visitors access to recreation, for leisure and for the promotion of healthy lifestyles.  
  
Guiding documents: [Banff Recreation Grounds Redevelopment Plan](#), [Recreation Programs and Services Master Plan](#), [Recreation Facilities Master Plan](#)
5. **Economic Prosperity** –covers activities in our community that contribute to the economic prosperity of individuals, households, businesses and the community as a whole.  
Guiding document: [Town of Banff Economic Prosperity Strategy](#)
6. **Transportation** – covers the factors that affect efficient and effective transportation of people and materials in the town, including traffic management, parking, active transportation modes, public transit and good delivery.  
  
Guiding document: [Town of Banff 2012 Transportation Master Plan Update](#)
7. **Environment** – covers activities that reduce the environment footprint of our community on our air, water, land, flora and fauna.  
Guiding document: [The Town's Environmental Stewardship Policy](#)

### 2016 Service Review

Council's service priorities are incorporated into the annual service review document. The 2016 Service Review can be found [here](#).

## Council Workplan

Note:

Blue highlight indicates a 2015-2018 Council Strategic Priority

Green highlight indicates a Service Review Priority

Purple highlight indicates a council directive to administration.

Orange highlight indicates a regularly scheduled bylaw or policy review.

### 1<sup>st</sup> Quarter 2016

1 <sup>st</sup> Quarter 2016		Expected Date	Council Meeting	G & F Meeting	Other	Action/Status/Next Steps
Compensation Policy Development (Amendments)	HR	Complete	✓			2016.03.29 Adopted
Connect 2016	Communications	Complete			Community Meeting	
Social Assessment Year II Update <sup>3</sup>	Community Services	Complete	✓			2016.03.29 Received as Information
Recreation Program and Services Master Plan Year I Update <sup>4</sup>	Community Services	Complete	✓			2016.02.22 – Council Updated
Snow and Ice Policy Amendments – Seniors Routes (COU16-16)	Streets	Complete	✓			Consider timing 2016.02.22 Consider policy amendments
Logo Licence, Parkade Display, Public Transit, Flag Protocol Policy Reviews	Communications	Complete				Policies reviewed - adopted or repealed
Parade Safety Policy Review	Communications	Complete	✓			2016.02.22 Policy Adopted
Non-Proclamation Policy Review	Corporate Services	Complete	✓			Review and consider options for change

### 2nd Quarter 2016

2nd Quarter 2016		Expected Date	Council Meeting	G & F Meeting	Other	Action/Status/Next Steps
State of Housing Report <sup>2</sup>	Housing Sustainability	<del>Q1</del> April 25	✓			For Information
Traffic Bylaw Updates – Trail Appropriate Use & Horse Use <sup>1</sup>	Environmental Management	<del>March 29</del> Q2	✓			Waiting of stakeholder input Consider adopting

Solar production incentive expansion	Environmental Management	<del>Q1</del> Q2	✓			Consider options
LUB CR (Railway) Land Use District amendments	Planning and Development	<del>March 29</del> Q2	✓			<i>Waiting for Comments (Parks,BCP)</i> Consider adopting
Emergency Preparedness Guide	Fire	<del>Q1</del> April 25	✓			Update
Green Fleet Policy Development	Fleet	<del>Q1</del> April 11		✓		Consider Options
Waste Bylaw Review	Resource Recovery	<del>Q1</del> April 25			Council Workshop	Consider Options
Bylaw Services/Council Workshop	Bylaw Services	<del>Q1</del> June 13			Council Workshop	For Information
Facilities Cost Benchmarking	Facilities/Corporate Services	April	✓			Consider Options
Asset Management Workshop	Engineering	<del>Q1</del> May 9			Council Workshop	For Information
Review and provide feedback on new MGA amendments bill	Legislative/Corporate Services	Spring-Fall			Workshop	Spring 2016 – Bill to legislature for final round of amendments Spring to Fall – opportunity to review amendments and provide feedback
Long Term Transportation Plan - TMP (Congestion & Planning for Future Visitation Growth)	Engineering	Q2	✓			Consider Options
Wastewater Benchmarking Report	Corporate Services	<del>Q1</del> Q2	✓			For Information
Long Term Parking Plan	Engineering	Q2			Workshop	Discuss results from 2015 parking study. Consider options.

Electronic provincial violation ticket system	Bylaw	Q2	✓			Consider options
Fire, Snow, Ice, Roads, Transit, Solid Waste Benchmarking Reports	Corporate Services	Q2	✓			For information
Regional Assessment Board	Corporate Services	Q2	✓			Consider options
National Park lease renewal policy	Corporate Services	Q2		✓		Consider options
Tunnel Mountain Pageantry Plan	Planning and Development	Q2	✓			Consider options
Entrance Feature Signs	Planning and Development	Q2	✓			Consider options
Banff Access Program Review	Community Services	Q2	✓			Review year 1 data and consider continuation of program discounts
Separated bike lanes in transportation corridors (FIN15-63)	Environmental Management	<del>March 29</del> May 9	✓			<i>Waiting on information</i> Consider options
Regulations for Temporary Development Permits (Special Events) (COU15-94)	Planning	April 11	✓			2015.02.08, 2015.12.17 & 2016.01.11 Council workshops Consider options
Traffic bylaw amendments re: skateboarding (COU15-260)	Bylaw	Q2	✓			Consider options
Hoarding Policy (COU15-189) and Incentives for Public Art on Hoarding (COU15-190)	Planning	Q2	✓			Consider options
Slow Moving Vehicles Report (COU15-133)	Bylaw	<del>March 29</del> Q2	✓			Informational report 2015.08.17 Slow moving vehicles amendments deferred
Memorial/Dedication Bench Policy Review	Recreation Projects	<del>Q1</del> April 25	✓			Review and consider options for change

Credit Card Payment Policy Review	Corporate Services	<del>Q1</del> April 25	✓			Review and consider options for change
Municipal Animal Control Policy Review	Corporate Services	<del>Q1</del> April 25	✓			Review and consider repeal
Explosives, False Alarm, Fire Department Bylaw Reviews	Protective Services-Fire	Q2		✓		Review and consider options for change
Tent Policy, Restriction of FCSS Counselling Policy Reviews	Community Services	Q2	✓			Review and consider repeal
Investment of Surplus Funds Policy Review	Corporate Services	Q2		✓		Review and consider options for change
Corporate Credit Card, Travel Guidelines Policy Reviews	Corporate Services	Q2		✓		Review and consider options for change
Signing Authority Policy Review	Corporate Services	Jun 13		✓		Review and consider options for change
Acceptance of Gifts and Corporate Gifts from the Town Policy Review	Corporate Services	Q2		✓		Review and consider options for change
General Accounts Interest Bylaw Review	Corporate Services	Q2	✓			Review and consider options for change
Accessory Dwelling Policy Review	Planning	Q2	✓			Review and consider repeal
Fenlands and Facilities Fees and Charges	Rec Facilities Services	Q2	✓			Adopt rates
Fee Waiving, Cost Recovery and Public Access Workshop	Rec Facilities Services	Q2			Workshop	Consider options
Sidewalk Standards Policy	Streets	Q2		✓		Consider options

3rd Quarter 2016		Expected Date	Council Meeting	G & F Meeting	Other	Action/Status/Next Steps
Sewer Bylaw Review	Utilities	September	✓			Consider adoption
Council Remuneration Policy Review	Human Resources/Corporate Services	2016	✓			Review Committee Terms of Reference/Strike Committee
Capital Project Updates	Various	Q3	✓			For Information
Dashboard - Taxes, Fees and Reserves	Corporate Services	Oct 11		✓		For Information
100 Year Plan for Infrastructure Deficit Funding	Corporate Services	Oct 11		✓		Consider targets
Expansion of public Wi-Fi infrastructure in downtown area	IT	Q3	✓			For Information
100% Renewable Energy status options	Environmental Management	Q3	✓			Consider options
Annual environmental initiatives report	Environmental Management	2016	✓			For Information – to share with Minister of Environment
Memorial Benches & Trees Program	Recreation Administration	Q3	✓			Consider options
Dog Park Maintenance Society	Community Services	Q3	✓			Briefing
Capital Reserve Funding Workshop (COU15-227)	Corporate Services	Q3			✓	Consider options
Snow and Ice Policy Amendments Bow Ave/Elk Street (COU16-15 – COU16-18)	Streets	Q3	✓			Consider policy amendments
Town Cleared Sidewalk Criteria (COU16-48)	Streets/Grounds	Q3			Workshop	For information



Various Committee Bylaws - Review	Legislative/Corporate Services	Q3		✓		Review and consider options for change
Municipal Assessor Bylaw Review	Corporate Services	Q3		✓		Review and consider options for change
Refunds – Community Classes, Community Services Fees and Charges, Naming of Parks and Recreation Facilities, Ice Allocation, Facility Users Liability Insurance, Free Use of Facilities Policy Reviews	Community Services/Operations	June 13		✓		Review and consider options for change
Disposal of Fixed Assets Policy Review	Corporate Services	Q3		✓		Review and consider options for change
Environmental Stewardship Policy Review	Environmental Management	Q3		✓		Review and consider options for change
Housing Policy Review	Planning	Q3		✓		Review and consider options for change
Parking Cash in Lieu Policy Review	Planning	Q3		✓		Review and consider options for change
Public Art Policy Review	Planning	Q3		✓		Review and consider options for change

**4th Quarter 2016**

		Expected Date	Council Meeting	G & F Meeting	Other	Action/Status/Next Steps
Environmental Master Plan <sup>7</sup>	Environmental Management	Q4	✓			Prepare scope and have Council review terms of reference for the new comprehensive environmental initiatives plan called for in Strategic Plan (from Environmental Reserve)
LUB Amendments – MPC Public Deliberations (COU16–9)	Planning	Q4	✓			Consider bylaw amendments
Using traffic cameras as public safety cameras (COU16-82)	Bylaw	Q4	✓			Consider options
Trails Lighting Policy (Including - Pedestrian Bridge Lighting Implications (COU15-109)	Environmental Management	Q4	✓			Consider options

Electronic Document Record Management System Needs Assessment/Strategy Report	Corporate Services	November	✓			Consider options
Sewer Bylaw Review	Utilities	Q4		✓		Consider options
Out of Town Utility Agreement Review	Corporate Services	Q4	✓			Consider Options
Aerial Imagery Update	GIS	Nov 14		✓		For Information
Encroachment Policy – Town Owned Lands	Planning	Q4		✓		Consider options
Community Partner Youth Drop-In Centre Space	Community Services	Q4	✓			For Information
Retention Bylaw Review	Corporate Services	Q4		✓		Review and consider options for change
FOIP Authority and Fees Bylaw Review	Corporate Services	Q4		✓		Review and consider options for change
Municipal Manger Bylaw Review	Legislative/Corporate Services	Q4		✓		Review and consider options for change
Heritage Resource Policy Review including Heritage Reserve Funding Information (COU15-276)	Planning	Q4		✓		Review and consider options for change
Building Permit Bylaw Review	Planning and Development	Q4		✓		
Bylaw Fees and General Penalties Annual Review	Various	Q4		✓		

### Expected date yet to be determined

		Expected Date	Council Meeting	G & F Meeting	Other	Action/Status/Next Steps
Strategy/policy to deal with inappropriate behaviours in parks & public places	Recreation & Leisure	2016	✓			Consider options
Procedures Bylaw Review (MGA amendment integration)	Legislative/Corporate Services	2016		✓		Waiting on instruments of entrustments and municipal affairs regulations

# 2016 Council Workplan

## Agenda #2.2

Urban Forest Reserve	Grounds/Corporate Services	2016			✓	Return in 2016 with specific targets and tactics
Urban Forest Plan Review and Update	Grounds	2016	✓			Consider options for change
Tree Protection Bylaw	Grounds	2016	✓			Consider options
Fleet Life Cycle Analysis	Fleet	2016	✓			For Information

