1.0 CALL TO ORDER

2.0 APPROVAL OF AGENDA
2.1 Regular Meeting Agenda
Recommendation:
That council approve the agenda for the June 13, 2016 regular meeting of council.

2.2 For Information: 2016 Council Workplan

3.0 ADOPTION OF PREVIOUS COUNCIL MINUTES
3.1 Minutes of the May 24, 2016 Regular Meeting of Council
Recommendation:
That council adopt the minutes of the May 24, 2016 regular meeting of council.

4.0 DELEGATIONS
4.1 Banff Greenhouse Gardening Society – Bob Lutz
Request:
That council receive the update as information.

4.2 Commonwealth Walkway Banff Steering Committee – Bill Fisher
Request:
That council receive the update as information.

5.0 PUBLIC INPUT ON AGENDA ITEMS

6.0 UNFINISHED BUSINESS

7.0 BYLAWS AND STAFF REPORTS
7.1 Briefing – Walk to School Weekdays at Banff Elementary School
Recommendation:
That council receive the report as information.

7.2 Request for Decision – Canada 150 Community Infrastructure Program 2
Recommendation:
That council direct administration to pursue 50% funding assistance from the Canada 150 Infrastructure Programs for a solar photovoltaic installation on The Fenlands, commit to fund the project balance if successful, and reinvest operational savings in the Environmental Reserve.

7.3 Request for Decision: Freedom of the Town Parade, October 22, 2016
Recommendation:
That council confer Freedom of the Town honour on the 41 Signal Regiment 3 Squadron (Calgary Detachment) for Saturday, October 22, 2016.

7.4 Briefing: 2016 Parking Time Limits Changes
Recommendation:
That council receive the report as information.
8.0 COMMITTEE REPORTS
8.1 For Information: June 2016 Bow Valley Regional Housing Monthly Bulletin
8.2 For Information: Minutes of the April 29, 2016 Meeting of the Bow Valley Regional Housing Board
8.3 For Information: Minutes of the April 20, 2016 Meeting of the Banff Housing Corporation Directors
8.4 For Information: Minutes of the May 18, 2016 Meeting of the Municipal Planning Commission

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.
June 13, 2016

Council's workplan provides the framework 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 4th 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.

### 1st Quarter 2016

<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsible Department</th>
<th>Expected Date</th>
<th>Council Meeting</th>
<th>G &amp; F Meeting</th>
<th>Other</th>
<th>Action/Status/Next Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensation Policy Development (Amendments)</td>
<td>HR</td>
<td></td>
<td>Complete</td>
<td></td>
<td></td>
<td>2016.03.29 Adopted</td>
</tr>
<tr>
<td>Connect 2016</td>
<td>Communications</td>
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<td>Complete</td>
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<tr>
<td>Social Assessment Year II Update³</td>
<td>Community Services</td>
<td></td>
<td>Complete</td>
<td>✓</td>
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<td>2016.03.29 Received as Information</td>
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<tr>
<td>Recreation Program and Services Master Plan Year I Update⁴</td>
<td>Community Services</td>
<td></td>
<td>Complete</td>
<td>✓</td>
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<td>2016.02.22 – Council Updated</td>
</tr>
<tr>
<td>Snow and Ice Policy Amendments – Seniors Routes (COU16-16)</td>
<td>Streets</td>
<td></td>
<td>Complete</td>
<td>✓</td>
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<td>Consider timing 2016.02.22 Consider policy amendments</td>
</tr>
<tr>
<td>Logo Licence, Parkade Display, Public Transit, Flag Protocol Policy Reviews</td>
<td>Communications</td>
<td></td>
<td>Complete</td>
<td></td>
<td></td>
<td>Policies reviewed - adopted or repealed</td>
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<tr>
<td>Parade Safety Policy Review</td>
<td>Communications</td>
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<td>Complete</td>
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<td>2016.02.22 Policy Adopted</td>
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<tr>
<td>Non-Proclamation Policy Review</td>
<td>Corporate Services</td>
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<td>Complete</td>
<td>✓</td>
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<td>Review and consider options for change</td>
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</table>
## 2016 Council Workplan
### Agenda #2.2

### 2nd Quarter 2016

<table>
<thead>
<tr>
<th>Topic</th>
<th>Department</th>
<th>Status</th>
<th>Meeting</th>
<th>Other</th>
<th>Action/Status/Next Steps</th>
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<tbody>
<tr>
<td>State of Housing Report&lt;sup&gt;2&lt;/sup&gt;</td>
<td>Housing Sustainability</td>
<td>Complete</td>
<td>✔</td>
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<td>For Information</td>
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<tr>
<td>Traffic Bylaw Updates – Trail Appropriate Use &amp; Horse Use&lt;sup&gt;1&lt;/sup&gt;</td>
<td>Environmental Management</td>
<td>March 29 Q2</td>
<td>✔</td>
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<td>Waiting of stakeholder input Consider adopting</td>
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<tr>
<td>Solar production incentive expansion</td>
<td>Environmental Management</td>
<td>Q1 Q2</td>
<td>✔</td>
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<td>Consider options</td>
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<tr>
<td>LUB CR (Railway) Land Use District amendments</td>
<td>Planning and Development</td>
<td>March 29 Q2</td>
<td>✔</td>
<td></td>
<td>Waiting for Comments (Parks, BCP) Consider adopting</td>
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<tr>
<td>Emergency Preparedness Guide</td>
<td>Fire</td>
<td>Complete</td>
<td></td>
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<td>2016.05.09 Council Updated</td>
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<tr>
<td>Green Fleet Policy Development</td>
<td>Fleet</td>
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<td>2016.05.09 Policy Adopted</td>
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<td>Waste Bylaw Review</td>
<td>Resource Recovery</td>
<td>Q1 April 25</td>
<td></td>
<td></td>
<td>2016.04.25 Council Workshop – For Information Next Steps: Q3 Consider Options</td>
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<tr>
<td>Bylaw Services/Council Workshop</td>
<td>Bylaw Services</td>
<td>Q1 June 13</td>
<td></td>
<td>Council Workshop</td>
<td>For Information</td>
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<td>Facilities Cost Benchmarking</td>
<td>Facilities/Corporate Services</td>
<td>April Q2</td>
<td>✔</td>
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<td>Consider Options</td>
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<tr>
<td>Asset Management Workshop</td>
<td>Engineering</td>
<td>Complete</td>
<td></td>
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<td>2016.05.09 Council Workshop held</td>
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<tr>
<td>Review and provide feedback on new MGA amendments bill</td>
<td>Legislative/Corporate Services</td>
<td>June 10</td>
<td></td>
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<td>Spring 2016 – Bill to legislature for final round of amendments Spring to Fall – opportunity to review amendments and provide feedback</td>
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<tr>
<td>Task</td>
<td>Department</td>
<td>Quarter(s)</td>
<td>Status</td>
<td>Notes</td>
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<tr>
<td>Long Term Transportation Plan - TMP (Congestion &amp; Planning for Future Visitation Growth)</td>
<td>Engineering</td>
<td>Q2</td>
<td>✓</td>
<td>Consider Options</td>
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<tr>
<td>Wastewater Benchmarking Report</td>
<td>Corporate Services</td>
<td>Q1 Q2</td>
<td>✓</td>
<td>For Information</td>
<td></td>
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<tr>
<td>Long Term Parking Plan</td>
<td>Engineering</td>
<td>Q2</td>
<td></td>
<td>Workshop Discuss results from 2015 parking study. Consider options.</td>
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<td>Electronic provincial violation ticket system</td>
<td>Bylaw</td>
<td>Q2</td>
<td>✓</td>
<td>Consider options</td>
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</tr>
<tr>
<td>Fire, Snow, Ice, Roads, Transit, Solid Waste Benchmarking Reports</td>
<td>Corporate Services</td>
<td>Q2</td>
<td>✓</td>
<td>For Information</td>
<td></td>
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<tr>
<td>Regional Assessment Board</td>
<td>Corporate Services</td>
<td>Q2</td>
<td>✓</td>
<td>Consider options</td>
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<td>National Park lease renewal policy</td>
<td>Corporate Services</td>
<td>Q2</td>
<td>✓</td>
<td>Consider options</td>
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<tr>
<td>Tunnel Mountain Pageantry Plan</td>
<td>Planning and Development</td>
<td>Q2</td>
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<td>Consider options</td>
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<td>Entrance Feature Signs</td>
<td>Planning and Development</td>
<td>Q2</td>
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<td>Consider options</td>
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<tr>
<td>Banff Access Program Review</td>
<td>Community Services</td>
<td>Q2</td>
<td>✓</td>
<td>Review year 1 data and consider continuation of program discounts.</td>
<td></td>
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<tr>
<td>Separated bike lanes in transportation corridors (FIN15-63)</td>
<td>Environmental Management</td>
<td>March 29, June 27</td>
<td>✓</td>
<td>Waiting on information Consider options</td>
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<tr>
<td>Regulations for Temporary Development Permits (Special Events) (COU15-94)</td>
<td>Planning</td>
<td>2016.05.24 Postponed for further public consultation</td>
<td>✓</td>
<td>Consider Adoption 2015.04.11 G&amp;F Input 2015.02.08, 2015.12.17 &amp; 2016.01.11 Council workshops</td>
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<tr>
<td>Topic</td>
<td>Department</td>
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<td>Date</td>
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<td>Traffic bylaw amendments re: skateboarding (COU15-260)</td>
<td>Bylaw</td>
<td>Q2</td>
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<td>✓</td>
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<tr>
<td>Hoarding Policy (COU15-189) and Incentives for Public Art on Hoarding (COU15-190)</td>
<td>Planning</td>
<td>Q2</td>
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<td>✓</td>
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<tr>
<td>Slow Moving Vehicles Report (COU15-133)</td>
<td>Bylaw</td>
<td>March 29 Q2</td>
<td>✓</td>
<td>Informational report 2015.08.17 Slow moving vehicles amendments deferred</td>
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<tr>
<td>Memorial/Dedication Bench Policy Review</td>
<td>Recreation Projects</td>
<td>Complete</td>
<td></td>
<td>2016.05.09 Policy Adopted</td>
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<tr>
<td>Credit Card Payment Policy Review</td>
<td>Corporate Services</td>
<td>Complete</td>
<td>✓</td>
<td>2016.05.24 Policy Adopted</td>
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<tr>
<td>Municipal Animal Control Policy Review</td>
<td>Corporate Services</td>
<td>Complete</td>
<td>✓</td>
<td>2016.05.24 Policy Adopted</td>
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<tr>
<td>Explosives, False Alarm, Fire Department Bylaw Reviews</td>
<td>Protective Services-Fire</td>
<td>Q2</td>
<td>✓</td>
<td>Review and consider options for change</td>
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<tr>
<td>Tent Policy, Restriction of FCSS Counselling Policy Reviews</td>
<td>Community Services</td>
<td>June 27</td>
<td>✓</td>
<td>Review and consider repeal</td>
<td></td>
</tr>
<tr>
<td>Investment of Surplus Funds Policy Review</td>
<td>Corporate Services</td>
<td>Q2</td>
<td>✓</td>
<td>Review and consider options for change</td>
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<tr>
<td>Corporate Credit Card, Travel Guidelines Policy Reviews</td>
<td>Corporate Services</td>
<td>Q2</td>
<td>✓</td>
<td>Review and consider options for change</td>
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<tr>
<td>Signing Authority Policy Review</td>
<td>Corporate Services</td>
<td>Jun 13</td>
<td>✓</td>
<td>Consider as part of Municipal Manager Bylaw Review and consider options for changing to administrative policy</td>
<td></td>
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<tr>
<td>Acceptance of Gifts and Corporate Gifts from the Town Policy Review</td>
<td>Corporate Services</td>
<td>Q2</td>
<td>✓</td>
<td>Review and consider options for change</td>
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</table>
## 2016 Council Workplan