### Quarterly Updates

		Expected Date	Council Meeting	Finance Meeting	Other	Action/Status/Next Steps
Four Year Strategic Priorities Action Plan (includes reporting on master plans)	Legislative Services	Quarterly	✓			Feb 8, Apr 11, Jul 18, Oct 11 For Information
Housing Sustainability Priority Updates <sup>2</sup>	Housing Sustainability	Quarterly			Various forms (Workshops/updates/council reports)	Ongoing informational updates and requests for decisions as necessary
Transit Performance Metrics	Roam Transit	Quarterly	✓		Update	For Information
Website and Social Media Metrics	Communications	Biannually (Q2, Q4)	✓		Update	For Information
Development Process/Compliance - education, communication and community wide engagement	Planning	Quarterly			Various forms (Workshops/updates/council reports)	Ongoing informational updates and requests for decisions as necessary
Proactive neighbourhood density conversations	Planning	Q2, Q3, Q4				April 28 May 26 Jun 23

### 2017

		Expected Date	Council Meeting	G & F Meeting	Other	Action/Status/Next Steps
Economic prosperity public advisory group <sup>5</sup>	Corporate Services	2017				2015.11.16 Deferred to 2017 Update/Set terms of reference

N-Viro expansion to Canmore	Resource Recovery	2017				Development permit issued – project likely to launch following Canmore’s dewatering upgrade (2016)
Public Participation Policy	Legislative/Communications	2017				Waiting on instruments of entrustments and municipal affairs regulations (expected by fall 2017)
Council Code of Conduct Bylaw	Legislative/Corporate Services	2017				Waiting on instruments of entrustments and municipal affairs regulations
Taxi Bylaw Amendments – Efficiencies (COU12-275)	Environmental Management/Bylaw Services			✓		Consider adopting as part of 2017 Taxi Bylaw Review

**MINUTES OF THE REGULAR MEETING OF COUNCIL  
of the Town of Banff in the Province of Alberta  
Town Hall Council Chamber  
Tuesday, March 29, 2016 at 2:00 pm**

**COUNCIL MEMBERS PRESENT**

Karen Sorensen	Mayor
Stavros Karlos	Councillor
Brian Standish	Councillor
Grant Canning	Councillor
Chip Olver	Councillor
Corrie DiManno	Councillor and Deputy Mayor
Ted Christensen	Councillor and Acting Mayor

**COUNCIL MEMBERS ABSENT**

**ADMINISTRATION PRESENT**

Barbara King	Acting Town Manager
Alison Gerrits	Manager of Community Services
Keith Batstone	Planner
Randall McKay	Manager of Planning and Development
Jennifer LaForest	Planner
Tony Clark	Bylaw Services Supervisor
Sgt. Stan Andronyk	RCMP
Chris Hughes	Senior Accountant
Tara Johnston-Lee	Municipal Clerk (Recorder)

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**1.0 CALL TO ORDER**

The Mayor called the March 29, 2016 meeting of council to order at 2:00 p.m.

**2.0 APPROVAL OF AGENDA**

**2.1 Regular Meeting Agenda**

COU16-76 Moved by Councillor Standish that council approve the agenda for the March 29, 2016 regular meeting of council as presented.

**CARRIED**

**2.2 For Information: 2016 Council Workplan**

Received as information.

**3.0 ADOPTION OF PREVIOUS COUNCIL MINUTES**

**3.1 Minutes of the March 14, 2016 Regular Meeting of Council**

COU16-77 Moved by Councillor Olver that council adopt the minutes of the March 14, 2016 regular meeting of council with typographical corrections of "Deer Land" to "Deer Lane".

**CARRIED**

**4.0 DELEGATIONS**

There were no delegations.

**5.0 PUBLIC INPUT ON AGENDA ITEMS**

None received.

**6.0 UNFINISHED BUSINESS**

**6.1 Policy C2001 – Employee Compensation and Benefits**

Motion COU16-72 was brought again before council: that council approve Employee Compensation and Benefits Policy as presented. Council unanimously agreed to amend motion COU16-72 as follows: that council approve Employee Compensation and Benefits Policy C2001 as amended and presented at the March 29, 2016 meeting of council

The vote followed on motion COU16-72: that council approve Employee Compensation and Benefits Policy C2001 as amended and presented at the March 29, 2016 meeting of council.

**CARRIED**

**6.2 Progress Report on Social Assessment Recommendations - Year 2 of 5**

The report was received as information.

**7.0 BYLAWS AND STAFF REPORTS**

**7.1 Bylaw 359 – Land Use Bylaw Amendment - CA Accommodation District – Percentage of GFA for Accessory Uses in Service Stations**

COU16-78 Moved by Councillor Olver that council give first reading to Bylaw 359 – Land Use Bylaw Amendment-CA Accommodation District – Percentage of GFA for Accessory Uses in Service Stations.

**CARRIED**

COU16-79 Moved by Councillor Olver that council schedule a public hearing for Monday, April 25th, 2016 at 2:00 pm for Bylaw 359 Land Use Bylaw Amendment - CA Accommodation District – Percentage of GFA for Accessory Uses in Service Stations.

**CARRIED**

**7.2 Proposed Frank Lloyd Wright Revival Initiative**

Doug Gillmor, Bill Ross, and Evie Eshpeter , representing the project proponents, and Herb McCauley representing the Banff Heritage Corporation were in the gallery to answer questions from council.

COU16-80 Moved by Mayor Sorensen that council support the Frank Lloyd Wright Revival Initiative in principle to allow for the consideration of reconstructing the Banff Park Pavilion at the recreation grounds in a manner that does not conflict with the existing Banff Recreation Grounds Master Plan, and generally in one of the alternate locations as illustrated in Diagram 5 of the report presented.

**CARRIED**

**DiManno opposed**

COU16-81 Moved by Mayor Sorensen that council direct administration to request the Frank Lloyd Wright Revival Initiative to conduct a feasibility and cost analysis to include a scope of work, an evaluation of site location alternatives, preliminary environmental assessment requirements, estimate of building design and construction costs, estimated infrastructure improvements required to service the building, building life cycle costs (including long term operation and maintenance), funding and financing sources with supporting documentation, proposed programming and related market analysis, and an assessment of the impact of the project on the community.

**CARRIED**

**7.3** Using Traffic Cameras to Enhance Public Safety

COU16-82 Moved by Mayor Sorensen that council direct administration to return with a report addressing the FOIP considerations for the use of Town of Banff traffic cameras as public safety cameras in 2016 with the work being done in-house.

COU16-83 Moved by Councillor Standish that council amend motion COU16-82 by deleting the following words in ~~strikeout~~ and inserting the following words in underline: that council direct administration to return ~~with a report addressing the FOIP considerations for the use of Town of Banff traffic cameras as public safety cameras in 2016 with the work being done in-house.~~ during the 2017 service review deliberations with a project and budget request to prepare a report addressing the FOIP considerations for the use of Town of Banff traffic cameras for public safety.

**DEFEATED**

**Standish, Olver and Christensen opposed**

The vote followed on motion COU16-82: that council direct administration to return with a report addressing the FOIP considerations for the use of Town of Banff traffic cameras as public safety cameras in 2016 with the work being done in-house.

**CARRIED**

**7.4** IN CAMERA DISCUSSION - Property Acquisition

COU16-84 Moved by Councillor that council move in camera in accordance with section 16(1)(c) of the *Freedom of Information and Protection of Privacy Act*, to discuss a property acquisition matter which would likely disclose information which could reasonably be expected to harm or interfere significantly with the negotiating position of a third party at 4:14 p.m.

**CARRIED**

COU16-85 Moved by Mayor Sorensen that council return to the public meeting at 4:36p.m.

**CARRIED**

COU16-86 Moved by Mayor Sorensen that council lift the condition of council approval on the purchase of 221 Beaver Street.

**CARRIED**

**Canning, Christensen and Karlos opposed**

COU16-87 Moved by Mayor Sorensen that council direct administration to bring back a borrowing bylaw and budget amendment not exceeding \$1,005,000 to purchase 221 Beaver Street.

**CARRIED**  
**Canning, Christensen and Karlos opposed**

COU16-88 Moved by Councillor Karlos that council direct administration return with capital project GG90-16 Town Hall Modernization for further consideration at the same time as the borrowing bylaw.

**CARRIED**  
**Olver, Sorensen and Canning opposed**

COU16-89 Moved by Mayor Sorensen that council direct administration to add the report to the public agenda package for this meeting.

**CARRIED**

**8.0 COMMITTEE REPORTS**

**8.1 Minutes of the February 10, 2016 Meeting of the Banff Housing Corporation Board**  
Received as information.

**9.0 CORRESPONDENCE**

None received.

**10.0 NEW BUSINESS**

None considered.

**11.0 PUBLIC INPUT ON AGENDA ITEMS**

None received.

**12.0 ADJOURNMENT**

COU16-90 Moved by Councillor Olver that council adjourn the March 29, 2016 regular meeting of council at 4:43 p.m.

**CARRIED**

\_\_\_\_\_  
Karen Sorensen  
Mayor

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Tara Johnston-Lee  
Municipal Clerk



# REQUEST FOR DECISION

## Subject: Capital Budget Amendment



Presented to: Council

Date: April 11, 2016

Submitted by: Chris Hughes, Senior Accountant

Agenda #: 7.1

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### RECOMMENDATION

That council provide direction to administration with reference to amending the approved 2016-2025 capital budget.

### BACKGROUND

At the March 29, 2016 Council meeting, a motion was passed to direct administration to bring back options to amend the 2015-2025 capital budget in particular with consideration of project GG90-16 Town Hall Modernization.

#### Summary of Issue

When presented with the option to purchase the property at 221 Beaver Street, council subsequently requested administration to return with capital project GG90-16 Town Hall Modernization for further consideration. GG90-16 was approved as part of the 2016-2025 capital budget and included \$50,000 for 2016 and an additional \$500,000 in 2017. At the time of writing this report no expenses have been recorded for this project and the project has not yet gone out to tender. The description for this project is as follows:

Due to changes in the service delivery as well as the demographics of Banff since the development of Town Hall, the reception area and how we interact with customers is in need of functional changes to meet the current challenges of administration and council. This project contemplates:

- Increase the efficiency of the available space
- Increase the sense of welcoming that the building can offer
- Increase visibility of town services (Community Services)
- Additional space for interaction with the public.

In 2015 a space-planning exercise was carried out for Town Hall, and the front counter was highlighted as a key area for improvements. The layout of the modernization would be determined through a design process in year 1 of the project but the project scope is likely to include:

- Re-configuring of the front desk
- Relocation of some of the internal, non-load-bearing walls in the front entry
- Possible reconfiguration of the stairs to achieve desired sight lines to the new front desk
- Enhanced customer service experience
- An increase in useable meeting space without costly changes to the building footprint

Administration is recommending that 2/3 of the purchase of 221 Beaver Street would be funded with debt financing and 1/3 funded from the General Capital Reserve. The 1/3 reserve funding would equate to \$335,000. Therefore the net effect of removing the project completely from the 10 year budget would be a net increase to the forecasted balance of \$215,000. The project could also be moved out to 2020-2021 or beyond where the forecasted total capital reserve balance returns to a

strong enough balance to support the project without going into a deficit position. The forecasted capital reserve balances are as follows:

2016	2017	2018	2019	2020	2021	2022
(2,004,546)	653,069	(2,001,183)	7,877	973,553	3,323,693	3,460,284

Response Options:

1. Amend the 2016-2025 Capital Budget to eliminate project GG90-16 and dedicate it as a no year identified project.
2. Amend the 2016-2025 Capital Budget to move project GG90-16 to future years.
3. Do not amend the 2016-2025 Capital Budget and review all existing projects during the 2017-2026 Capital Budget process.