### Agenda #2.2

<table>
<thead>
<tr>
<th>Accessory Dwelling Policy Review</th>
<th>Planning</th>
<th>Q2</th>
<th>✓</th>
<th>Review and consider repeal</th>
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</thead>
<tbody>
<tr>
<td>Fenlands and Facilities Fees and Charges</td>
<td>Rec Facilities Services</td>
<td>Complete</td>
<td></td>
<td>2016.05.09 Rates Approved</td>
</tr>
<tr>
<td>Fee Waiving, Cost Recovery and Public Access Workshop</td>
<td>Rec Facilities Services</td>
<td>June 27</td>
<td>Workshop</td>
<td>Consider options</td>
</tr>
<tr>
<td>Sidewalk Standards Policy</td>
<td>Streets</td>
<td>Q2</td>
<td>✓</td>
<td>Consider options</td>
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<tr>
<td>Municipal Assessor Bylaw Review</td>
<td>Corporate Services</td>
<td>June 13</td>
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<td>Review and consider options for change</td>
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<td>FOIP Authority and Fees Bylaw Review</td>
<td>Corporate Services</td>
<td>June 13</td>
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<td>Consider with fees and charges - Review and consider options for change</td>
</tr>
<tr>
<td>Municipal Manager Bylaw Review</td>
<td>Legislative/Corporate Services</td>
<td>June 13</td>
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<td>Review and consider options for change</td>
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### 3rd Quarter 2016

<table>
<thead>
<tr>
<th>Item</th>
<th>Responsible Department</th>
<th>Expected Date</th>
<th>Council Meeting</th>
<th>G &amp; F Meeting</th>
<th>Other</th>
<th>Action/Status/Next Steps</th>
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<tbody>
<tr>
<td>Sewer Bylaw Review</td>
<td>Utilities</td>
<td>September</td>
<td>✓</td>
<td></td>
<td></td>
<td>Consider adoption</td>
</tr>
<tr>
<td>Council Remuneration Policy Review</td>
<td>Human Resources/Corporate Services</td>
<td>2016</td>
<td>✓</td>
<td></td>
<td>Review Committee Terms of Reference/Strike Committee</td>
<td></td>
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<tr>
<td>Capital Project Updates</td>
<td>Various</td>
<td>Q3</td>
<td>✓</td>
<td></td>
<td>For Information</td>
<td></td>
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<tr>
<td>Dashboard - Taxes, Fees and Reserves</td>
<td>Corporate Services</td>
<td>Oct 11</td>
<td>✓</td>
<td></td>
<td>For Information</td>
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<tr>
<td>100 Year Plan for Infrastructure Deficit Funding</td>
<td>Corporate Services</td>
<td>Oct 11</td>
<td>✓</td>
<td></td>
<td>Consider targets</td>
<td></td>
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<tr>
<td>Agenda #2.2</td>
<td>2016 Council Workplan</td>
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<tr>
<td><strong>Expansion of public Wi-Fi infrastructure in downtown area</strong></td>
<td>IT</td>
<td>Q3</td>
<td>✓</td>
<td>For Information</td>
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<tr>
<td><strong>100% Renewable Energy status options</strong></td>
<td>Environmental Management</td>
<td>Q3</td>
<td>✓</td>
<td>Consider options</td>
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<tr>
<td><strong>Annual environmental initiatives report</strong></td>
<td>Environmental Management</td>
<td>2016</td>
<td>✓</td>
<td>For Information – to share with Minister of Environment</td>
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<tr>
<td><strong>Memorial Benches &amp; Trees Program</strong></td>
<td>Recreation Administration</td>
<td>Q3</td>
<td>✓</td>
<td>Consider options</td>
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<tr>
<td><strong>Dog Park Maintenance Society</strong></td>
<td>Community Services</td>
<td>Q3</td>
<td>✓</td>
<td>Briefing</td>
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<tr>
<td><strong>Capital Reserve Funding Workshop (COU15-227)</strong></td>
<td>Corporate Services</td>
<td>Q3</td>
<td>✓</td>
<td>Consider options</td>
<td></td>
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<tr>
<td><strong>Snow and Ice Policy Amendments Bow Ave/Elk Street (COU16-15 – COU16-18)</strong></td>
<td>Streets</td>
<td>Q3</td>
<td>✓</td>
<td>Consider policy amendments</td>
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<tr>
<td><strong>Town Cleared Sidewalk Criteria (COU16-48)</strong></td>
<td>Streets/Grounds</td>
<td>Q3</td>
<td>Workshop</td>
<td>For information</td>
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<tr>
<td><strong>Various Committee Bylaws Review</strong></td>
<td>Legislative/Corporate Services</td>
<td>Q3</td>
<td>✓</td>
<td>Review and consider options for change</td>
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<tr>
<td><strong>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</strong></td>
<td>Community Services/Operations</td>
<td>Q3</td>
<td>✓</td>
<td>Review and consider options for change</td>
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<tr>
<td><strong>Disposal of Fixed Assets Policy Review</strong></td>
<td>Corporate Services</td>
<td>Q3</td>
<td>✓</td>
<td>Review and consider options for change</td>
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<tr>
<td><strong>Environmental Stewardship Policy Review</strong></td>
<td>Environmental Management</td>
<td>Q3</td>
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<td>Review and consider options for change</td>
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<tr>
<td><strong>Housing Policy Review</strong></td>
<td>Planning</td>
<td>Q3</td>
<td>✓</td>
<td>Review and consider options for change</td>
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<tr>
<td>Parking Cash in Lieu Policy Review</td>
<td>Planning</td>
<td>Q3</td>
<td>✔</td>
<td>Review and consider options for change</td>
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<td>Public Art Policy Review</td>
<td>Planning</td>
<td>Q3</td>
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<td>Review and consider options for change</td>
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<th>4th Quarter 2016</th>
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<th>G &amp; F Meeting</th>
<th>Other</th>
<th>Action/Status/Next Steps</th>
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<tr>
<td>Environmental Master Plan</td>
<td>Environmental Management</td>
<td>Q4</td>
<td>✔</td>
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<td>Prepare scope and have Council review terms of reference for the new comprehensive environmental initiatives plan called for in Strategic Plan (from Environmental Reserve)</td>
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<td>LUB Amendments – MPC Public Deliberations (COU16—9)</td>
<td>Planning</td>
<td>Q4</td>
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<td>Consider bylaw amendments</td>
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<td>Using traffic cameras as public safety cameras (COU16-82)</td>
<td>Bylaw</td>
<td>Q4</td>
<td>✔</td>
<td></td>
<td>Consider options</td>
</tr>
<tr>
<td>Trails Lighting Policy (Including - Pedestrian Bridge Lighting Implications (COU15-109))</td>
<td>Environmental Management</td>
<td>Q4</td>
<td>✔</td>
<td></td>
<td>Consider options</td>
</tr>
<tr>
<td>Electronic Document Record Management System Needs Assessment/Strategy Report</td>
<td>Corporate Services</td>
<td>November</td>
<td>✔</td>
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<td>Consider options</td>
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<tr>
<td>Sewer Bylaw Review</td>
<td>Utilities</td>
<td>Q4</td>
<td>✔</td>
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<td>Consider options</td>
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<tr>
<td>Out of Town Utility Agreement Review</td>
<td>Corporate Services</td>
<td>Q4</td>
<td>✔</td>
<td></td>
<td>Consider Options</td>
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<tr>
<td>Aerial Imagery Update</td>
<td>GIS</td>
<td>Nov 14</td>
<td>✔</td>
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<td>For Information</td>
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<tr>
<td>Encroachment Policy – Town Owned Lands</td>
<td>Planning</td>
<td>Q4</td>
<td>✔</td>
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<td>Consider options</td>
</tr>
<tr>
<td>Community Partner Youth Drop-In Centre Space</td>
<td>Community Services</td>
<td>Q4</td>
<td>✔</td>
<td></td>
<td>For Information</td>
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</table>
## 2016 Council Workplan

### Agenda #2.2

<table>
<thead>
<tr>
<th>Urban Forest Reserve</th>
<th>Grounds/Corporate Services</th>
<th>Q4 Service Review</th>
<th>✓</th>
<th>Return in 2016 with specific targets and tactics</th>
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<tbody>
<tr>
<td>Urban Forest Plan Review and Update</td>
<td>Grounds</td>
<td>Q4</td>
<td>✓</td>
<td>Consider options for change</td>
</tr>
<tr>
<td>Tree Protection Bylaw</td>
<td>Grounds</td>
<td>Q4</td>
<td>✓</td>
<td>Consider options</td>
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<tr>
<td>General Accounts Interest Bylaw Review</td>
<td>Corporate Services</td>
<td>Q4</td>
<td>✓</td>
<td>Consider with fees and charges - Review and consider options for change</td>
</tr>
<tr>
<td>Retention Bylaw Review</td>
<td>Corporate Services</td>
<td>Q4</td>
<td>✓</td>
<td>Review and consider options for change</td>
</tr>
<tr>
<td>Building Permit Bylaw Review</td>
<td>Planning and Development</td>
<td>Q4</td>
<td>✓</td>
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<tr>
<td>Bylaw Fees and General Penalties Annual Review</td>
<td>Various</td>
<td>Q4</td>
<td>✓</td>
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**Expected date yet to be determined**

<table>
<thead>
<tr>
<th>Expected Date</th>
<th>Council Meeting</th>
<th>G &amp; F Meeting</th>
<th>Other</th>
<th>Action/Status/Next Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategy/policy to deal with inappropriate behaviours in parks &amp; public places</td>
<td>Recreation &amp; Leisure</td>
<td>2016</td>
<td>✓</td>
<td>Consider options</td>
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<tr>
<td>Procedures Bylaw Review (MGA amendment integration)</td>
<td>Legislative/Corporate Services</td>
<td>2016</td>
<td>✓</td>
<td>Waiting on instruments of entrustments and municipal affairs regulations</td>
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<tr>
<td>Fleet Life Cycle Analysis</td>
<td>Fleet</td>
<td>2016</td>
<td>✓</td>
<td>For Information</td>
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<tr>
<td>Policy C122 Monitoring Program (COU16-113)</td>
<td>Planning</td>
<td>2016</td>
<td>✓</td>
<td>Update</td>
</tr>
</tbody>
</table>
## Quarterly Updates

| Four Year Strategic Priorities Action Plan (includes reporting on master plans) | Legislative Services | Quarterly | ✓ | Various forms (Workshops/updates/council reports) | Ongoing informational updates and requests for decisions as necessary |
| Housing Sustainability Priority Updates | Housing Sustainability | Quarterly | ✓ | 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 | Update: 2016.05.24 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

| Economic prosperity public advisory group | Corporate Services | 2017 | | Development permit issued – project likely to launch following Canmore’s dewatering upgrade (2016) |
| N-Viro expansion to Canmore | Resource Recovery | 2017 | | Waiting on instruments of entrustments and municipal affairs regulations (expected by fall 2017) |
| Public Participation Policy | Legislative/Communications | 2017 | | Waiting on instruments of entrustments and municipal affairs regulations |
| 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 |
1.0 CALL TO ORDER
The Mayor called the May 24, 2016 meeting of council to order at 2:00 p.m.