Circulation date: April 5, 2016

Submitted By: 2016.04.06  
Chris Hughes, Senior Accountant

Reviewed By: 2016.04.06  
Barbara King, Acting Town Manager

# REQUEST FOR DECISION

**Subject: Bylaw 364 – Borrowing Bylaw - 221 Beaver Street**



Presented to: Council

Date: April 11, 2016

Submitted by: Chris Hughes, Senior Accountant    Agenda #: 7.2

## RECOMMENDATION

That council:

- i) give first reading to Bylaw 364 – Borrowing Bylaw –221 Beaver Street; and
- ii) direct administration to advertise Bylaw 364 for two consecutive weeks; and
- iii) direct administration to lift financing conditions on the purchase contract for 221 Beaver Street

## BACKGROUND

### Reason for Report

On March 29, 2016 council approved the purchase and directed administration to bring back a borrowing bylaw to finance the acquisition of 221 Beaver Street.

### Summary of Issue

The purchase price of the property is \$1,005,000 and administration is recommending to finance 2/3 (\$670,000) of the purchase price with a 30 year Alberta Capital Finance Authority (ACFA) debenture. The remaining 1/3 would be funded with funds from the General Capital Reserve. Below is a summary of forecasted cash flows for the recommended financing option as well as an option for 100% capital reserve funding.

		<u>2/3 Debt Funded</u>		<u>Reserve Funded</u>
Purchase Price	\$	1,005,000.00	\$	1,005,000.00
Reserves Funding	\$	335,000.00	\$	1,005,000.00
Debt Funding	\$	670,000.00	-	
Monthly Revenue				
Rent-Commercial	\$	1,440.00	\$	1,440.00
Rent - Staff accom	\$	1,800.00	\$	1,800.00
	\$	3,240.00	\$	3,240.00
Monthly Expenses				
Debt Service - 30 yrs	\$	2,945.00		
Repair and Maintenance	\$	200.00	\$	200.00
Amortization	\$	1,395.83	\$	1,395.83
Total	\$	4,540.83	\$	1,595.83
Monthly Shortfall	\$	1,300.83	\$	(1,644.17)
Monthly Shortfall (surplus) w/out ammort	\$	(95.00)	\$	(3,040.00)
Annual Shortfall	\$	15,610.00	\$	(19,730.00)
Annual Shortfall (surplus) w/out ammort	\$	(1,140.00)	\$	(36,480.00)

Based on the 2016 – 2025 capital reserve forecast, the Town’s reserve balance would change from \$653,000 to \$318,000 at the end of 2017 if council funds the one third of the project from reserves. If council funds the entire amount from reserves, the balance at the end of 2017 would be negative \$279,000 if any surplus from rental is directed back to capital reserves.

April 11, 2016	First Reading of Bylaw 364
April 14, 2016	Advertise Bylaw 364 (Week 1)
April 21, 2016	Advertise Bylaw 364 (Week 2)
April 22, 2016	Start of 15 day petition period
May 6, 2016	End of 15 day petition period
May 9, 2016	Second and Third reading of Bylaw 364
June 9, 2016	Bylaw 364 becomes valid (if no application has been made to Court of Queen’s Bench to have the bylaw declared invalid within 30 days after the bylaw has been passed or application is dismissed)
June 15, 2016	Borrow from ACFA

### Response Options

- a) Council may give first reading to Bylaw 364 – Borrowing Bylaw –221 Beaver Street, direct administration to advertise Bylaw 364 for two consecutive weeks and direct administration to lift financing conditions on the purchase contract for 221 Beaver Street.
- b) Council may not give first reading to Bylaw 364 - Borrowing Bylaw – 221 Beaver Street; direct administration to make budget amendments to fund the purchase of 221 Beaver Street through general capital reserves; and direct administration to lift financing conditions on the purchase contract for 221 Beaver Street.

## **IMPLICATIONS OF RECOMMENDATION**

### Financial

<b>Principle Amount - \$670,000</b>				
<b>Interest Rate (as of April 1, 2016) – 3.108%</b>				
<b>Term</b>	<b>Debt Financing</b>	<b>Annual Debt Payment</b>	<b>Total Interest Charges</b>	<b>Total Debt and Interest</b>
30 Years	\$670,000	\$34,501	\$365,040	\$1,035,040

### Legislation/Policy

Borrowing which exceeds five years is governed by section 258 of the Municipal Government Act. As such the bylaw must be given first reading then be advertised in at least one newspaper circulating with the limits of the municipality once a week for two consecutive weeks. The electors may, within 15 days from the date of the last publication of the notice, petition Council for a vote on the money by-law. If a valid petition is presented to Council within the specified time period, the Council may abandon the project, or, if it decides to proceed with the by-law, shall first submit the by-law to a vote of the electors, and if assented to by the vote, may proceed.

## **CONCLUSION**

Repayment of these debentures will be financed over the thirty year term through revenues collected from commercial and residential rents collected from the property.

**ATTACHMENTS**

- Borrowing Bylaw 364 - Borrowing Bylaw - 221 Beaver Street
- 

Submitted By:

2016.04.06

Chris Hughes, Senior Account

Reviewed By:

2016.04.06

Barbara King, Acting Town Manager

# TOWN OF BANFF

## BYLAW 364

**THIS BYLAW AUTHORIZES THE COUNCIL OF THE TOWN OF BANFF TO INCUR INDEBTEDNESS BY THE ISSUANCE OF DEBENTURE(S) IN THE AMOUNT OF \$670,000 FOR THE PURPOSE OF THE PURCHASE AND TRANSFER OF LEASE OF 221 BEAVER STREET (PLAN 6719BC; BLOCK 7; LOT 20) .**

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**WHEREAS:**

The Council of the Town of Banff has decided to issue a bylaw pursuant to section 258 of the *Municipal Government Act* to authorize the financing, undertaking of the purchase and transfer of lease of 221 Beaver Street (Plan 6719BC; Block 7; Lot 20)

A total purchase price of \$1,005,000 has been agreed upon with the seller. The Town of Banff estimates the following grants and contributions will be applied to the project:

Capital Reserves	<u>\$335,000</u>
Provincial Grants	<u>\$0</u>
Debenture	<u>\$670,000</u>
Total Cost	<u>\$1,005,000</u>

In order to complete the project, it will be necessary for the Town of Banff to borrow the sum of \$670,000 for a period not to exceed thirty years, from the Alberta Capital Finance Authority or another authorized financial institution, by the issuance of debentures on the terms and conditions referred to in this bylaw.

The estimated lifetime of the project financed under this bylaw is equal to, or in excess of thirty years.

The principle amount of the outstanding debt of the Town of Banff at December 31, 2015 is \$19,236,036 and no part of the principal or interest is in arrears.

All required approvals for the project have been obtained and the project is in compliance with all *Acts and Regulations* of the Province of Alberta.

**NOW THEREFORE** 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 Borrowing Bylaw – 221 Beaver Street

## **2.0 PROVISIONS**

- 2.1 That for the purpose of the purchase and transfer of lands at 221 Beaver Street (Plan 6719BC; Block 7; Lot 20), the sum of SIX HUNDRED SEVENTY THOUSAND DOLLARS (\$670,000) be borrowed from the Alberta Capital Finance Authority or another authorized financial institution by way of debenture on the credit and security of the Town of Banff at large, of which amount the full sum of \$670,000 is to be paid by the Town of Banff at large.
- 2.2 The proper officers of the Town of Banff are hereby authorized to issue debenture(s) on behalf of the Town of Banff for the amount and purposed as authorized by this bylaw, namely the purchase and transfer of lease at 221 Beaver Street (Plan 6719BC; Block 7; Lot 20)
- 2.3 The Town of Banff shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest installments not exceed THIRTY (30) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed SIX (6%) percent.
- 2.4 The Town of Banff shall levy and raise municipal taxes sufficiently to pay the indebtedness.
- 2.5 The indebtedness shall be contracted on the credit and security of the Town of Banff.
- 2.6 The net amount borrowed under this bylaw shall be applied only to the project specified by this bylaw.
- 2.7 This bylaw comes into force on the date it is passed.

READ A FIRST TIME this XX day of XX, 2016.

READ A SECOND TIME this XX day of XX, 2016.

READ A THIRD TIME this XX day of XX, 2016.

SIGNED AND PASSED this XX day of XX, 2016.

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Karen Sorensen  
Mayor

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Robert Earl  
Town Manager



# REQUEST FOR DECISION

## Subject: Mutual Aid Fire Control Agreement



Presented to: Council

Date: April 11, 2016

Submitted by: Silvio Adamo, Protective Services Manager / Fire Chief  
Agenda #: 7.3

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### RECOMMENDATION

That council approve entering into a mutual aid agreement with the Ministry of Agriculture and Forestry for wildland fire response.

### BACKGROUND

Over the last several years, Western Canada has seen a significant increase in wildfire activity and many climate experts are predicting continuing trends of extreme weather patterns.

When a wild fire threatens a community, it can require an extraordinary amount of resources that can quickly overwhelm emergency and fire services.

Even large cities like Calgary and agencies like Parks Canada have mutual aid agreements with Agriculture and Forestry (AF).

A recent example would be the city of Calgary calling in Agriculture Forestry to assist with the record breaking 2014 September snow storm that saw 200 AF personnel respond to help cut damaged trees and clear roads.

### Summary of Issue

The mutual aid agreement outlines a number of benefits and opportunities including assistance in tabletop and mock scenarios, free training, free educational materials, temporary loan of equipment to be put on standby during periods of high and extreme fire hazard and assistance with any prescribed burning within the community.

### Response Options

Council may approve or refuse to approve entering into the mutual aid agreement.

### IMPLICATIONS OF DECISION

#### Budget

There is no budget implication unless we request assistance for a wildfire event within the town boundaries.

#### Attachment

A – Mutual Aid Fire Control Agreement

Circulation date: \_\_\_\_\_ March 31, 2016

Submitted By: \_\_\_\_\_  
2016.04.06  
Silvio Adamo  
Protective Services Manager / Fire Chief

Reviewed By:

2016.04.06

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Barb King, Acting Town Manager

## **Mutual Aid Fire Control Agreement**

This is an agreement, authorized by section 6(d) of the *Forest and Prairie Protection Act*, RSA 2000, c. F-19, to facilitate the prevention and control of forest and prairie fires between

**Her Majesty the Queen in Right of Alberta**  
as represented by the Minister of  
Agriculture and Forestry

(the "Department")

and

**Town of Banff**

(the "Municipality")

Collectively, the "Parties"

This Agreement is made in consideration of the exchange of promises between the Parties set out herein.

1. In this Agreement:
  - (1) "Act" means the *Forest and Prairie Protection Act*, RSA 2000, c. F-19, as amended from time to time.
  - (2) "Forest Protection Area" means that area or those areas designated as such pursuant to section 41(c) of the Act.
  - (3) "Plan" means the Annual Mutual Aid Fire Control Plan. The Plan forms a part of this Agreement. The current Plan that has been agreed to by the Parties is set out in Appendix "A" to this Agreement.
2. The Department will endeavour to prevent and control all wildfires, excluding structure fires, on those lands that lie within the boundaries of the Forest Protection Area.
3. The Municipality will endeavour to prevent and control:
  - (1) all structure fires within the boundaries of the Municipality; and
  - (2) all wildfires on those lands within the boundaries of the Municipality that are outside of the boundaries of the Forest Protection Area.

4. (1) Each Party has authorized the following persons as their respective representatives for the purpose of reviewing and updating the Plan in accordance with section 5:
  - (a) Until further notice, the Department's authorized representative is any person holding the position of Wildfire Prevention Officer or Wildfire Manger.
  - (b) Until further notice, the Municipality's authorized representative is any person holding the position of Protective Service Manager.
- (2) Either Party may change their authorized representative by written notice to the other.
5. The Plan will be reviewed and updated on an annual basis by the authorized representatives of the Department and the Municipality.
6. The Department and the Municipality agree to make payments in accordance with the terms of the Plan for services rendered to the other under this Agreement.
7. This Agreement shall continue from year to year until terminated by either Party in accordance with section 8 of this Agreement.
8. This Agreement shall continue in effect from year to year until terminated by either Party by giving three (3) months written notice to the other, except that during the period between April 1 and October 31 of each year, this Agreement may be terminated only by the mutual consent of both Parties.
9. This Agreement may be amended by the Parties by agreement in writing.
10. The Municipality acknowledges this Agreement has been authorized by the council of the Municipality in accordance with s. 6(d) of the Act.

**Agreed to by the Parties as indicated by the signatures of their duly authorized representatives.**

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**Date Signed**

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**Her Majesty the Queen in Right of Alberta as represented by the Minister of Agriculture and Forestry**

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**Date Signed**

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**Town of Banff**

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## **Annual Mutual Aid Fire Control Plan – 2016**

This Mutual Aid Fire Control Plan is entered into by the **Department of Agriculture and Forestry, Forestry Division**, hereinafter called the Division, and **Town of Banff**, hereinafter called the Municipality, under the Mutual Aid Fire Control Agreement between the Division and the Municipality dated **March 2016**.

### **A. ADMINISTRATION**

#### **1. PURPOSE:**

The purpose of this Annual Mutual Aid Fire Control Plan is to define operating procedures and responsibilities within the framework of the Mutual Aid Fire Control Agreement.

#### **MUNICIPALITY:**

Name: **Town of Banff**  
Address: 110 Bear Street  
Banff, Alberta,  
T1L 1A1  
Phone: 403-762-1200  
Fax: 403-762-1260  
Email: [town.banff@banff.ca](mailto:town.banff@banff.ca)

#### **DIVISION:**

Name: **Ministry of Agriculture and Forestry  
Forestry Division**  
Address: 8660 Bearspaw Dam Road NW,  
Calgary, AB,  
T3L 1S4  
Phone: 403.355.4891  
Fax: 403.297.8865  
Email: [calgary.wfops@gov.ab.ca](mailto:calgary.wfops@gov.ab.ca)

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## 2. MUTUAL AID ZONES:

The attached map, Appendix A, which forms part of the Annual Mutual Aid Fire Control Plan, outlines the areas where mutual aid fire control may be requested.

Wildfire suppression on all lands within the Municipality's boundaries is the responsibility of the Municipality. The Division will provide mutual aid assistance based on available resources and priorities within their sphere of interest at the time of the request for mutual aid assistance.

## 3. CONTACTS:

Names, addresses, and phone numbers of contact personnel for the Division and Municipality are included in Appendix B – Contact List.

## 4. MUTUAL AID REQUEST PROCEDURE:

Requests for mutual aid assistance may be made by the following personnel:

### Forestry Division

Wildfire Manager – *Doug Smith*

Wildfire Operations Officer – *Sean MacNeil*

Wildfire Prevention Officer – *Kevin Topolnicki*

Wildfire Prevention Technologist – *Stefan Best*

Calgary Duty Officers – *AG&F personnel as Calgary Duty Officer at time of request.*

### Municipality

Chief Administrative Officer – *Robert Earl*

Director of Emergency Management – *Robert Earl, Silvio Adamo*

Protective Services Manager /Fire Chief – *Silvio Adamo*

Deputy Fire Chiefs – *Russ Geyer, Mike Geisler*

The request shall be made verbally to the Calgary Duty Officer then followed up in writing using the Mutual Aid Request form (Appendix C). If the request is made through 911 due to limited communication, the 911 operator must provide AG&F with requesting officer's name, command number and location, which must be on the approved list provided by the municipality. The request will be evaluated by the party to whom the request is made (the "Receiving Agency") based on available resources and ongoing priorities within the Receiving Agency's sphere of interest. Requests shall be acknowledged in writing on the Mutual Aid Request form.

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## **5. COST RECOVERY AND INVOICING:**

All costs associated with mutual aid will be borne directly by the party who receives aid (the “Requesting Agency”) or will be billed by the providing agency to the requesting agency as soon as time permits.

All reimbursements made under the provisions of this Plan shall be in accordance with the *Forest and Prairie Protection Act*, Section 8(1), and the terms of the following:

1. This Agreement incorporates by reference the Mutual Aid Fire Control Agreement between the Division and the Municipality.
2. Reimbursement to the Municipality shall be at the rates and terms established in the current printing of Wildfire Management Branch Equipment Rates, Schedule 2. The use of any specialized Municipal equipment shall be reimbursed at the rates and terms included in Appendix D.
3. Reimbursement to the Division shall be at the rates and terms established in the current printing of Wildfire Management Branch Rates, Schedule 2. The use of any specialized equipment shall be reimbursed at the rates included in Appendix D.

## **6. MEETINGS:**

The Division and the Municipality agree to participate in annual planning meetings to ensure that the contents of the Mutual Aid Fire Control Agreement and Annual Mutual Aid Fire Control Plan are current and to discuss matters pertaining to: wildfire prevention, wildfire detection, wildfire operations, administration, presuppression, and training.

## **B. PREVENTION AND DETECTION**

### **1. FIRE PERMIT ISSUANCE:**

The Municipality is responsible for issuing fire permits on all lands within the Municipality.

The Division will assist in fire permit issuance training for Municipality fire guardians.

### **2. FIRE CONTROL ORDERS:**

The Municipality will initiate fire control orders within the Municipality. The Municipal Emergency Services Coordinator or designate will be responsible for requesting a fire

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control order on behalf of the Municipality. The Municipality will take the lead role in advertisement and enforcement of the fire control order on lands within the Municipality.

The Minister of Agriculture and Forestry may impose a fire control order on lands within the Municipality, as per the Forest and Prairie Protection Act, if the fire hazard is severe enough to warrant a Provincial Fire Ban. In this case, the Division will inform the Municipal Emergency Services Coordinator or designate of the decision.

### **3. COOPERATIVE PREVENTION OPPORTUNITIES:**

The Municipality will develop a fire prevention advertisement to be run, prior to harvest and seasonal grass curing, in the municipal newsletter on an annual basis. The Division will provide technical advice and available public education resources to the Municipality as required. The Municipality will be responsible for printing and distribution of the newsletter.

### **4. PRESCRIBED BURNING:**

The Municipality will be the lead agency for all prescribed burning on lands within the Municipality.

The Division can assist through the provision of manpower and expertise, specialized equipment, and technical manuals at the request of the Municipality.

### **5. WILDLAND/URBAN INTERFACE:**

The Municipality agrees to address wildland/urban interface issues within the Municipality through the application of the seven disciplines of FireSmart:

1. Public Education
2. Legislation
3. Development
4. Vegetation Management
5. Emergency Planning
6. Interagency Cooperation
7. Cross Training

The Division agrees to assist the Municipality with wildland/urban interface issues through the provision of resource materials and training on the wildland/urban interface disciplines and options to minimize hazards within the Municipality.



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## **C. PRESUPPRESSION**

### **1. COOPERATIVE PRESUPPRESSION ACTIVITIES:**

The Division agrees to supply fire equipment to the Municipality on a short-term loan basis during periods of high or extreme hazard within the Municipality. The amount of equipment provided will be based on the request from the Municipality and the degree of hazard within the Wildfire Management Area at the time of the request. The Municipality agrees to return the equipment within 24 hours of being notified by the Division.

The Division will provide a list of WFU crew contact names and numbers to the Municipality upon request. The Division will also assist the Municipality in obtaining wildfire crews for wildfire suppression in the Municipality when requested.

### **2. HAZARD AND RESOURCE INFORMATION SHARING:**

The Division will provide the following information to the Municipality, upon request.

- Fire Weather Indices
- Weather forecast
- Pre-suppression resources
- Fire Situation Report

The above information provided will be for the Forest Protection Area; therefore, the Municipality must consider this when relying on the data provided. Weather forecast information for zones within the Forest Protection Area can be obtained at <http://wildfire.alberta.ca/fire-weather/default.aspx>

Weather forecast, Wildfire Indices (FFMC and ISI) information for zones outside the Forest Protection Area can be obtained at <http://agriculture.alberta.ca/acis/climate-maps.jsp>

The Municipality will provide a list of available presuppression resources available to the Division upon request.

## **D. WILDFIRE OPERATIONS**

### **1. PROVISION OF MANPOWER AND EQUIPMENT FOR MUTUAL AID:**

The Division and the Municipality will provide mutual aid equipment and manpower as per the terms of this Plan and the Mutual Aid Request Form. This section describes the

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operational procedures for cooperative use of resources by both agencies during a wildfire, prescribed fire, or structural fire.

- a) When one agency requests assistance from another, the sending agency shall dispatch only personnel who meet or exceed the minimum requirements for qualification and certification by that agency.
- b) At the time of the request for assistance during a wildfire, the assisting agency shall endeavor to dispatch the nearest available resources to the incident.
- c) At the time of the request, each party shall assign a task force leader that supervises the activities of his/her agencies resources.
- d) It shall be policy for the requesting agency to release the assisting agency from emergency duties as soon as possible.
- e) The Municipality will be in command of controlling all wildland fires within the Municipality. The Division will assist the Municipality in an advisory role upon arrival.
- f) The provision of firefighting services contemplated herein and provided by the Municipality and the Division as the case may be are solely and absolutely in the discretion of the respective agency and the said agency may, without rendering the agency liable for any claims, penalty, damage or losses whatsoever to the other party or to any third party, direct any of the following:
  - That there be no response whatsoever to the call for firefighting services by the respective agency regardless of the type of fire to be responded to; or
  - That there be dispatched in response to the call, resources as the respective agency may request; or
  - That there be dispatched in response to the call such lesser resources that, in the judgment of the respective Fire Chief or Forest Officer, may be prudently available.
- g) Upon request the Division will provide a contact list of private manpower and equipment providers to the Municipality by April 1 of each year.
- h) If initial attack is undertaken by an agency outside their area of jurisdiction, that agency will immediately attempt to gather and preserve evidence pertaining to the fire cause.
- i) The Division or the Municipality, as the case may be, shall indemnify and save harmless the party responding to a request for assistance from the other party, from and against all losses, costs, damages, injury or expense to persons or property of

every nature or kind whatsoever, arising out of, or in any way attributed to, the provision of emergency services contemplated hereunder, except where such loss, damage, injury or expense is caused by the negligence or willful act of any employee or agent of the party responding.

- j) The Division or the Municipality, as the case may be, shall indemnify and save harmless the party responding to a request for assistance from the other party, from damage or loss to its vehicles or equipment which is directly attributable to the provision of service contemplated hereunder, provided that there shall be no such indemnity if such loss or damage is the result of any negligent or willful act of an employee or agent of the party responding.

**2. COMMUNICATIONS:**

- a) **RADIOS:** By the terms of this Agreement, each party agrees to permit the others to utilize radio frequencies for emergency purposes.
- b) **COMPUTERS:** By the terms of this Agreement, each party agrees to permit the others to utilize computer systems.
- c) **TELEPHONES and CELL PHONES:** By the terms of this Agreement, each party agrees to keep their phone and cell phone numbers updated in the Contact List.