2.0 APPROVAL OF AGENDA
2.1 Regular Meeting Agenda
COU16-137 Moved by Councillor Canning that council approve the agenda for the May 24, 2016 regular meeting of council as presented.

CARRIED

2.2 2016 Council Workplan
Received as information.

3.0 ADOPTION OF PREVIOUS COUNCIL MINUTES
3.1 Minutes of the May 9, 2016 Regular Meeting of Council
COU16-138 Moved by Councillor Christensen that council adopt the minutes of the May 9, 2016 regular meeting of council as presented.

CARRIED
4.0 DELEGATIONS
4.1 Banff Lake Louise Tourism – Nancy DaDalt
Ms. DaDalt requested that council consider granting a time extension for public consultation on the proposed Special Events Policy in order to allow BLLT time to gather partners to look more closely at the policy.

5.0 PUBLIC INPUT ON AGENDA ITEMS
5.1 Jolene Brewster, Banff Christmas Market Manager
Ms. Brewster is generally in favour of the Special Events Policy C5001. She spoke to the seasonal events portion of the policy. Her speaking notes were distributed to council and have been added to the agenda package of this meeting.

6.0 UNFINISHED BUSINESS
6.1 Bylaw 364 - Borrowing Bylaw – 221 Beaver Street
COU16-139 Moved by Mayor Sorensen that council give second reading to Bylaw 364 – Borrowing Bylaw – 221 Beaver Street as presented.

CARRIED

COU16-140 Moved by Councillor Olver that council give third reading to Bylaw 364 – Borrowing Bylaw – 221 Beaver Street as presented.

CARRIED

COU16-141 Moved by Councillor DiManno that council direct administration to lift the remaining sale conditions and proceed with the purchase of 221 Beaver Street.

CARRIED

COU16-142 Moved by Councillor Canning that council direct administration to allow the current residential tenant to occupy the unit at 221 Beaver Street under the current tenancy agreement up to March 31, 2017, unless there are mutually agreeable circumstances to vacate sooner.

CARRIED

Christensen opposed

7.0 BYLAWS AND STAFF REPORTS
7.1 Rotary Park Maintenance – 527 Banff Avenue
COU16-143 Moved by Councillor Canning that council:

i) approve support for the proposed year round operation and maintenance of Rotary Park at the level of service that is currently provided by the Rotary club; and

ii) direct administration to increase the 2016 operating budget in the amount of $13,730 funded by the budget stabilization reserve to reflect the addition to service.

CARRIED

7.2 Festivals and Special Events Policy C5001
COU16-144 Moved by Mayor Sorensen that council postpone consideration of Festivals and Specials Events Policy C5001 and direct administration to search out the opportunity to present the proposed policy to Banff Lake Louise Tourism and Banff Lake Louise Hospitality Association.

CARRIED
7.3 Payment Acceptance Policy C4000
COU16-145 Moved by Councillor Olver that council adopt Payment Acceptance Policy C4000 to replace Credit Card Payment Policy C037.

CARRIED

7.4 Pets on Municipal Property Policy C7000
COU16-146 Moved by Councillor DiManno that council adopt Pets on Municipal Property Policy C7000 to replace Animal Control Policy C091.

CARRIED

7.5 Action Request Update
The report was received as information.

8.0 COMMITTEE REPORTS
8.1 Minutes of the January 20, 2016 Meeting of the Bow Valley Waste Management Commission
Received as information.

8.2 Minutes of the February 17, 2016 Meeting of the Bow Valley Waste Management Commission
Received as information.

8.3 Minutes of the April 13, 2016 Meeting of the Municipal Planning Commission
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
COU16-147 Moved by Councillor DiManno that council adjourn the May 24, 2016 regular meeting of council at 2:52 p.m.

CARRIED

_____________________   _______________________
Karen Sorensen    Tara Johnston-Lee
Mayor      Municipal Clerk
# Delegation to Council Request Form

P.O. Box 1260, Banff, Alberta T1L 1A1  
www.banff.ca

## Name of person or group requesting to appear.

Banff Greenhouse Gardening Society (BGGS)

## Council Meeting Date Requested:

June 13, 2016

## Topic

The topic of discussion is (be specific, provide details, and attach additional information, if required)

The BGGS would like to provide Council with a status update on the current greenhouses and the activity toward development of a third community greenhouse to be built at the recreation grounds (as per Recreation Master Plan). As BGGS plans to return to Council during Service Review to request an amendment to the Capital Budget to assist with the greenhouse build, we would like to determine if there is any information the group could gather prior to this to assist Council with this decision.

## Purpose

Purpose of presentation

| X - Information only | Request action/support | Request funds | Other: _____________________ |

## Contact Information

| Contact Person | Bob Lutz |
| Town | Banff |
| Address | Box 5565 |
| Postal Code | T1L 1G6 |
| Phone | 403.760.9166 |
| Email | bob@boblutz.ca |
Banff Greenhouse Gardening Society Update

Getting people growing!
Applications for Greenhouse Plots

Capacity

Applicants
What do you need from us?

- Community Greenhouse Committee
Delegation to Council Request Form

P.O. Box 1260, Banff, Alberta T1L 1A1
www.banff.ca

Name of person or group requesting to appear.

| Bill Fisher, Chair, Commonwealth Walkway Banff Steering Committee |

Council Meeting Date Requested:
June 13, 2016, 2 p.m.

<table>
<thead>
<tr>
<th>Purpose</th>
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<tr>
<td>Purpose of presentation</td>
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<tbody>
<tr>
<td>Contact Person</td>
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<tr>
<td>Address</td>
</tr>
<tr>
<td>Box 3100</td>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Email</th>
<th><a href="mailto:BoardChairBillFisher@banffcanmorecf.org">BoardChairBillFisher@banffcanmorecf.org</a></th>
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<tbody>
<tr>
<td><a href="mailto:lwidmer@banffcanmorecf.org">lwidmer@banffcanmorecf.org</a></td>
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<table>
<thead>
<tr>
<th>Topic</th>
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<tbody>
<tr>
<td>The topic of discussion is (be specific, provide details, and attach additional information, if required)</td>
</tr>
<tr>
<td>Informational update on the Commonwealth Walkway project.</td>
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<thead>
<tr>
<th>Agenda Item 4.2</th>
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</table>
BACKGROUND

- International project led by the Outdoor Trust.
- **Outdoor Trust Goal**: Create 100 walkways in all 71 Commonwealth Nations and Territories
- **Walkway goals**
  1. To connect people together
  2. To inspire people to learn about the Commonwealth
  3. To encourage people to walk more
  4. To celebrate Her Majesty

- Routes will be marked with special bronze markers bearing the Queen’s cypher.
- Smart phone application at each bronze marker to interpret the spot
- Unique panoramic interpretive panels at the trailhead
- **Banff Commonwealth Walkway** announced - April 21, 2016 (the only walkway in Canada)
  - Her Majesty’s 90th birthday
  - High Tea at Fairmont Banff Springs Hotel
BANFF STEERING COMMITTEE

✓ Bring together key interested players
  • Parks Canada
  • Town of Banff
  • The Banff Centre
  • Fairmont Banff Springs
  • Banff & Lake Louise Tourism
  • Banff Canmore Community Foundation

✓ Liaise with Lieutenant Governor (Project Patron) with project status briefings
✓ Liaise with Outdoor Trust
✓ Make recommendations to Parks Canada and the Town of Banff
✓ Work cooperatively with leaseholders where bronze markers might be located
✓ Banff Canmore Community Foundation to chair this committee and manage the project
BANFF PROPOSAL

✓ Align with Commonwealth Walkway goals
✓ Make this a Canada 150 project
✓ Designate multiple walkways (3 - 5) in town and adjacent national park lands
✓ Hub and spoke approach
  • Hub at SW corner of Banff Ave. & Buffalo St.
✓ Potential walkways on existing designated trails
  1. Cave and Basin/Marsh Loop/Sundance Canyon
  2. Bow Falls/Fairmont Banff Springs Hotel/Spray Loop
  3. Bow River/Railway Station/Fenlands/Vermilion Lakes
  4. Banff – Canmore Legacy Trail
  5. Upper Hot Springs/Sulphur Mountain
  6. Banff Legion/St. George’s in the Pines Anglican Church/Banff Cemetery/The Banff Centre/Tunnel Mountain
BANFF PROPOSAL (CONTINUED)

• Engage local residents (June – September, 2016)
  • Information sessions for key stakeholders (tourism industry associations, local
    schools, seniors association, environmental groups)
  • Work with Stoney Nakoda First Nation elders on stories and sensitive sites
  • Will request service in kind from Town of Banff and Parks Canada and some
    leaseholders prior to their budget deliberations (September 2016)

• Trail Selection (October 2016)
  • Identify a minimum of three trails and 5-10 spots along each trail for markers in
    conjunction with the Town of Banff, Parks Canada and local leaseholders

• Story Development Options (October 2016 – March 2017)
  1. Conduct a writing contest(s) to prepare content and copy for smartphone
     software application at each marker
     • “I remember when …”
     • Involve school students
  2. Hire a professional writer(s)
  3. Combination of both approaches
BANFF PROPOSAL (CONTINUED)

- Install trailhead signs and bronze markers (May – August 2017)
  - Smartphone application tested and running (July 2017)
- Grand Opening Ceremony (Proposed for September 2017)
  - Lieutenant Governor
  - Mayor of Banff
  - Other dignitaries
- Proposed Budget (scalable)
  - $150,000
  - Includes financial donations and in-kind services
  - $30,000 already secured
- On-going maintenance costs – TBD from Outdoor Trust
  - We will consider an endowment fund
- Evaluation (post September 2017)
- Future years – consider additional trail options, in consultation with Outdoor Trust and Bow Valley municipalities, Province of Alberta and Parks Canada
BANFF CANMORE COMMUNITY FOUNDATION

Bill Fisher, Chair

BoardChairBillFisher@banffcanmorecf.org

403 762 8549

www.banffcanmorecf.org

Facebook: Banff Canmore Community Foundation
Twitter: @banffcanmorecf
Instagram: @banffcanmorecf
This report is submitted for Council’s information.