*The Provincial mutual-aid frequency (156.855) will be the primary mutual-aid radio frequency for mutual-aid fire response between the Municipality and the Division.*

The Municipality fire department uses a VHF radio system with the following frequencies for the division to use during wildfire and mutual aid emergencies:

Channel	TX	RX	RX Tone	TX tone	Designation
1	157.095	169.260	100.00	100.00	Banff Repeater
4	171.180	171.180	167.90	167.90	Tactical
ProvMA	156.8550	156.8550			Provincial Mutual Aid

The Municipality has access to the Division’s FireNet fire radio for communications with the Calgary Wildfire Management Area during wildfire emergencies:

Channel	TX	RX	RX Tone	TX tone	Designation
231	157.950	152.690	173.800	173.800	Moose Mountain FireNet
222	157.815	152.555	173.800	173.800	Mockingbird FireNet
36	151.070	151.070	88.500	88.500	Fireline
38	151.115	151.115	88.500	88.500	Fireline

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### **3. ESTABLISHED PROTOCOL FOR “TURN-OVER” OF RESPONSIBILITY:**

As per the responsibilities outlined in Sections A.2 and D.1.d, of the Annual Mutual Aid Wildfire Control Plan, the Municipality and Division agree to complete the “turn-over” of responsibility for fire suppression to the responsible agency as quickly and efficiently as possible.

Upon arrival at a fire, the commander for the responsible agency will meet with the present commander to obtain a briefing on present suppression tactics and to discuss a schedule for “turn-over” of responsibility. It is agreed that resources from the assisting agency will be released as soon as possible, based on fire suppression success.

### **4. ESTABLISHED PROTOCOL FOR “FORMATION” OF UNIFIED COMMAND**

As per the responsibilities outlined in Sections A.2 and D.1.e, the Annual Mutual Aid Wildfire Control Plan, the Municipality and Division agree to form unified command in accordance within the provisions of Incident Command System.

## **E. TRAINING**

The Division and the Municipality agree to exchange training opportunities, including trainers, trainees, and materials. All local training that is multi-agency in nature and sponsored by one of the parties will be coordinated and made available to the other party.

Formalized training may be sponsored by the Division upon approval by the Area Wildfire Manager.

### **1. CERTIFICATION TRAINING OPPORTUNITIES.**

Upon request the Division will sponsor and conduct wildfire suppression training courses for members of the Municipal Fire Department. This includes course fees, course material, and room and board at the Hinton Training Centre. Other than above expenses travel, wages and other costs associated with the course will be the responsibility of the municipality.

A complete schedule of wildfire training courses offered at the Hinton Training Centre is available at <https://extranet.gov.ab.ca/srd/HTC/>

Upon request the Municipality will sponsor and conduct wildfire suppression training courses for members of the Calgary Wildfire Management Area. This will include course fees, course material and training facility. All other fees including to but not limited to travel, accommodation, meals will be the responsible of the division.

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## **2. INFORMAL TRAINING OPPORTUNITIES.**

The Division and Municipality will provide informal training to their staff as opportunities allow.

## **3. JOINT MOCK-DISASTER EXERCISES.**

The Division will assist the Municipality develop and implement a mock wildfire response exercise to help fire managers identify strengths and weaknesses in the present agreements, to act as a cross-training exercise for Municipal and wildland firefighters, and to act as a public education tool for residents, Municipal and Provincial government administration, and elected officials.

## **4. ON THE JOB TRAINING OPPORTUNITIES.**

The Municipality and the Division agree to provide training assistance as necessary while working on mutual-aid fire suppression.

The Division agrees to provide fire permit issuance training to all new Municipal Fire Guardians.

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**F. EFFECTIVE DATES**

This Annual Mutual Aid Fire Control Plan is in effect from March 1, 2016 to February 28, 2018. All other Mutual Aid Fire Control Plans associated with the Mutual Aid Fire Control Agreement will be terminated after activation date of this plan.

IN WITNESS WHEREOF the parties hereunto have affixed their signatures and corporate seals on the day and year first written.

\_\_\_\_\_  
Doug Smith  
Calgary Forest Area Manager

Date: \_\_\_\_\_

\_\_\_\_\_  
Silvio Adamo  
Protective Services Manager /Fire Chief

Date: \_\_\_\_\_

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**APPENDIX A – MUTUAL ASSISTANCE ZONE MAPS**

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**APPENDIX B –CONTACT LIST**

**Ministry of Agriculture and Forestry, Forestry Division:**

**Calgary Forest Area**

Mailing Address 8660 Bearspaw Dam Road N.W.  
Town Calgary, AB.  
Postal Code T3L 1S4  
Duty Officer Phone (403) 297-8822  
Duty Officer Cell (403) 615-7321  
Fax (403) 297-8865  
Email [calgary.wfops@gov.ab.ca](mailto:calgary.wfops@gov.ab.ca)

**Calgary Forest Area Manager – *Doug Smith***

Mailing Address 8660 Bearspaw Dam Road N.W.  
Town Calgary, AB.  
Postal Code T3L 1S4  
Phone (403) 297-8838  
Cell (587) 582-5780  
Fax (403) 297-8865  
Email [doug.smith@gov.ab.ca](mailto:doug.smith@gov.ab.ca)

**Wildfire Operations Officer – *Sean MacNeil***

Mailing Address 8660 Bearspaw Dam Road N.W.  
Town Calgary, AB.  
Postal Code T3L 1S4  
Phone (403) 297-5278  
Cell (403) 998-4004  
Fax (403) 297-8865  
Email [sean.macneil@gov.ab.ca](mailto:sean.macneil@gov.ab.ca)

**Wildfire Prevention Officer – *Kevin Topolnicki***

Mailing Address 8660 Bearspaw Dam Road N.W.  
Town Calgary, AB.  
Postal Code T3L 1S4  
Phone (403) 297-3132  
Cell (403) 540-9697  
Fax (403) 297-8865  
Email [kevin.topolonicki@gov.ab.ca](mailto:kevin.topolonicki@gov.ab.ca)

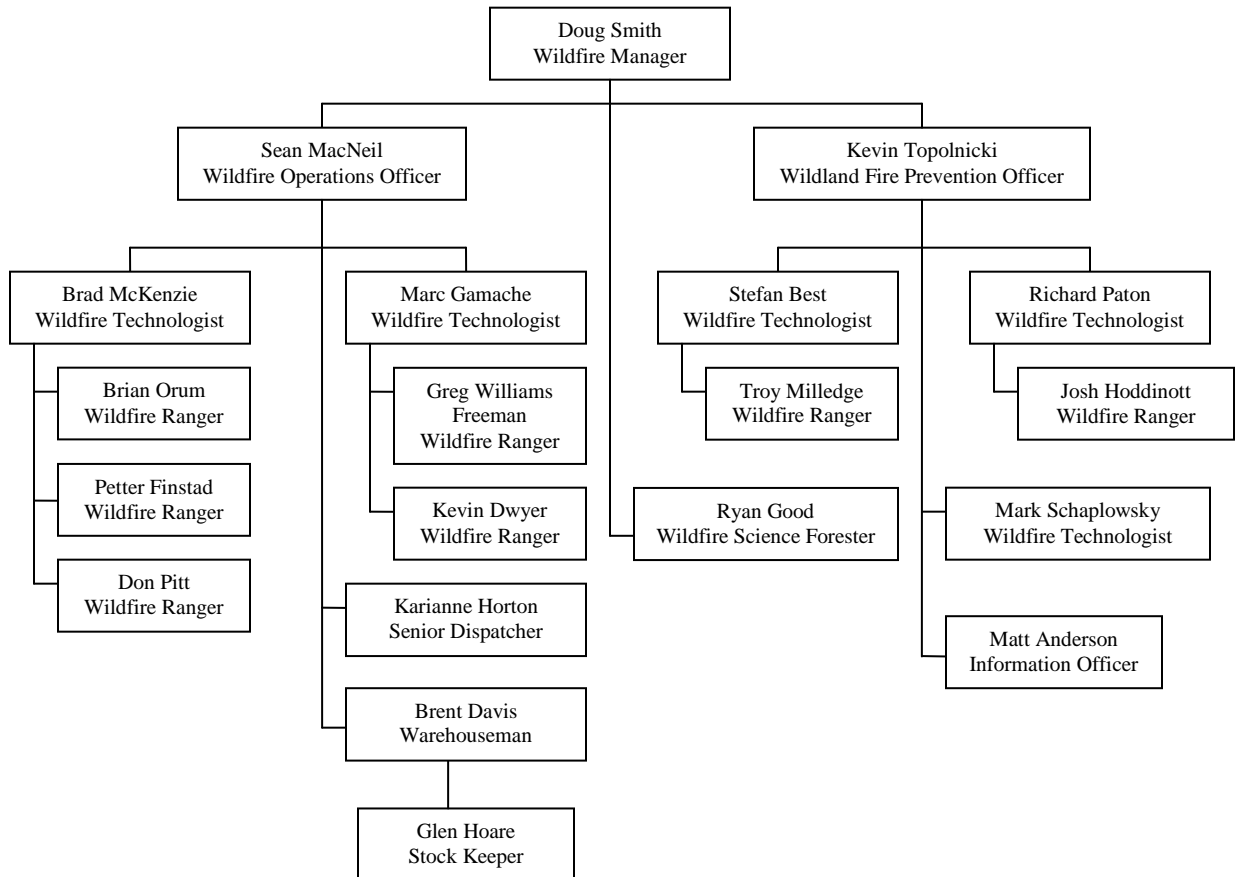
**Wildfire Prevention Technologist – *Stefan Best***

Mailing Address 8660 Bearspaw Dam Road N.W.  
Town Calgary, AB.  
Postal Code T3L 1S4  
Phone (403) 355-4891  
Cell (403) 862-8185  
Fax (403) 297-8865  
Email [stefan.best@gov.ab.ca](mailto:stefan.best@gov.ab.ca)



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**Ministry of Agriculture and Forestry, Forestry Division**  
**Calgary Forest Area**  
**2016 Organization Chart**



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**Municipality**

Main Office  
Address 110 Bear Street  
Town P.O. Box 1260  
Code Banff, Alberta,  
Phone T1L 1A1  
Fax 403-762 1200  
Email 403-762 1260

Chief Administration Officer –  
Address Robert Earl  
Town P.O. Box 1260  
Code Banff, Alberta,  
Phone T1L 1A1  
Fax 403-762 1208  
Email 403-762 1260  
robert.earl@banff.ca

Director of Emergency Management – Robert Earl / Silvio Adamo  
Address P.O. Box 1260  
Town Banff, Alberta,  
Code T1L 1A1  
Phone 403-762 1250  
Fax 403-762 1261  
Email [robert.earl@banff.ca](mailto:robert.earl@banff.ca) [silvio.adamo@banff.ca](mailto:silvio.adamo@banff.ca)

Fire Chief - Silvio Adamo  
Address P.O. Box 1260  
Town Banff, Alberta,  
Code T1L 1A1  
Phone 403-762 1250  
Fax 403-762 1261  
Email [silvio.adamo@banff.ca](mailto:silvio.adamo@banff.ca)

**AEMA**

District Officer - Randy Tiller  
Address: Suite 280, 6715- 8th Street NE  
Calgary, AB, T2E 7H7  
Calgary, Alberta  
Phone 403- 297 6470  
Fax 403-  
Cell 403-815 9665  
Email [randy.tiller@gov.ab.ca](mailto:randy.tiller@gov.ab.ca)

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**APPENDIX C – MUTUAL AID REQUEST FORM**

FROM: Name \_\_\_\_\_  
Municipality or AG&F Area \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_

TO: Name \_\_\_\_\_  
Municipality or AG&F Area \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_

SUBJECT: MUTUAL AID REQUEST \_\_\_\_\_  
LOCATION \_\_\_\_\_

As per the Mutual Aid Fire Control Agreement, mutual aid fire suppression is requested for the above fire.

The following resources are requested:

Manpower: \_\_\_\_\_  
\_\_\_\_\_

Airtankers: \_\_\_\_\_  
\_\_\_\_\_

Helicopters: \_\_\_\_\_  
\_\_\_\_\_

Equipment: \_\_\_\_\_  
\_\_\_\_\_

All costs associated with this mutual aid will be borne by the requesting agency as per the rates specified in the current Annual Mutual Aid Fire Control Plan.

Please respond to this request by **time and date**.

Signature \_\_\_\_\_

Position \_\_\_\_\_

Your request for mutual aid assistance is approved/not approved as per this request and the terms of the Mutual Aid Fire Control Agreement.

Signature \_\_\_\_\_

Position \_\_\_\_\_

Date and Time \_\_\_\_\_

**APPENDIX D – ESTIMATED REIMBURSEMENT RATES 2015**

**Forestry Division:**

<i>Resource</i>	<i>Rate</i>
<b>Airtanker Group: (includes AAO and aircraft)</b>	
CV580	\$2250.00 per hour plus fuel and retardant
CL215 T with 201-204	\$1990.00 per hour plus fuel and retardant
Air Tractors (wheeled)	\$870.00 per hour plus fuel and retardant
Air Tractors (amphib)	\$1770.00 per hour plus fuel and retardant
L188	\$4400.00 per hour plus fuel and retardant
<b>Birdog Aircraft</b>	
Turbo Commander 690	\$1400.00 per hour fuel included
Cessna Caravan C208	\$1010.00 per hour fuel included
<b>Helicopters:</b>	
Contract Rappel	\$1337.00 per hour plus fuel
Casual	Government rate plus fuel
Contract Intermediate	\$1360.00 to \$1998.00 per hour plus fuel
Contract Medium	\$2310.00 to \$2600.00 per hour fuel included
<b>Manpower:*</b>	
RAP Crew (7 man)	Cost Estimate \$21.05-\$25.95/hour/person
HAC Crew (4 or 8 man)	Cost Estimate \$21.05-\$25.95/hour/person
UNIT Crew (20 man)	Cost Estimate \$21.05-\$25.95/hour/person
Firetack Emergency (8 man)	Cost Estimate \$15.29-\$20.13/hour/person
Firetack Base and Secondary (8 man)	Cost Estimate \$27.07/hour/person
Firetack Zero Day (8 man)	Cost Estimate \$21.77/hour/person
Air Attack Officer (contract)	Actual Cost Estimate \$900.00/day/person
<b>Specialized Equipment:</b>	
Helitorch	Government Rate
Compressed Air Foam Unit	Contract Rate

\*Manpower will be billed at actual cost. Estimated rates above do not include overtime rates, accommodations or meals.

**Municipality: Banff**

<i>Resource</i>	<i>Rate</i>
<b>Manpower:</b>	
Operator	\$45.00 per hour
<b>Specialized Equipment:</b>	
Structural Protection Trailer	\$500.00 per hour
Type one (1) Engine with two (2) Operators	\$410.00 per hour

\*Manpower costs do not include accommodations or meals

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## **APPENDIX E – DEFINITIONS**

***Non-Structure Fire*** – A fire not involving wildland or structural fuels and having a value loss (vehicles, bales, railcars, etc.).

***Structure Fire*** – A fire involving any man-made building or structure.

***Prescribed Fire*** – A fire deliberately used for prescribed burning; usually set by qualified fire management personnel according to a predetermined burning prescription. Note: In some cases, a wildfire that may produce beneficial results in terms of the attainment of land management objectives may be allowed to burn under certain burning conditions according to a predefined burning prescription, with limited or no suppression action, and as such may be considered a form of prescribed fire (AB. Env., 1999).

***Wildland Fire*** – A fire that is burning in wildland fuels such as forested, grass, brush, or alpine/tundra vegetation (AB. Env., 1999).

# REQUEST FOR DECISION

## Subject: Three Year Trial - Dedicated Wildland Fire Response Unit



Presented to: Council

Date: April 11, 2016

Submitted by: Silvio Adamo, Protective Services Manager / Fire Chief

Agenda #: 7.4

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### RECOMMENDATION

That council approve a three year trial to keep Unit 81 (1992 Pump Truck) for use as a dedicated wildland fire response vehicle.

### BACKGROUND

In 2015, there were approximately 1800 wild fires in Alberta covering 492,000 hectares and the Alberta government spent just over a half a billion dollars trying to prevent and fight wild fires. With increasing extreme weather cycles we believe it is prudent to enhance our preparedness and response to wild fire events that could threaten our community as well as assist other communities in Alberta.

The Town of Banff has a pending mutual aid fire control agreement with the Ministry of Agriculture and Forestry (AF) that would potentially see us deploy our structural protection trailer within Alberta. In discussions with AF, they have indicated that a mutual aid response with a setup including a pump truck (type 1 engine), would be ideal and would increase the likelihood of AF requesting our assistance.

### Summary of Issue

The current Fire Department protocol is to have a vehicle connected to our structural protection trailer whenever the fire hazard is classified as high and extreme. In order to meet this protocol or to move the trailer in general, a vehicle capable of towing the trailer must be borrowed from the Operations Department.

Pump Truck Unit 81 will be retired from structural fire response within the next few weeks as per our capital replacement plan as well as following industry and Fire Underwriters Insurance standards. While no longer useful for structural fire response, Unit 81 is still a practical and useable vehicle for use as a wild land fire response vehicle and, when deployed, it could be charged out as a type 1 engine. The pump truck would normally be sent to auction where the estimated value would be between \$5,000 and \$10,000. Rather than sending the unit to auction, administration is recommending that council consider keeping the vehicle on a trial basis for three years for use as a dedicated wildland fire response vehicle.

Keeping unit 81 provides the Town the opportunity to:

- enhance local wildfire fighting capabilities;
- provide enhanced capacity for assisting in fighting wildfires in other communities;
- increase revenues as it would increase the likelihood that the Town's mutual aid set up would be deployed and increase the day response rate by deploying both a type 1 engine and structural protection trailer;
- solve the problem of having to borrow a vehicle from operations to tow and move the structural protection trailer.

The current rates for wild fire mutual aid are as follows:

- Type 1 engine - \$410.00 per hour
- Structural protection trailer - \$500.00 per hour

### Response Options

Council may:

- i) Approve a three year trial to keep Unit 81 (1992 Pump Truck) for use as a wild land fire response vehicle.
- ii) Direct administration to return with more information.
- iii) Not approve keeping unit 81.

### IMPLICATIONS OF DECISION

#### Budget

A one-time expense of approximately \$2,500 will be required to install a tow hitch and wiring to Unit 81. This expense can be captured within the fire departments normal operating budget. Additionally, approximately \$300 of materials and 8 hours of internal mechanic time will be needed for annual servicing and provincial commercial vehicle inspection. It is estimated that a two day deployment would cover the estimated recovery from auctioning unit 81.

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Circulation date: March 30, 2016

Submitted By: 2016.04.06  
Silvio Adamo  
 Protective Services Manager /Fire Chief

Reviewed By: 2016.04.06  
Barbara King, Acting Town Manager

# BRIEFING

## Subject: Fire Department Annual Report



Presented to: Council

Date: April 11, 2016

Submitted by: Silvio Adamo, Protective Services Manager / Fire Chief

Agenda #: 7.5

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This report is submitted for Council's information.

### BACKGROUND

The objective of this report is to give insight into how the fire department functions, the nature, volume and distribution of our emergency calls, our staff profile, memorable moments, financial highlights and our current initiatives.

### ATTACHMENTS

A - 2015 annual report

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Circulation date: March 31, 2016

Submitted By: 2016.04.06  
Silvio Adamo, Protective Services Manager  
/ Fire Chief

Reviewed By: 2016.04.06  
Barbara King, Acting Town Manager





# **BANFF FIRE DEPARTMENT**

**2015 ANNUAL REPORT**

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## MESSAGE FROM THE CHIEF

On behalf of the Banff Fire Department, I am pleased to present the 2015 Annual Report. The objective of this report is to give insight into how our department functions, the nature, volume and distribution of our emergency calls, our staff profile, memorable moments, financial highlights and our current initiatives.

2015 was a record-setting year for the department. We responded to 527 emergencies surpassing our call volume of 499 emergencies in 2014. Despite the increase in call volume and nature of our work we did not report a single workplace injury. 'No-fire' alarm bell calls continue to comprise a large percentage of our responses. Alarm bell calls decreased just under 8% in 2015 and we are actively working with property and business owners to reduce the number of these calls going forward.

We continue to make strides to improve our municipal emergency plan with an annual audit, review and amendments to the plan. We continue to strive to increase public awareness in fire prevention through education and inspections and focus on the health and well-being of our members and their families by expanding our health and wellness program's reach to include the children of our firefighters.

As part of our capital budget we undertook an effort to modernize and upgrade our response apparatus by replacing our 1992 engine truck. The contract was awarded to Fort Garry Fire Trucks in Winnipeg and many hours were spent in the planning and design phase to ensure the truck was built to specifications that would best serve the community and the emergencies that the department responds to. Key highlights of the truck include a compressed air foam system and an enhanced light tower to increase on-scene visibility and safety. Delivery of the truck will take place in the first quarter of 2016.

In early October we hosted our annual fire prevention week. The week was highlighted by Sparky the Fire Dog's visits to the elementary and play schools and our annual open-house that sees hundreds of members of the community visit the fire hall for a hall tour, vehicle extrication demonstration and our well-received pancake breakfast.

In closing I would like to thank the members that comprise the Banff Fire Department and their employers that allow them to respond to the call. Our department would not be possible without their dedication to this service, the community and its visitors. The member's commitment to training, passion for the job, skill, knowledge and unwavering ability to respond at any hour of the day or night provides our residents and nearly 4 million visitors with an exceptional fire and rescue service.

## WHO WE ARE AND WHAT WE DO

### DEPARTMENT STRUCTURE

We are a composite department comprised of 31 paid-on-call volunteer firefighters and 4.5 full-time members including; 1 fire chief, 2 deputy fire chiefs, 1 fire prevention officer and 1 part-time fire department administrator.

## HOW WE RESPOND

As a composite department we staff one chief officer 24 hours a day. The chief officer responds with a command vehicle and is typically the fire officer on scene. Once information is received from dispatch the chief officer determines if additional resources are needed. This may be done before arriving on-scene or based on the nature of the emergency. If additional resources are required the chief officer requests a general page. On-call members receive information through portable pagers and respond to the fire hall to join the appropriate apparatus.