BACKGROUND
Reason for Report

Over the last couple of years, the Children & Youth area has attempted to engage students at Banff Elementary in active transportation initiatives. We trialed a ‘Walking School Bus’ which had some degree of success but relied heavily on parent volunteers, so the initiative transitioned to students walking, biking or scootering to school on their own merit. With Banff being a walkable community, our hope is to educate and create awareness about the benefits of getting to school without the use of a vehicle.

Summary of Issue

In 2015, BES students collectively walked, biked and scootered approximately 7600 km throughout the school year. The goal was to make it from St. John’s NL to Victoria, BC – BES Walks Across Canada. This was tracked in classrooms and students could watch their progress on the map up in the school. In 2016, a leadership group of grade 6’s volunteered their time to help facilitate this initiative and decided that classes would attempt to walk, bike or scooter from Banff to the Grand Canyon. Their name for the initiative this year was ‘Walk to School Weekdays’. Every two weeks, they tracked each grade’s progress, calculated and measured distance traveled, and came up with announcements to encourage students to use active transportation as a means of getting to school every day. Over 85% of the school has participated at some point in this initiative and have collectively traveled over 7,000 km.

The 2015 Participaction Report Card on Physical Activity for Children and Youth has collected data on active transportation across Canada and has made various recommendations. Active travelers to school are more active throughout the entire day than their peers who are driven to/from school. They accumulate as much as 45 additional minutes of MVPA per day. Children and youth who cycle to/from school also have greater cardiovascular fitness than those who are driven to/from school. Academically, students who walk or bike to school perform better than students who don’t have that physical activity at the beginning of the day. Active transportation, by means of simply spending time outside, also has positive effects on mental health.

A purpose of this report is to make council aware that a greater percentage of children are engaging in active transportation. Council may wish to take associated safety risks into consideration when making future policy decisions (for example: speed limits, greater provision of sidewalks and bike lanes). A dedicated focus to school travel planning routes can ensure Banff continues to be an accessible and safe way for students to use active transportation to get to school each day.
Response Options

OTHER INFORMATION

Budget

This initiative has minimal expense but is housed within the Children & Youth program budget.

Banff Community Plan
The Banff Community Plan included the following objectives, which relate directly to this initiative:

- Improve the quality, quantity and access to social programs, recreation, education and cultural facilities
- Implement an active living program that educates and encourages healthy lifestyles
- Be an environmental role model for communities around the world
- Provide a transportation system that encourages and complements pedestrian movement and cycling
- Increase opportunities for residents and visitors to use non-vehicle modes

Council Strategic Priorities
Under the Recreation Programs and Services Master Plan, this initiative addresses 2 objectives – Increasing Involvement and Enhancing Access.

The Trails Master Plan was adopted in the spring of 2015. The subsequently adopted 4-year Strategic Plan aims to increase visitors using bicycles in town, and a 15% increase from 2014 levels in the use of alternative transportation to get to work. In order to achieve these goals, a number of things will be required, including improved infrastructure for those cyclists who are less confident in vehicle traffic. A dedicated Greenway, similar to that trialed on Banff Ave in 2015, is recommended in the Plan for Elk Street to better serve the Elementary School.

Legislation/Policy

Other

ATTACHMENTS

Circulation date: ________________________________

Submitted By: ________________________________

Reviewed By: ________________________________

Robert Earl, Town Manager
REQUEST FOR DECISION
Subject: Canada 150 Community Infrastructure Program 2

Presented to: Council Date: June 13, 2016
Submitted by: Chad Townsend, Environmental Coordinator Agenda #: 7.2

RECOMMENDATION
That council direct administration to pursue 50% funding assistance from the Canada 150 Infrastructure Programs for a solar photovoltaic installation on The Fenlands, commit to fund the project balance if successful, and reinvest operational savings in the Environmental Reserve.

BACKGROUND
Reason for Report
On June 9, 2015 Council directed administration to pursue funding assistance for three recreation-oriented projects. Unfortunately, none of these were successful.

The Town has recently been made aware that this funding opportunity is being made available again, but with two added eligible project categories: “For this intake of applications, priority will be given to projects that address one or more of the following:

- Upgrades to recreational facilities;
- Advance a clean growth economy; and/or,
- Impact on Indigenous communities and peoples.”

Applications are due by June 22, 2016. A maximum of $500,000 is available, and a minimum of 50% of the total project costs must come from sources other than federal funding. Applications for this support requires “Confirmation of other (non-Canada 150) sources of funding”.

Summary of Issue
Solar for The Fenlands roof was conceptually part of 2008 design concepts, but deleted due to cost.
This recreation facility is one of the Town’s largest municipal consumers of electricity (second only to the wastewater treatment plant). This consumption grew significantly after expansion in 2009, and is a major facility operating cost; $130,185 in 2015 alone.

The arena roofs are large, clad in heavy-duty standing seam metal, and new in 2009. As shown in the attached diagram, two of the barrel-shape sides are basically south facing, with the parking area in front resulting in low shading. A solar photovoltaic system would contribute directly to operating cost reduction, and decrease greenhouse gas production.

The new Canada 150 project eligibility criteria for this program (attached) is quite specific, and specifically names “installing solar panels as an energy supply option”.

In February, 2016, the Municipal Climate Change Action Centre announced an Alberta Municipal Solar Program that provides financial rebates [only] to Alberta municipalities who install solar photovoltaics on municipal facilities. As in the attached letter of support, the 187kW project shown in the attached is an ideal project in their largest category, and would receive $0.45/Watt, or approximately 20% of project costs.

**IMPLICATIONS OF RECOMMENDATION**

**Budget**

If successful in this bid, the project will require matching funding from the Town’s 2016/2017 capital budgets. A logical source of these funds would be the Environmental Reserve that is replenished by the Electrical Fortis Franchise Fee at a rate of roughly $15,000 per month.

One quote that the Town has received for this 722 solar module project is $465,458. At 30%, this would mean a $139,637 capital cost to the Town.

The estimated total of electricity consumption savings and [summer] export revenue (based on this solar system on The Fenlands and current electricity prices), would be approximately $10,000 per year.
Internal Resources
From past experience with FCM-GMF, federal grants can involve a significant time commitment from a number of Town staff, at the application, contract, and claim stages. Administration feels that there is currently capacity to pursue this funding assistance.

Banff Community Plan
The Banff Community Plan includes the goals “Be an environmental role model for communities around the world”, and “Minimize energy and water consumption across the community”. It promotes as Indicators of environmental success [reduced]:

- greenhouse gas generation
- Energy usage through Town of Banff facilities

ATTACHMENTS
Support letter from MCCAC related to this funding application
June 1, 2016

Western Economic Diversification Canada

RE: Letter of confirmation of funding for Canada 150 Community Infrastructure Program, Town of Banff solar photovoltaic installation on the Fenlands

To whom it may concern,

On behalf of the Municipal Climate Change Action Centre (MCCAC), I am pleased to provide this letter of confirmation of funding for the Town of Banff solar photovoltaic installation on the Fenlands.

The MCCAC is a Government of Alberta funded partnership between Alberta Environment and Parks, Municipal Affairs, Alberta Urban Municipalities Association, and Alberta Association of Municipal Districts and Counties established to support municipalities across Alberta in addressing climate change. One of the programs offered by the MCCAC is the Alberta Municipal Solar Program.

Launched in March 2016, the Alberta Municipal Solar Program provides financial support in the form of a rebate to Alberta municipalities who install solar photovoltaics on municipal facilities or land. The program has a total of $5 million allocated for municipal rebates which are granted to all eligible applications on a first-come, first-serve basis. More information on this program can be accessed on our website at: http://mccac.ca/programs/AMSP.

As the program administrator, I would like to confirm that we have received an application from the Town of Banff for a 187 kW solar PV system for the Fenlands Banff Recreation Centre. This application has been reviewed and meets all of the screening requirements. If this project proceeds, the Town of Banff will be eligible for a total rebate of $84,150 from the MCCAC.

If you have any questions about the MCCAC, the Alberta Municipal Solar Program, or the program application from the Town of Banff, please do not hesitate to contact me at the number below.

Sincerely,

Marc Huot
Manager, P.Eng.
Municipal Climate Change Action Centre
D: 780.691.1664
E: mhuot@mccac.ca
REQUEST FOR DECISION  
Subject: Freedom of the Town Parade, October 22, 2016

Presented to: Council  
Submitted by: Lisa Lee, Executive Secretary  
Date: June 13, 2016  
Agenda #: 7.3

RECOMMENDATION
That council confer Freedom of the Town honour on the 41 Signal Regiment 3 Squadron (Calgary Detachment) for Saturday, October 22, 2016.

BACKGROUND
Reason for Report
The Commanding Officer of the 41 Signal Regiment 3 Squadron (Calgary Detachment), formerly known as the 746 (Calgary) Communication Squadron, has requested Freedom of the Town honour to celebrate 40 years of their participation in Banff’s Remembrance Day ceremonies.

Summary of Issue
The Freedom of the Town is granted by municipal authorities to military units in recognition of dedicated service to the community. Today, it is a strictly ceremonial honour between municipalities and military units with a close alignment. It allows the squadron the freedom to parade through the municipality with “flags flying, drums beating and bayonets fixed”. Many communities in Alberta have conferred this honour on local regiments.

The 41 Signal Regiment 3 Squadron are a reserve communications unit of the Royal Canadian Corps of Signals. The Calgary detachment has been participating in Banff’s Remembrance Day Ceremonies since the mid 1970s.

Banff bestowed Freedom of the Town on the Rocky Mountain National Army Cadets (formerly Banff National Army Cadet Camp), active since the 1948. Though they moved the camp in 1999, the cadets return to Banff each August to parade. The proposed parade for October 22 would be similar in format.

IMPLICATIONS OF DECISION
Internal Resources
Temporary road closures along the route would be necessary, requiring staff coordination.

Communication
Road closure alerts would be communicated through the usual channels.

ATTACHMENTS
Special Event Application Form

Submitted By:  
2016.06.08  
Lisa Lee, Executive Assistant

Reviewed By:  
2016.06.08  
Robert Earl, Town Manager
A Special Event is defined as any activity or event occurring in Banff which is open to, or intended to attract, the general public and will take place in/on publicly owned facilities. Applications for a special event must be submitted to the Town of Banff no less than three months in advance of the event date. This is an application/request only and does not guarantee a permit will be issued. To ensure complete understanding of all requirements, please read the “Requirements for Special Event Bookings” and the “Terms and Conditions” on the back of this form.

BOOKING INFORMATION

Organization: 41 Signal Regiment DND
Main Contact: Major Timothy Wallace
Mailing Address: 1820 - 24th Street
City: Calgary Province: Alberta Postal Code: T2T 0G6
Email: tim.wallace@calgary.ca Website:
Work: (403) 537-7753 Cell: (403) 369-1677 Fax: (403) 537-7895
Alternate Contact: MWO Mike Parchewsky
Alternate Contact Phone: (403) 617-5052
Is your organization a registered non-profit? Yes [ ] No [x]

INFORMATION ABOUT THE EVENT

Name of Event: Freedom of the Town Parade Purpose: Exercise the Freedom of the Town
Full Description of Event (please attach additional page if needed)
The Freedom of the Town Parade will consist of 41 Signal Regiment marching from a set point to the front of Town hall. We will be greeted by the Mayor and inspected. When the mayor grants the Freedom of the Town, the Regiment will fix bayonets and march with the band playing and flags flying down Banff Ave to the school.
Date of Event: 22 October 2016 Time of Event: TBD 1300-1430
Set-up start time: 08:00 Clean-up end time: 16:00
Person in charge of set-up: WO McAlister Cell: ( ) TBD
Person in charge of clean up: WO McAlister Cell: ( ) TBD
Person in charge on site during event: Maj Wallace Cell: (403) 369-1677
Location of Event: (a detailed site map is required)

Admission charge: Yes [ ] No [x] Adult $_________ Child $_________ Senior $_________
Number of: Participants: 120 Spectators: _________ Event-related vehicles: _______________
Please indicate all activities that will apply to your event. Depending upon activities, applicants may be required to supply other documentation before a final permit may be issued (i.e. insurance, liquor permit, etc.) Note that not all activities are suitable for all locations, and some activities may not be approved.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Preparation: (a)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales of any kind: (b)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporary Structures: (c)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refrigeration Trucks: (c)</td>
<td></td>
<td></td>
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<tr>
<td>Inflatable-activity bouncer: (c)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entertainment: (d)</td>
<td></td>
<td></td>
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<tr>
<td>Sales of any kind: (b)</td>
<td></td>
<td></td>
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<tr>
<td>Alcoholic Beverages: (e)</td>
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<tr>
<td>Animal type activities: (e)</td>
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<tr>
<td>Fireworks: (e)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponsorship/Advertising:</td>
<td></td>
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</tbody>
</table>

Other Activities: Signal Display to be set-up in the Banff Park History Parking lot

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a) Contact the health department at 762-2990 to determine regulations regarding your food/beverage and toilet requirements.

b) A business license may be required depending on the type of sales proposed.
c) Some temporary structures may require a pre-event inspection by the Building Inspector or Fire Dept.
d) Noise bylaw details must be reviewed and agreed to with the organizer’s signature.
e) Town of Banff insurance requirements must be met, a liquor license purchased, and copies of the insurance certificate and liquor license provided to the Town.

### SITE LAYOUT AND SET-UP

Prior to the event organizers are responsible to meet with Town of Banff staff to confirm the set-up and take down arrangements.

A) Will you be renting/needling equipment from the Town of Banff’s event inventory for this event?  
- Yes [ ] No [x]  
- Equipment rental form completed  
- Site map submitted  
- Tents/other structures to be erected (identify number and sizes)  
- Temporary stage(s) to be erected (identify number and sizes)  
- Portable toilets to be brought on site (identify numbers)  

B) Will you require equipment delivery and pick-up assistance from the Operations Department?  
- Yes [ ] No [x]  

The Operations Department assists with, and in some cases is required to deliver, pick-up, set-up and take down Town of Banff equipment. Operations manpower and vehicle use will be charged back to you. Payment is due within 30 days of event.

C) Will you need access to power? (Available only at certain facilities)  
- Yes [ ] No [x]  

D) What are your plans for medical or emergency assistance?  
- We plan on having military medical personnel as support

E) Will you be using banners or signage to advertise your event?  
- Yes [ ] No [x]  
- (Signage Bylaw and Banner request form.)

F) List the names of event sponsor(s) and advertiser(s) and indicate the type, approx. size and locations of promotional material (i.e. banners, posters, etc.)

---

G) Will any or part of your event take place outside the Town boundaries?  
- Yes [ ] No [x]  
- (If yes, you must get approval from Parks Canada, (403) 762-1500).

H) Will you be evaluating your event?  
- Yes [x] No [ ]  
- We will conduct an after action review and see what media coverage we receive

I) What impacts and benefits do you expect as a result of your event?  
- The Canadian Military will be highlighted and show our support to the Town of Banff
REQUIREMENTS FOR SPECIAL EVENT BOOKINGS

Noise Levels:

The Community Standards Bylaw (#260) is intended to assist organizers in ensuring that noise from the event does not intrude unreasonably upon residents living and/or working adjacent to the event site. The guidelines explain the responsibility that event organizers have for monitoring noise resulting from the presence of your event occurring in a public park, on a street, or in a facility.

The Town of Banff reserves the right to require that the event organizer and/or sound contractor reduce amplified sound levels if these are found to be excessive (e.g. causing undue public complaint, unreasonably interfering with adjacent users, or exceeding noise bylaw limits, etc.)

Sound checks or amplified music will be allowed only during the following hours:

- Monday to Thursday 11:00am – 09:00pm
- Friday/Saturday 11:00am – 10:00pm
- Sunday 01:00pm – 09:00pm

Communication Plan:

Organizers must provide a detailed Communication Plan and must provide residents adjacent to the event site or others that may be impacted by the occurrence of a large event with advance written notification about the event, the date, times and the event program of entertainment. A copy of the notification must be provided to the Town of Banff.

Indicate the methods that your organization will use to distribute event information:

- [x] Community newsletters
- [ ] Posters/Flyers distributed
- [x] Meeting with community
- [x] Other (please describe)

Use of Streets & Sidewalks:

Route Map Attached [x] Site Map Attached [ ]
Traffic & Pedestrian Management Plan Attached [x] Risk Management Plan Attached [ ]

When using streets or sidewalks, organizers must provide a Route Map, a Site Map, a Traffic & Pedestrian Plan and a Risk Management Plan detailing the event’s arrangements for marshalling, emergencies, first aid, volunteer management, traffic management (pedestrian and vehicular), and participant management. Maintain emergency vehicle access during road closure/use. The Town of Banff’s insurance requirements must be met and parade policies followed. Under some circumstances, organizers will be required to gather written consent from the businesses or residents affected by the event and submit the approval signatures to the Facility Booking Coordinator. Other details may be requested.

Street Use Permits Required? [x] Yes [ ] No

Insurance Requirements:

Insurance Certificate Attached [ ]

The Town of Banff must be provided with a copy of your insurance certificate indicating a minimum of $5 million in General Liability insurance and listing “The Town of Banff” and “Her Majesty the Queen in the Right of Canada as represented by the Parks Canada Agency” as additional insured no less than three weeks prior to the event. Other organizations may need to be included as additional insured depending upon the event or facility used.

Town of Banff Authorization: Department of national defence self insured

Fees & Charges and Payment Schedule

The Town of Banff’s Fees & Charges brochure provides a listing of all equipment, facility, permit, and event fees. All fees and projected costs must be paid prior to the event date unless other arrangements have been agreed upon.

Payment Summary

Amount Due Prior: ____________________
Amount Due Within 30 days: ____________________
OTHER INFORMATION

Town of Banff will locate irrigation lines. Event organizers are responsible to contact all other underground utilities. You will be responsible for any damages done to irrigation systems as a result of stakes or poles placed without prior approval.

TERMS AND CONDITIONS

The following “Terms and Conditions” are incorporated into and form part of the permit agreement.

1. The licensee is responsible for ensuring that: the assigned area is appropriate for the activity; the activity is conducted in a safe, orderly manner; the activity is restricted to the assigned area; the event activities do not interfere with other park users or contravene any Town of Banff Bylaws.
2. The Town will assess any damage that may occur as a result of the event and payment for such damage will be the sole responsibility of the Applicant.
3. The Applicant will be responsible for all cleanup operations.
4. The Town of Banff reserves the right to cancel any or all booked time should any portion of the facility be rendered unsafe/unusable due to mechanical/electrical or structural failure.
5. The Town of Banff is not responsible for lost or stolen articles.
6. The Rental shall indemnify and hold harmless the Town of Banff for:
   a) Damage or expense sustained by the owner/operator of the facility
   b) Any claim to which the owner/operator of the facility may become liable by reason of personal injury or property damage sustained by any person participating in the activity, a spectator, or any other person attending at the facility during the term of the Agreement.
   c) Any personal injury or property damage suffered by anyone from a breach of item 6.
7. The Applicant shall be responsible for the orderly behavior of all persons participating in the event, and shall ensure that facilities and equipment are used only for the purpose listed on the Agreement.
8. Users must carry the permit and present it upon request. Permits will be revoked without payment of any compensation in the event of a breach of any laws, by-laws, or conditions set up herein or in force. Non-compliance may also result in fines, penalties, and additional charges.
9. Vehicles are not to be driven onto grassed areas or restricted access and service roads at any time. Non-permitted vehicles may be towed.
10. The Town of Banff reserves the right to revoke this permit if payment is not received according to the terms of this agreement.
11. A $50 key deposit is required when signing out facility keys.

Applicant's Signature: __________________________ Date: 9/05/2016

Some events may be subject to the following requirements.

Event Security: Provide a description of how security will be provided and scheduled:

Parking Plan: Describe the areas where event participants and spectators will park during the event.

Traffic Control: For events that will be impacting a town-site roadway, contact Facility Booking Coordinator at 762-1238 to discuss street closures and provision of equipment.

Public Awareness: The Town of Banff may require organizers to give advance notice regarding event details to residents adjacent to the event site or others that may be impacted.

FOR INTERNAL USE ONLY

This permit has been approved/not approved according to the Town of Banff’s requirements.

Town of Banff Representative Signature __________________________ Date ______________________

Authorizations & Circulation:

☐ Fire Department
☐ Corporate Services
☐ Engineering Department
☐ Community Services
☐ Canadian Rockies Public Schools
☐ Public Health
☐ EMS
☐ Parks Canada
☐ Transportation Companies

Applicable Fees & Charges:

☐ Operation Department rates
☐ Facility Rental Fee
☐ Business License Fee
☐ Permit Fee
☐ Site Use Fee
☐ Equipment Rental Fees
BRIEFING
Subject: 2016 Parking Time Limits Changes

Presented to: Council                                      Date: June 13, 2016
Submitted by: Tony Clark, Bylaw Services                 Agenda #: 7.4
Supervisor

This report is submitted for Council’s information.

BACKGROUND
Reason for Report
A council expectation from the 2014 and 2015 Service Reviews is that Bylaw Services regularly assess the parking time limit regulations. In 2015 Bylaw Services made a number of parking time limit changes based primarily on the following points:

- At the May 12, 2014 council meeting, Council confirmed that a guiding principle for parking improvement strategies is that downtown parking stalls are primarily for visitors during busy times. Council agreed that the average visitor needs more than two hours and less than eight hours to park in the downtown core.
- The 2014 Vinci parking study provided guidance in determining changes to the downtown parking time limits. In the summer of 2014, the study showed that the average length of stay in the downtown core on-street parking stalls was 91 minutes. The average length of stay in the surface lots was 97 minutes (prior to the pay parking trial implementation).
- The parking study showed that the Bear Street Parkade was consistently underused despite its central location in the area of highest demand. Surface lots are a much more desirable parking option than an enclosed multi-level parkade.
- There were yearly added costs to implement the numerous seasonal time changes in the Bear Street Parkade, the Clock Tower Lot and the Health Unit Lot. However, a bigger concern was that the seasonal time limit changes created “seasonal confusion”. Motorists get used to time limits and don’t necessarily pay daily attention to posted time limit signs when parking.