## CORE RESPONSIBILITIES

- Coordinate 911 emergency dispatch services within Banff National Park
- Coordinate protective services and emergency preparedness within the Town of Banff
- Manage public education during National Fire Prevention Week
- Conduct fire prevention inspections
- Respond to a wide variety of emergencies
- Manage the community's FireSmart initiatives

## EMERGENCY RESPONSE

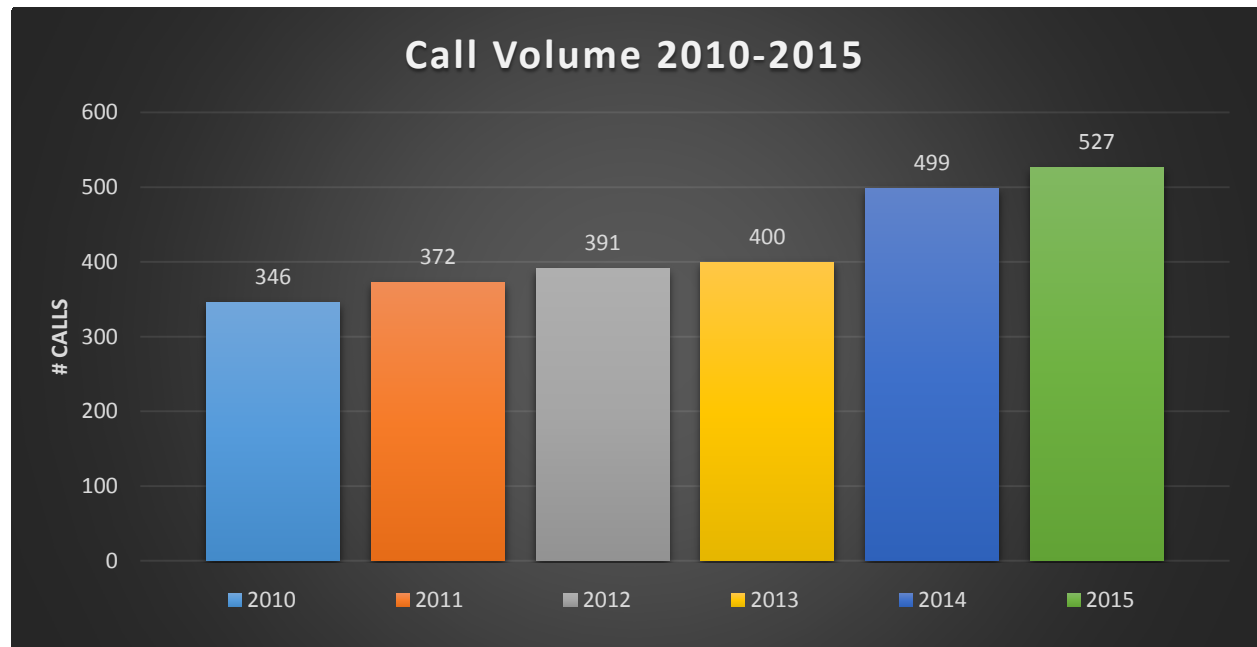
### INCIDENT BREAKDOWN

Overall call volume in 2015 increased 5.3% over 2014. We responded to 79 motor vehicle collisions, which represents a 16.5% increase over 2014. 2015 saw a large increase in vehicle fires from 1 vehicle fire in 2014 to 13 vehicle fires in 2015. We are pleased to report only 3 structure fires in 2014. We responded to 206 medical calls in which our chief officer provided emergency medical care and assisted EMS with various medical interventions.

	2014	2015	% Change over 2014
Medical Calls	194	206	5.8%
Alarm Bells	164	152	-7.9%
Motor Vehicle Collisions	66	79	16.5%
False Fire Reports	19	18	-5.3%
Hazmat	11	13	15.4%
Structure/Bin Fires	13	5	-61.5%
Vehicle Fires	1	13	92.3%
Other	31	41	32.3%
Total Calls	499	527	5.3%

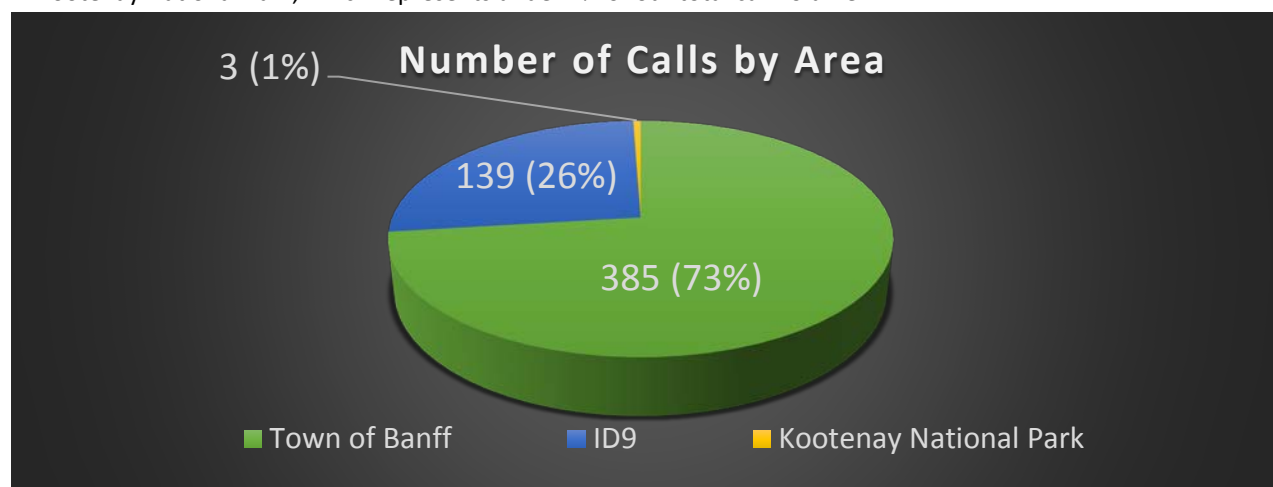
## CALL VOLUME

Banff Fire Department responded to a record high of 527 calls in 2015. Call volume has increased steadily since 2010 with the largest noted increase of 25% between 2013 and 2014.



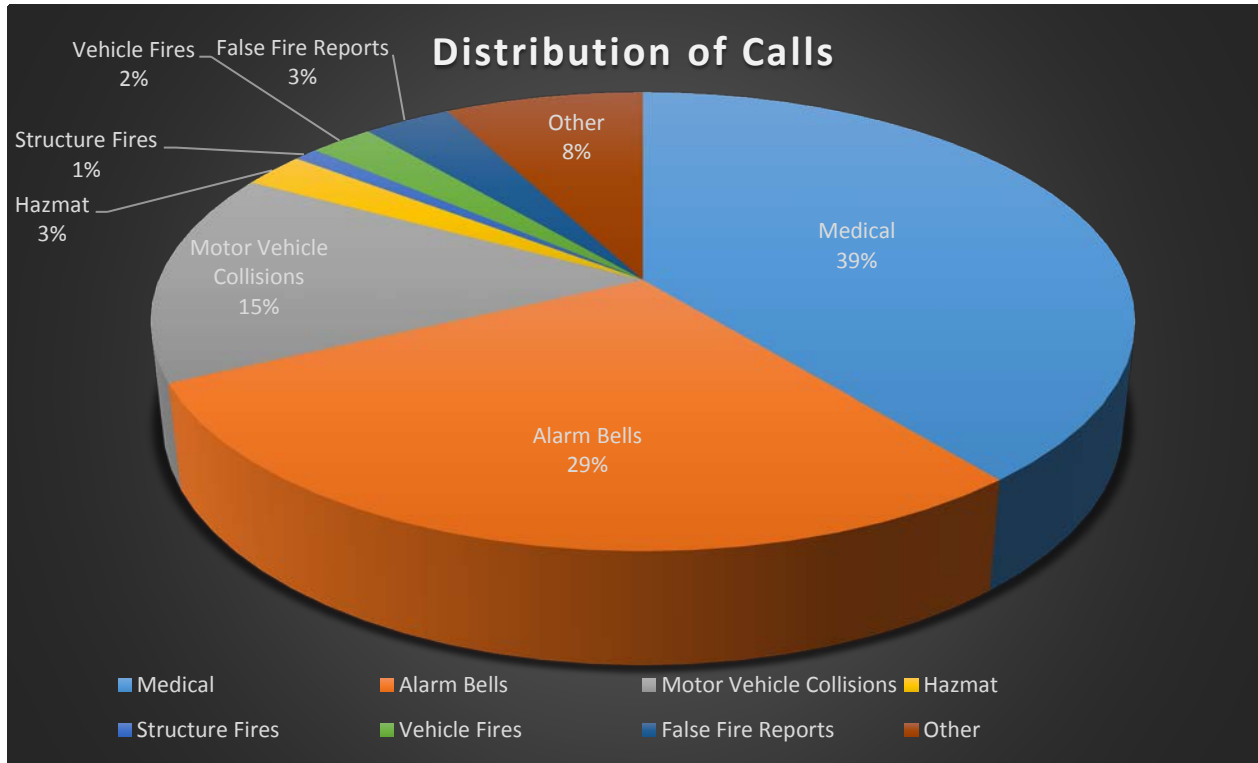
## GEOGRAPHY OF RESPONSE

Banff Fire Department has a response zone within the Town of Banff that extends to the east national park gates, west to Castle Junction and South into Kootenay National Park. Our mutual aid agreement permits response beyond these boundaries and could see response into Canmore or into Lake Louise and beyond. In 2015 73% of our emergency responses occurred within the Town of Banff boundaries. 26% of our responses were within Improvement District 9 (ID9), which lies outside town boundaries. We also responded to 3 motor vehicle collisions in Kootenay National Park, which represents under 1% of our total call volume.



## DISTRIBUTION OF CALLS

Medical calls (39%) continue to represent the largest proportion of our call volume. Alarm bells and motor vehicle collisions represent just under 50% of our total call volume. We are actively working with local businesses to reduce the number of false fire alarm bells.



## STAFF PROFILE

### COMPOSITION OF MEMBERS

Banff Fire Department draws on the diversity of the community to recruit members that possess a unique skill set to bring strength to our department. Outside the fire department our members are electricians, plumbers, contractors, EMS workers, hotel managers, tourism executives, chefs, arborists, mechanics, golf course superintendents, lifeguards, and entrepreneurs.

### SERVICE RANK AND YEARS OF SERVICE

We proudly honour the commitment and personal sacrifice of our members. Among our members we have over 370 years of combined firefighting experience.

NAME	POSITION	YEARS OF SERVICE
Rick Reeve	Assistant Chief	33
Bruce Smith	Assistant Chief	29

<b>Jim Abelseth</b>	<b>Captain</b>	<b>29</b>
<b>Silvio Adamo</b>	<b>Chief</b>	<b>28</b>
<b>Russ Geyer</b>	<b>Deputy Chief</b>	<b>24</b>
<b>Jim Van Tassell</b>	<b>Firefighter</b>	<b>24</b>
<b>Mike Geisler</b>	<b>Deputy Chief</b>	<b>21</b>
<b>Warren Geyer</b>	<b>Captain</b>	<b>21</b>
<b>Dave Shakotko</b>	<b>Lieutenant</b>	<b>19</b>
<b>John Stewart</b>	<b>Captain</b>	<b>15</b>
<b>Gord Massey</b>	<b>Lieutenant</b>	<b>15</b>
<b>Jerid Crowe</b>	<b>Captain</b>	<b>13</b>
<b>Fraser Kirby</b>	<b>Lieutenant</b>	<b>13</b>
<b>Darren Gerrie</b>	<b>Firefighter</b>	<b>13</b>
<b>Rob Palmer</b>	<b>Firefighter</b>	<b>13</b>
<b>Mike Soukup</b>	<b>Lieutenant</b>	<b>9</b>
<b>Kevin Patterson</b>	<b>Firefighter</b>	<b>9</b>
<b>Dan Nolin</b>	<b>Firefighter</b>	<b>9</b>
<b>Travis Jacobson</b>	<b>Firefighter</b>	<b>9</b>
<b>Kent Paterson</b>	<b>Firefighter</b>	<b>9</b>
<b>Robin Borstmayer</b>	<b>Firefighter</b>	<b>8</b>
<b>Uriel Dostie</b>	<b>Firefighter</b>	<b>5</b>
<b>J.P. Middleton</b>	<b>Firefighter</b>	<b>5</b>
<b>Craig Chambers</b>	<b>Firefighter</b>	<b>5</b>
<b>Adam McGregor</b>	<b>Firefighter</b>	<b>5</b>
<b>Stuart Back</b>	<b>Firefighter</b>	<b>5</b>
<b>John Abelseth</b>	<b>Firefighter</b>	<b>3</b>
<b>Scott Hergott</b>	<b>Firefighter</b>	<b>3</b>
<b>Paul Lefrancois</b>	<b>Firefighter</b>	<b>3</b>
<b>Glenn Brual</b>	<b>Firefighter</b>	<b>3</b>
<b>Patrick DesRosiers</b>	<b>Firefighter</b>	<b>3</b>

# MEMORABLE MOMENTS 2015

## WINTER STORM CAUSES TREACHEROUS CONDITIONS ON HIGHWAY 1

A harsh winter storm caused whiteout conditions on the Trans-Canada Highway from Banff to Castle Junction. Poor road conditions and limited visibility resulted in the department responding to 17 motor vehicle collisions between February 5 and 7.