2015 Time Limit Changes
- Left the downtown core on-street parking time limits at the current 2 hour time limit based on the average length of stay indicated in the Vinci study.

- Left the downtown surface lots at the 3 hour time in the downtown surface lots based on the following:
  - The Vinci study showed that the average length of stay in the surface lots was an average of 97 minutes. The study ran from 8 AM to 6 PM daily. The downtown lots are generally observed to be quite full until after 8 PM all summer and from Thursday through Sunday the rest of the year. Keeping the lots at a 3 hour time limit will accommodate visitors arriving in the late afternoon who are likely in the downtown core for longer than 97 minutes taking in supper, movies, shopping and entertainment.

- Omitted the seasonal time limit changes in the Health Unit Lot, the Clock Tower Lot.
• Made the Clock Tower Lot and the Health Unit Lot 3 hour time limits to be consistent with all of the other surface lots.
• Omitted the seasonally-confusing three time limit zones in the Bear Street Parkade and made level 1 a 2 hour limit (similar to the on street parking) and converted the remaining upper levels to 8 hour parking.
  o The parking study shows that the Bear Street Parkade was underused despite its prime location. The study goes on to say that: “generally drivers tend to choose the most convenient and visible places to park, especially if they are unfamiliar with the location.”

Time Limit Changes for 2016
Since making the 2015 changes, Bylaw Services considered feedback regarding parking time limits and we are currently implementing the following changes:

• Eliminate the seasonal time limit parking zone in front of the Post Office. Convert to a year-round no parking zone.
  o The seasonal changes from time limit zone to no parking zone presented a number of issues. As previously mentioned, there are added costs to make these changes. There is also the element of “seasonal confusion” where drivers got used to the roadway in front of the post office being a driving lane. Then, literally overnight, it reverted to a parking lane in the fall. We received concerns from citizens and the RCMP of near misses with vehicles abruptly stopping in the zone after seasonal changes went into effect. Removing this time limit zone will eliminate 4 parking stalls, and we did receive complaints about the loss of stalls when the summer changes went into effect. However, the Central Park lot realignment and washroom construction collectively added 24 new stalls. Five of the stalls are 30 minute time limit, 2 are handicap zones and the other 17 are 3 hour time limit parking.

• Increase the time limit parking on Bow Avenue from 8 hours to 9 hours
  o Changing Bow Avenue to longer term parking has provided close-to-downtown parking for Bow Valley residents who need to drive to work. The most prevalent feedback we have received about this change was that the 8 hour time limit was not enough for those who worked 8 hour or longer shifts and did not drive home for lunch. After observing and enforcing the parking in this area for the past year, we can see that extending the time limit would not have any negative effects and may even encourage more commuters to use this area for longer term daytime parking.

• Change the 15 minute zone on Wolf St. (at Earl’s) back to a 2 hour zone.
  o There are 7 loading/short term parking zones all within 120 metres of this zone that provide an ample supply of short term parking. Returning this zone to the original 2 hour limit is consistent with the standard 2 hour on-street time limit, and should not have a negative impact.
- Increase the size of the no parking zone at the alley entrances by an additional 5 metres to enhance the clearance at alleyway entrances. This change will reduce the number of time-limited alleyway parking spaces.
  - Currently, the traffic bylaw allows commercial vehicles to park in the alleys for 30 minutes and personal vehicles to park for 5 minutes. These time limits are posted at the alleyway entrances and are subject to any other additional posted regulations. Many larger delivery vehicles need to safely access the alleys during the day and often require reasonable clearance at the mouth of the alley. At present, there are no posted parking prohibitions at the alley entrances so the common rule of not parking within 5 meters of an intersection applies. Prohibiting parking for a full 10 metres into the alleyway entrances will reduce the available parking in the alley. However it will improve the clearances and thus enhance the safety and efficiency of larger trucks entering the alley.

- Add time parameters when no parking zones are in effect on curbside waste bins located near the downtown core.
  - There are four locations near the downtown core where curbside residential waste and recycling bins are located. Currently, parking within 7 metres of these bins is prohibited (by signs) at all times. These residential waste and recycling bins are emptied by town crews during their operating hours from 6:00 AM-4:00 PM. Bearing in mind that these bins are not serviced outside of the operating hours, consideration should be given to allow parking at these bins outside the operating hours.

**OTHER INFORMATION**

**Budget**
The cost to make these changes will be included in the day to day operational duties of the Streets Department and will not impact budget.

**Internal Resources**
The work to make these changes will be included in the day to day operational duties of the Streets Department and will not impact resources.

**Communication**
Parking in front of the post office has been an issue of some debate in the past. There should be a basic amount of public communication to notify residents of the permanent change as should also direct them to the parking that was added to central park near the post office.

**Council Strategic Priorities**
A guiding document for section 6 (transportation) of Council's 2015-2018 Strategic Plan is the Town of Banff Transportation Master Plan. The time limit changes for 2016 are aligned with recommendations made in the Transportation Master Plan.

**Legislation/Policy**
No amendments to existing policies or bylaws is required to make these changes.
ATTACHMENTS

Circulation date: ____________________________
May 26, 2016

Submitted By: ________________________________
Tony Clark, Bylaw Services Supervisor

Reviewed By: ________________________________
Robert Earl, Town Manager
2016 ASCHA Conference and Tradeshow
Chair, CAO and board member Chip Olver attended this annual seniors housing event. The event, held in Red Deer in April, is well attended by seniors housing operators from across Alberta. CAO presented 2 sessions on Fund Raising, and also facilitated a group discussion about the financial challenges faced by public housing bodies. The conference offered educational opportunities, a tradeshow featuring products and services used in the industry, government information sessions, and networking opportunities.

2016 Municipal Requisitions
BVRH is empowered to requisition the ratepayers of the region to contribute to our supportive living programming through deficit and capital funding. In 2016 we have managed to reduce our need for such funding by 5.3% compared to 2015. This means we will be collecting $67,000 less through our contributing municipalities this year. This is possible due to responsible management of our programming, along with the introduction of the Rent Geared to Income revenue model in our lodges, which is reducing our dependence on external sources of income.

Project occupancy rates

<table>
<thead>
<tr>
<th>Project</th>
<th>Occupancy Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bow River Lodge</td>
<td>88% occupancy</td>
</tr>
<tr>
<td>Cascade House</td>
<td>100% occupancy</td>
</tr>
<tr>
<td>Bow River Homes</td>
<td>100% occupancy</td>
</tr>
<tr>
<td>Mount Edith House</td>
<td>100% occupancy</td>
</tr>
<tr>
<td>Community Housing</td>
<td>95% occupancy</td>
</tr>
<tr>
<td>Rent Supplement</td>
<td>100% subscription</td>
</tr>
</tbody>
</table>

Temporary Flood relief housing
BVRH continues to assist the Government of Alberta with their efforts to house local victims of the southern flooding. This program is winding down; just two tenants remain in place.
**Bow River Lodge Redevelopment “This is Home”**

**Schedule:**
Phase 1: The building is closed in. Siding is nearing completion, while interior work continues, including dry walling. The schedule still indicates substantial completion in mid-October 2016, with full commissioning in late December 2016. Current progress stands at approximately 60%.

Phase 2: Substantial planning will begin soon, now that we have initial agreements with the provincial government and agencies and a Project Manager assigned by Alberta Seniors and Housing. Construction on this phase cannot start until Phase 1 is complete and fully operational. At this point in time we anticipate completion of Phase 2 in late 2018.

**Design:**
Phase 1: The design includes 63 new residential lodge units, replacing 43 aging units and giving us 20 more, maximizing the available space in anticipation of the looming needs of our aging population in the region. This design means that all of our seniors will be housed in safe, new and fully functional spaces instead of some that are retro-fitted, ensuring more effective and efficient accommodation along with much improved ability to increase care services in the future. Aside from the better facility afforded by this design it is important to also highlight the creation of a valuable and substantial piece of property to be used to meet regional needs in the future. The area currently taken up by the old parts of the original lodge will be used to bring higher levels of supportive living to the region for true aging in place in Phase 2.

Phase 2: This facility will be purposely designed to meet the needs of designated supportive living level 4 and dementia operations, including enhanced safety and care-provision considerations. AHS has provided design guidelines that the facility must consider so as to secure a DSL agreement, which is the goal to meet the current and future needs of the people of the region. Next steps include: Project Coordination, and negotiation of a Master Services Agreement (MSA) with AHS.

**Economics:**
Phase 1: Alberta Seniors-Housing representatives remain supportive of the 80/20 sharing model, whereby the Province will pay 100% of the project costs and BVRH will pay our 20% over time. The current total project cost estimate is $14.2 million.

Phase 2: The current capital cost estimate is $18.5 million. We have received a commitment of a $6 million ASLI grant from the Government of Alberta. We have also received word that Alberta Housing would like to fund this project under the model being used to fund Phase 1. We plan to fund our share through a combination of fundraising and financing.

It is expected that this development will improve our operating model to the point that we are able to achieve economies of scale and eliminate the need to requisition for operating costs at Bow River Lodge in the future. However, we may have to take on financing related to the provision of staff accommodation.
Communications:
Phase 1: Our communications strategy continues; site signage will be in place in late 2016.

Phase 2: Planning for the communications plan for phase 2 is being incorporated into our overall communications strategy.

About Bow Valley Regional Housing

Bow Valley Regional Housing (BVRH) is a Housing Management Body (HMB) for the Government of Alberta. The Provincial Government created HMBs to serve as operators and administrators of provincially-owned social housing facilities. The Province owns a large portfolio of these facilities through the Alberta Social Housing Corporation (ASHC), serving many needy and vulnerable Albertans. Each HMB is self-governing under the Alberta Housing Act, managing the ASHC assets in a particular region. Each region is comprised of multiple municipalities, improvement districts, etc. HMBs may operate other kinds of housing and may own buildings that house accommodation programs.

Every municipality in Alberta is a contributing member of their regional HMB. They are required to have at least one appointee on the governing board, which is responsible for acting in the best interests of the HMB. The board must consider the needs of each contributing municipality in its governance of the HMB.

HMB operations are funded through various means. Tenants pay rent and/or lodge fees, however since these are set at affordable rates the revenues cannot cover the costs of operations. Seniors Lodge deficits are funded through municipal ratepayer requisitions and provincial grants. Social Housing deficits (including independent seniors housing and community housing) are funded by Alberta Seniors and Housing.

As the HMB for the Bow Valley region we are responsible for social housing, as well as affordable supportive living accommodation for seniors throughout Kananaskis Country, the Bow Corridor, the MD of Bighorn and all of Banff National Park, an area covering about 13,500 square kilometres. This region has two towns and seven hamlets containing about 25,000 people. Our five contributing municipalities are: Kananaskis ID, MD of Bighorn, Town of Canmore, Town of Banff and Banff National Park ID9. The people of the region are able to access all of the programs we offer, subject to eligibility requirements.

The BVRH Mission Statement

Bow Valley Regional Housing commits to provide accommodation services for the Bow Valley region seniors and residents of modest means who struggle to secure and maintain appropriate housing.

We manage:
• seniors’ lodges in Canmore and Banff that currently house up to 85 residents
• an expansion project underway at our lodge in Canmore will increase capacity and greatly improve the standard of living for the residents of the lodge
• a second phase of the expansion project that will introduce designated supportive living to the region by way of approximately 60 beds that will provide appropriate accommodations to our vulnerable seniors while alleviating pressures in local hospitals
• seniors’ independent housing buildings in Canmore and Banff that include 62 one-bedroom apartments
• 58 family housing residences in Canmore
• Interim relief housing for two households displaced by the June 2013 flooding
• the Rent Supplement Program in the region that currently provides financial assistance to approximately 40 Bow Valley households

All told we currently house, or help to house approximately 425 residents of the Bow Valley in 8 permanent and 1 interim housing projects encompassing 36 separate buildings between 3 separate communities.

We are a self-governing body. We partner with two provincial ministries and five municipal governments, along with numerous local and community agencies to provide and promote safe and appropriate housing to our region.

The BVRH Vision Statement

Bow Valley Regional Housing aspires to collaborate with relevant agencies to ensure that suitable programming that will mitigate the housing needs of our client base is available. We will:
• Make decisions and recommendations using relevant and valid data regarding community trends and housing needs.
• Obtain funding to develop infrastructure that meets identified needs for social and senior’s affordable housing programs.
• Embrace operating principles that incorporate innovation, service excellence and best practices.
• Attract and retain highly qualified and caring staff.

BVRH has approximately 36 employees based in either Bow River Lodge (Canmore) or Cascade House (Banff). Our Administration and Maintenance Teams are based in Canmore but serve all of our operations. We have Housekeeping and Food Service Teams in both of our lodges.

BVRH Values

Service: client-focus; empathy; caring; commitment to quality and; a guiding philosophy of serving our clients in their homes.

Integrity and Accountability: high ethics; professionalism; transparency; accountability and; inclusiveness.
**Efficacy:** sustainability; innovation; versatility; collaboration; communication; vision and; resourcefulness.

Information is available on our website at [www.bvrh.ca](http://www.bvrh.ca)
Regular Board Meeting Minutes
Thursday April 29, 2016 9:00 a.m.
Bow River Seniors Lodge, Canmore AB

PRESENT: Joanna McCallum (Chair), Grant Canning (Vice Chair), Alison Brewster, Esme Comfort; Bruce Lukey, Chip Olver (via teleconference)

REGRETS: Carolyn Montgomery

ALSO PRESENT: Ian Wilson (CAO)

1. Call to Order
Chairperson J. McCallum called the meeting to order at 9:12 a.m.

2. Adoption of Agenda
   Motion 24-16: G. Canning that the agenda be approved. Carried unanimously.

3. Personnel Matter
   Motion 25-16: A. Brewster that the meeting in camera. Carried unanimously.
   Motion 26-16: B. Lukey the meeting come out of camera. Carried unanimously.

4. Adoption of Minutes of Previous Regular Board Meeting
   Motion 28-16: A. Brewster to go in camera. Carried unanimously.

5. Business Arising from the Minutes
   a. ASCHA 2016 Conference and Tradeshows: briefing report provided and discussed.
   b. List of commonly used acronyms: briefing report provided and discussed.
   c. 2015 Social Housing operating surplus: briefing report provided and discussed.

6. CAO Report
   a. BRL This is Home Redevelopment Project: briefing report provided and discussed.

   <G. Canning left the meeting at 10:30 a.m.>

   b. Canadian Housing and Renewal Association Congress 2016: briefing report provided and discussed.
   c. Alberta Budget 2016: briefing report provided and discussed.
   d. Fire Incident at BRL: briefing report provided and discussed.
      Motion 27-16: B. Lukey that the cost to replace the dryer damaged fire at BRL be funded via the CAMR Fund. Carried unanimously.
   e. Bow Valley Housing Action Group: briefing report provided and discussed.
   f. 2016 Housing Needs Assessment: briefing report provided and discussed.
   g. Communications: briefing report provided and discussed.

7. New Business
   a. Capital Projects – Planning: briefing report provided and discussed. CAO will bring recommendation for funding to the May 2016 regular board meeting.

8. Correspondence and Information
      Motion 29-16: G. Canning that the board accept the bulletin as information. Carried unanimously.
   c. 1st Quarter Financial Statements: statements provided and discussed.
      Motion 30-16: B. Lukey to accept the statements as information. Carried unanimously.
d. 1st Quarter Strategic Plan Update: briefing report provided and discussed.
   Motion 31-16: E. Comfort to accept the report as information. Carried unanimously.
   e. 2016 Municipal Requisitions: briefing report provided and discussed.

9. Date and Location of Next Meeting
   Tentatively May 26, 2016 from 9:00 a.m. until 12:00 p.m., to be held at Bow River Seniors Lodge in Canmore, AB.

10. Adjournment
   Motion 32-16: C. Olver that the meeting be adjourned at 11:30 a.m. Carried unanimously.

Joanna McCallum, Chairperson

Ian Wilson, CAO
May 2016 BVRH Vacancies, Waitlist and Inquiries Report

This report now includes general inquiries for housing.

**Bow River Lodge** – Vacancies, waitlist and inquiries as at May 15, 2016:
- 88% occupied or spoken for, with 7 vacancies and 18 candidates on the waitlist. Administration has fielded 5 inquiries this period.

Numerous factors continue to affect our occupancy rate at Bow River Lodge, including:
- Higher rate of unit turnover as residents require higher levels of care or, in worst case scenarios, pass away. We continue to see this situation persist as the demographics of incoming and pre-existing lodge residents’ change toward higher-need individuals.
- Our small lodge rooms remain unattractive to many applicants, and:
- As our redevelopment project progresses most applicants are waiting for the new rooms to be ready before moving in.

![Graph](image1.png)

**Cascade House** – Vacancies, waitlist and inquiries – at May 15, 2016:
100% occupied or spoken for, with 6 candidates on the waitlist. Administration has fielded 1 inquiry this period.

![Graph](image2.png)
**Bow River Homes** – Vacancies, waitlist and inquiries – at May 15, 2016:
- 100% occupied or spoken for, with 30 candidates on the waitlist. Administration has fielded 2 inquiries this period.

![Bow River Homes Chart](image1)

**Mount Edith House** – Vacancies, waitlist and inquiries – at May 15, 2016:
- 100% occupied or spoken for, with 9 candidates on the waitlist. Administration didn’t field any inquiries this period.

![Mount Edith House Chart](image2)
**Community Housing** – Vacancies, waitlist and inquiries – at May 15, 2016:
- 95% occupied or spoken for, with 3 vacancies and 18 candidates on the waitlist. Administration has fielded 18 inquiries this period.

**Rent Supplement Program** – Waitlist and inquiries at May 15, 2016:
- 100% subscribed, with 36 active clients and 25 candidates on the waitlist. Administration has fielded 8 inquiries this period.
MINUTES OF A MEETING
OF THE BANFF HOUSING CORPORATION
DIRECTORS
Town of Banff Office
April 20th, 2016

MEMBERS PRESENT:
Richard Maisonet Public Member Director
Chris Thorburn Public Member Director
Darryl Zimmer Public Member Director
Kevin Driver Public Member Director
Sharon Oakley Town of Banff
Sharon Clinton Public Member Director

MEMBERS/OTHERS ABSENT:
Jun Cacayuran Public Member Director

ADMINISTRATION, OTHERS PRESENT:
Liz Hogg Administrator

1.0 CALL TO ORDER/APPROVAL OF AGENDA
Driver calls meeting to order at 8:33am.

BHCH16-13 MOVED by Thorburn to approve agenda. CARRIED

2.0 DELEGATIONS
No Delegations

3.0 ADOPTION OF March 16th, 2016 MINUTES & PUBLIC ATTACHMENTS

BHCH16-14 MOVED by Maisonet to approve minutes as presented CARRIED

4.0 CONTINUING BUSINESS
4.1 BHC Operational Update

4.1.1 Admin Fee – Update
• 23 people still have not paid

4.1.2 Housing sustainability update
• Oakley has been working on communication to help define the role of the town and the future role of the BHC in the development with the current focus being the website
• Presenting update at council on May 9th

4.1.3 Administrators hours – Administrator working 20-25 hours a week

4.1.4 RRL application update – 2 applications have been received.

5.0 TODAY’S BUSINESS
5.1 Approval of audited statements
BHCH16-15 MOVED by Zimmer to accept the audited statements with the changes requested regarding the addition of a note breaking out long term A/R and an additional update for Note 7. CARRIED

5.2 BHC equity share update
• Provided as information – no questions.
5.3 BHC AGM
   - Confirmed for Monday May 9th, Driver and Hogg to attend.

5.4 Unit 1 – Moffat Manor
   - Tenant provided rent cheque for May
   - Move out walk through confirmed for June 1st at 8:30AM
   - Trades arriving for quotes later that morning.

* Thorburn departed the meeting at 9:30

5.5 Request by Middle Springs homeowners for board to investigate the possibility of buying out their shares
   - Board asks the administrator to go back to those interested and ensure that it is understood that if they buy out the BHC they have read their sublease and understand the following:
     - They are still subject to the terms of the sublease
     - That the shareholder would have to provide input on the decision

*Zimmer departed meeting at 10:00AM

5.6 Review of the Administrators Job Description (administrator was asked to leave the room as a conflict was cited)
   - Administrator is to work with Oakley to create a workplan
   - Administrator to begin researching best practices from other municipalities on how they manage their rental buildings
   - Administrator to begin to create a cost analysis of internal vs. external property management
   - Administrator to have an initial report for next meeting.

Next meeting date: Next meeting suggested to be moved to May 25th as those left in attendance could not attend a meeting on May 18th. Administrator to confirm by email with those absent.

BHCH16-16 Moved by Driver to adjourn at 11:20AM CARRIED

________________________     __________________________
Kevin Driver, Chair       Recording Secretary
MINUTES OF THE MUNICIPAL PLANNING COMMISSION
of the Town of Banff in the Province of Alberta
Town Hall Council Chamber
Wednesday, May 18, 2016 at 9:00 a.m.