## CP RAIL DERAILMENT

On December 26, 2014 a multi-car derailment just west of Banff kept us on our toes. Banff Fire Department initially secured scene until CP Rail officials arrived. We contained fly ash (a respiratory irritant) with charged water lines and attended daily safety briefings.

# APPARATUS OVERVIEW

## COMMAND 62

- 2 GMC Suburban command vehicles
- First on-scene vehicle
- Vehicles equipped with BLS trauma and airway kits including Automatic External Defibrillators (AED), handheld carbon monoxide (CO) detectors, lights and traffic control equipment

## RESCUE 62

- 2013 Pierce Saber
- 400 HP Cummins Diesel
- Allison automatic transmission
- 681 litre (150 gal) water tank
- Equipped with rescue tools and a high pressure foam system for highway response and rescue

## PUMP 62

- 1998 Freightliner FL80
- 330 HP Cummins Diesel
- Allison automatic transmission
- 3632 litre (800 gal) water tank
- Max pump capacity 7000 LPM

## ENGINE 62

- 1992 International 4900 cab and chassis
- 230 HP International Diesel
- Allison automatic transmission
- 3632 litre (800 gal) water tank



- Max pump capacity 5000 LPM
- Dry weight 15,909 kg (35,000 lbs)

## AERIAL 62

- 1993 E-One Cyclone cab chassis
- 22.9 meter (75ft) ladder
- 400HP Detroit Diesel
- Allison automatic transmission
- 1816 litre (400 gal) tank
- Max pump capacity 7000 LPM
- Dry weight 23,181 kg (51,000 lbs)

# CURRENT INITIATIVES

## VEHICLE DONATION PROGRAM

In 2015, the fire department accepted 39 vehicle donations from residents of the Bow Valley. Residents are issued a \$300 tax receipt for their donation. The program allows our firefighters to practice their extrication and rescue skills on real vehicles. In addition to providing valuable training for our firefighters the program keeps unsafe cars off the road and reduces the number of abandoned vehicles in town.

## HEALTH AND WELLNESS PROGRAM

We provide a multi-phased approach to the physical health and mental well-being of our firefighters, their spouses and partners. 2015 saw an extension of the program to include the children of firefighters.

**Phase 1 – Physical health and well-being of firefighters.** Focus on diet and physical training. We employ a certified fitness instructor to lead our members through physical training on a quarterly basis. The training is tailored to increase cardiovascular endurance and physical strength with careful consideration to each member's well-being. Dietary plans are also reviewed and modified to improve overall health.

**Phase 2 – Mental health of firefighters.** We educate our members on the effects of Post-Traumatic Stress Disorder (PTSD) and other stress related conditions. Members are given tools to identify stress related conditions as well as tools to identify and treat those possible conditions.

**Phase 3 – Health and wellness of partners and spouses.** We have included the partners and spouses of our firefighters in our health and wellness program. We organize social gatherings and training seminars to build strong relationships between spouses and partners. Through education and a supportive network, our goal is for our member's partners to identify warning signs of stress related conditions and the resources available.

**Phase 4 – Program extended to the children of firefighters.** In 2015 we extended the health and wellness program to include the children of Banff firefighters. As our members function in an on-call capacity they bring their pagers home with them, which exposes children to the world of firefighting through radio communication. Although radio communications are often coded, certain details of calls may be broadcast and inevitably heard by our families. The health and wellness program targets these incidents and gives our children the tools to identify and cope.

## NEW KITCHEN

We are pleased to announce that we renovated our kitchen in the summer of 2015. New cabinets, countertops and appliances were installed. The kitchen serves a social space for our members and our member's partners to strengthen their relationships. The kitchen is also used for community events like pancake breakfast, open houses and for Town of Banff employees as a meeting space (The fire hall is a favourite for the Town's monthly health and safety meeting).

## FIRE PREVENTION OVERVIEW

### 2015 AT A GLANCE

- Conducted approximately 700 initial inspections and 300 re-inspections in the Bow Valley. Inspections include hotels, bed and breakfasts, apartments, restaurants and public access buildings
- Conducted just over 100 grease trap inspections
- Investigated 20 complaints of fire code violations
- Performed an average of 10 plan reviews each month
- Participated in weekly safety codes meetings in order to identify deficiencies in new projects in a timely manner
- Organized and hosted fire prevention week
- Initiated the youth fire setters program
- Worked closely with local businesses to reduce number of false alarm calls

## HEALTH AND SAFETY

### WORKPLACE INJURIES

Firefighting is inherently a dangerous job. Whether it be controlling traffic on a dangerous stretch of highway, operating powerful hand tools to extricate a patient from a vehicle, performing a low angle rescue or extinguishing a structure fire we are pleased to report 0 workplace injuries for 2015. Our outstanding safety record is a result of consistent high-quality training and following SOG's (standard operational guidelines), which are reviewed annually to protect our firefighters.

## EMERGENCY PREPAREDNESS

### HIGHLIGHTS

2015 focused on rail safety and building a more comprehensive evacuation plan for the entire community.

In May, an open house presentation was given to community members on how to prepare for an emergency, how emergency responders would contact them in the event of a disaster, how to shelter in place, and what happens in case of evacuation.

A table top exercise was conducted with a number of local and regional partners and agencies. The exercise scenario was based on a dangerous goods train derailment that allowed the town to coordinate a multi-agency emergency response and the theoretical evacuation of over 1,000 residents that live adjacent to the rail line.

## FINANCIAL HIGHLIGHTS

Operating expense: **\$1,078,109**

Revenue: **\$470,400**

Net operating expense: **\$607,709**

## COMMUNITY INVOLVEMENT

### HIGHLIGHTS

- **Fire Prevention Week Pancake Breakfast** – Always a popular community event. We saw 400+ residents visit the fire hall
- **Parades** - The Banff Fire Department participated in the Canada Day and Santa Claus Parade
- **Doors Open Banff** – Over 100 residents and visitors toured the fire hall in August 2015
- **Halloween Bon Fire** – The Banff Firefighters Association put on a fireworks display and handed out 600 hot dogs and 1000 glasses of hot chocolate
- **Mini Fire Boot Charity Fundraising** – Boots are distributed throughout local businesses by the Banff Firefighters Association. This effort raises approximately \$2,000 a year and is distributed to various local charities and groups.

**MINUTES OF THE REGULAR MEETING OF THE  
BANFF HERITAGE CORPORATION  
of the Town of Banff in the Province of Alberta  
Banff Railway Station  
Thursday, February 25, 2016 at 1:30p.m**

**CORPORATION MEMBERS PRESENT**

Chip Olver	Council Representative*
Herb MacAulay	Public Member*
Rose Maunder	Public Member*
Roland Charpentier	Alberta Association of Architects (Chair)
A.L. Sandy Aumonier	Alberta Culture Representative
Rev. George Belcher	Public Representative*

**CORPORATION MEMBERS ABSENT**

Steve Malins	Parks Canada Representative (alternate)
Susan Kennard	Parks Canada Representative (Vice-Chair)*
JS Ryu	Public Member*
Larry Pearson	Alberta Culture Representative

**MEMBERS OF THE PUBLIC PRESENT**

Anita Battrum	Honorary Public Representative
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**ADMINISTRATION PRESENT**

Jennifer Laforest	Development / Heritage Planner
Darren Enns	Senior Planner, Planning and Development

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**1.0 CALL TO ORDER**

The Chair called the regular meeting of the February 25, 2016 Banff Heritage Corporation to order at 1:30 p.m.

**2.0 APPROVAL OF AGENDA**

HER16-8 Moved by MacAulay to approve the February 25, 2016 Banff Heritage Corporation agenda as presented. **CARRIED**

**3.0 ADOPTION OF PREVIOUS BOARD MINUTES**

MacAulay acknowledged the January 28<sup>th</sup>, 2016 regular Heritage Corporation meeting minutes capture the important philosophical issues brought forward in discussion regarding the Frank Lloyd Wright Revival Initiative proposed reconstruction of the Banff Pavilion.

HER16-9 Moved by MacAulay to approve the meeting minutes of the January 28, 2016 Banff Heritage Corporation meeting as presented.

**CARRIED**

#### 4.0 UNFINISHED BUSINESS

##### Item 4.1 – Proposed Reconstruction of the Banff Park Pavilion

The Banff Heritage Corporation acknowledges the desire of the Frank Lloyd Wright Revival Initiative to reconstruct the Banff Park Pavilion at the Banff Recreation Grounds and the potential value of the building as a visitor attraction, community facility and legacy to the architecture of Frank Lloyd Wright. The Board also acknowledges that while the Banff Park Pavilion once formed part of the town's historic fabric of Banff, the reconstruction of demolished heritage buildings fall outside of the scope of the standard practice for heritage conservation as defined in the *Town of Banff Historical Resources Policy C23* and the *Standards and Guidelines for Historic Conservation of Historic Places in Canada*.

HER16-10 Moved by MacAulay that the Banff Heritage Corporation recommend to Council that the Frank Lloyd Wright Revival Initiative to reconstruct the Banff Park Pavilion at the Banff Recreation Grounds be evaluated within the context of program development, park improvements and concept options as stated in the Town of Banff Recreation Grounds Redevelopment Plan to ensure such a building aligns with the needs and expectations of Banff residents.

**CARRIED**

#### 5.0 NEW BUSINESS

##### 5.1 - Proposed Site Improvements Banff Railway Station

Enns reviewed the development context of Canadian Pacific's Banff Railway Station. The presentation included a review of the site history, recently completed development projects, ownership structure and legal historic protection requirements under the *Heritage Railway Station Protection Act 1988*.

Enns invited Heritage Corporation Members to participate in a 20min walk-around the property to review its current configuration in light of the property's history and historic photographs shared in the Agenda Package. Heritage Corporation members were encouraged to consider the historic qualities and strengths of the site as they relate to an upcoming proposal to conduct site improvements at the next regular Heritage Corporation Meeting.

##### 5.2- Update - Designation Report for the Bow River Bridge

Laforest also provided a verbal update regarding the previous Heritage Corporation Motion in support of a Designation Proposal for the Bow River Bridge. In accordance with the Banff Heritage Corporation Annual Plan, the draft report will be presented by Administration to Heritage Corporation in Q1.

##### 5.3- Parks Canada - Year End Review Roundtable

Laforest and Enns provided an update on the National Park priorities discussed during the February roundtable discussion.

#### 6.0 REPORTS

##### 6.1 - Heritage Corporation Annual Project Plan 2016

Laforest presented updates to the Annual Project Plan 2016 as per the direction given at the January 28<sup>th</sup>, 2016 regular Heritage Corporation Meeting.

HER16-11 Moved by Maunder that the Banff Heritage Corporation approve the Annual Project Plan 2016 as a working document.

**CARRIED**

**7.0 CORRESPONDENCE**

There was no correspondence.

**8.0 DATE OF NEXT MEETING**

8.1 The next regular meeting of the Banff Heritage Corporation is scheduled for Thursday, March 24, 2016 at 1:30 p.m, Ted Landgridge Room, Town Hall.

**9.0 ADJOURNMENT**

HER16-12 Moved by MacAulay to adjourn at 3:45 p.m.

**CARRIED**

\_\_\_\_\_  
Roland Charpentier  
Chair

\_\_\_\_\_  
Jennifer Laforest  
Planning and Development

Minutes approved by: \_\_\_\_\_