COMMISSION MEMBERS PRESENT
Raymond Horyn          Public Representative (Chair)
Richard Church         Public Representative (left the meeting at 10:41 a.m.)
Jay Harris             Public Representative
Scott McElhone         Public Representative
Ted Christensen        Council Representative
Brian Standish         Council Representative

COMMISSION MEMBERS ABSENT
Dave Michaels          Minister of the Environment Representative
Steve Beaton           Public Representative (Vice Chair)

ADMINISTRATION PRESENT
Randall McKay          Manager, Planning and Development
Darren Enns            Senior Planner
Jennifer Laforest      Planner
Kerry MacInnis         Administrative Assistant, Planning (Recorder)

1.0 CALL TO ORDER
The Chair to the Municipal Planning Commission called the meeting to order at 9:00 a.m.

Administration welcomed the newest MPC member, Scott McElhone.
Also noted; Keith Batstone has left the Town of Banff to pursue a career with Parks Canada in Lake Louise.

2.0 APPROVAL OF AGENDA
MPC16-40 Moved by Standish to approve the agenda of the May 18, 2016 meeting of the Municipal Planning Commission agenda as presented.

CARRIED

2.1 The Chair asked if any members of the Municipal Planning Commission would be declaring a conflict of interest in hearing today’s meeting.
No conflict was declared.

3.0 ADOPTION OF PREVIOUS COMMISSION MINUTES
MPC16-41 Moved by Standish to approve the minutes of the April 13, 2016 meeting of the Municipal Planning Commission as presented.

CARRIED
4.0 UNFINISHED BUSINESS

There was no unfinished business.

5.0 REPORTS

5.1 Proposed Five-Unit Apartment Housing Development with Variance to Required Parking at 404 Beaver Street (16DP17)

   i. Public input on 16DP17 (5 minutes per presentation)
      There was no public input on 16DP17

   ii. Staff Presentation
       Administration provided a presentation and overview on the proposed development as outlined in this agenda package.

   iii. Applicant input on 16DP17
        There was no input from the applicant.

MPC16-42 Moved by Standish that the Municipal Planning Commission approve Development Permit application 16DP17 to allow for the construction of a 5-unit Apartment Housing building at 404 Beaver Street subject to:

- A variance to s.8.16.1 (b) of the Land Use Bylaw to allow required parking to be provided in accordance with Council Policy C122; and,
- The conditions of approval attached as Appendix A.

CARRIED

Appendix ‘A’ Conditions of Approval

(1) Conditions to be met prior to the issuance of the Development Permit:

(a) Pay to the Town of Banff off-site levies in the amount of $14,155.34 as established by Town of Banff Off-Site Levy Bylaw 305 ($21.14/m² x 670.0m² gross floor area);

(b) Pay to the Town of Banff $3,500.00 in-lieu of on-site garbage facilities ($700.00/dwelling rate) as established by Town of Banff Waste Bylaw 18-4;

(c) Pay to the Town of Banff the variance fee in the amount of $275.00 per variance as established by Town of Banff Development Permit Fee Schedule Bylaw 308;

(d) Provide a Stormwater Management Plan which reflects the requirements of Land Use Bylaw section 12.11.6(c), and is to the satisfaction of the Engineering Department and the Development Officer;

Minutes approved by: ___________ ___________
(e) Submit a revised landscape plan which removes conflicts between tree species and sanitary service lines;

(f) Enter into a restrictive covenant on title to the satisfaction of the Development Officer which prohibits application for or use as a leasehold condominium subdivision unless the applicant constructs or pays for the construction of off-street parking facilities in accordance with the base minimum parking requirements for apartment housing (determined at the time of original development permit approval - $21,000 per stall);

(g) Enter into an Encroachment Agreement with the Town of Banff to be registered to the Certificate of Title for the property to allow for the encroachment of landscaping into the public roadway (boulevard) adjacent to the property – the terms and wording of the Agreement shall be to the satisfaction of the Development Officer. Pay the cost of registering the Agreement with Alberta Land Titles Office and pay to the Town of Banff the Legal Agreement Surcharge of $450.00 as established by Town of Banff Development Fee Schedule Bylaw 308;

(h) Submit a completed Town of Banff Class Screening Report Form A-1 (Sub-Class 1: Buildings) to Parks Canada Environmental Assessment for review and determination of any specific requirements for the proposed development. Applications and more information may be obtained directly by calling 403.762.1416;

(i) Submit three (3) copies of plans showing conformance with the provisions of Town of Banff Land Use Bylaw 31-4 for the review and approval by the Development Officer, including:

- A revised Landscaping Plan with a minimum of 1 tree/45m² landscaped area showing all existing and proposed plant materials, their sizes, numbers, locations and species type in conformance with the Recommended Planting Materials List of the Banff Design Guidelines;
- A summary technical specifications demonstrating how the proposed development will integrate energy conservation technology, including but not limited to, insulation, glazing, passive solar orientation, efficient heating and cooling systems and solar energy devices, water conserving plumbing fixtures, and fewer or cleaner wood burning devices in conformance with Section 8.3.2;
- A summary of technical specifications demonstrating how New Housing and Accessory Dwellings shall conform with the Environmental Design Standards of Section 8.3.3 – Energy Conservation Techniques, Energy Star-certified Window Glazing, Wall and Roof Insulation R-values, Water Efficient Plumbing Fixtures;

(j) Submit a detailed Deep Utilities Servicing Plan to the satisfaction of the Manager of Engineering showing:

- connection to existing water service and sanitary sewer
- details of pipe material(s) and size(s)
- location of new water meter(s) and remote reading device(s)
- location of existing/redundant services to be abandoned at main line and removed from the public roadway, if applicable

(k) Submit a detailed Shallow Utilities Servicing Plan to the satisfaction of the Manager of Engineering showing:

- (iv) location of gas, power and communications lines
(l) Submit a Construction Site Plan and provide description of soil and erosion control mitigations that will be used during construction;

(m) Submit a Site De-Watering Plan for the review and approval of the Manager of Engineering and Parks Canada Environmental Assessment;

(n) Submit a Construction Hoarding Plan for the perimeter of the site including proposed height, colour, location of access points and any off-site encroachments associated with the required construction hoarding. Specify solid hoarding (min. 1.8m height) for safety and screening adjacent to Beaver Street with a 5 metre return into the front yard, with other appropriate fencing on all other property lines. All existing trees to be retained shall be protected by fencing set at the outer canopy (drip line) of the tree during demolition, excavation and construction;

(o) Submit a proposed Truck Route and Traffic Plan for construction vehicles entering and exiting the site. Show locations of all on-site storage (e.g. material, equipment, etc.) during construction;

(p) Submit a detailed cost estimate, as determined by the Landscape Architect, for all on and off-site landscaping specifying all plant materials, their size, numbers, location and species. Provide an irrevocable letter of credit in the amount of 125% of the cost of landscaping to secure completion of this work;

(q) Submit a detailed cost estimate, as determined by the contractor or Landscape Architect, for all on-site hard-surfaced areas (driveway, parking area, walkways, patios) and repair of off-site surfaces (roadway, sidewalk, curb/gutter, driveway crossing) specifying type of materials and finishes. Provide an irrevocable letter of credit in the amount of 125% of the cost of finishing and repairing all hard surfaced areas to secure completion of this work; and,

(r) Submit a completed Subcontractor Information Sheet to Town of Banff Business Licensing, Corporate Services Department providing a list of the sub-contractors to be employed in the construction of the development (see attached).

(2) General Conditions:

(a) Any further changes to the approved plans or building shall be submitted for review and approval of the Development Officer prior to implementation on-site;

(b) It is the responsibility of the project proponent to ensure that all mitigation measures identified in the Parks Canada’s BCS Environmental Screening Determination Using a Class Screening Report and the guidelines identified in the Environmental Guidelines for Development Projects in Banff National Park (Directive 17) are implemented during construction. The project proponent shall ensure that any hazardous materials discovered during excavation are immediately reported to Parks Canada and properly disposed of according to current regulations (see attached);

(c) Town of Banff requires all developers to collect all waste, separate into appropriate categories on-site and store appropriately. Dispose trade waste at the Bow Valley Waste Management Commission’s Class III
landfill (Francis Cook) and garbage to the Waste Transfer Station. Ensure that materials and waste being transported are covered with tarps or equivalent material. Please review the *Town of Banff How-to Guide to Construction Waste Management* (see attached);

(d) Apply for a Street Use Permit from the Manager of Engineering at least 48 hours prior to any work on Town streets, lanes or sidewalks. Enter into a Temporary Encroachment Agreement with the Town of Banff for the use of municipal property during construction, if necessary;

(e) Disturbance of public roadways and installation of utility trenches shall be inspected and approved in writing by the Manager of Engineering prior to backfill. Please contact Town of Banff Engineering at 403.762.1210 to arrange for an inspection. All installations shall conform to the standards of the City of Calgary.

(f) Installation of new services and the termination of redundant services shall be inspected and approved in writing by the Town of Banff Utilities Department prior to backfill. Please contact the Town of Banff Utilities Department at 403.762.1240 to arrange for an inspection. All installations shall conform to the standards of the City of Calgary.

(g) Management of all uncontaminated (clean) soil excavated from the site shall be arranged through Parks Canada. Contractors must obtain a *Restricted Activity Permit* in order to dispose of clean fill. Further direction and information about permit approval may be obtained by contacting Banff National Park Dispatch at 403.762.1470;

(h) All site drainage is to be contained on site. No connection of weeping tile to storm sewer is permitted;

(i) A water meter and remote reading device shall be installed at each dwelling prior to issuance of an Occupancy Permit. Property owners shall provide free and convenient access to the premises and building at all reasonable times for the purpose of reading meters. The installation of the water meter shall be inspected by the Town of Banff Utilities Department, please call 403.762.1240 to arrange for an inspection;

(j) Hot tap of new water service is required. Contact the Town of Banff Utilities Department at 403.762.1240 to arrange for an inspection;

(k) All exposed metal flashing, mechanical equipment and flues shall be coordinated to match the building colour;

(l) No satellite dishes, antennas or other rooftop communication equipment shall be installed without prior written permission of the Development Officer;

(m) All rooftop mechanical equipment must be screened from view to the satisfaction of the Development Officer;

(n) Protect all existing services, including landscaping, on adjacent roadways and properties during construction. Assume responsibility and repair all damages to any existing services and landscaping on
adjacent roadways and properties;

(o) All existing trees to be retained shall be protected by fencing set at the outer canopy (drip line) of the trees during demolition, excavation and construction;

(p) Install hoarding around the perimeter of the site, in accordance with the approved plans, prior to commencing excavation and construction;

(q) Provide dust suppression (spraying) of site during demolition activities. A hydrant meter can be obtained from the Town of Banff Operations Department by telephone at 403.762.1240;

(r) Protect undisturbed land by only stockpiling materials on heavy canvas or polypropylene tarpaulins to protect native vegetation. All materials will be stored with the confines of the work site. All fuels, oils, lubricants, and other petrochemical products will not be stored within 100m of any waterbody;

(s) Confine “noise” activities to hours set out in Town of Banff Community Standards Bylaw 260;

(t) The applicant shall arrange to have the landscaping completed by no later than one year from the date of issuance of the Development Permit. If in the event that this work is not completed by this date, the Town shall cash the Letter of Credit and arrange for the completion of this work at the expense of the owner;

(u) The applicant shall arrange to have all of the driveway and hard surfaced areas completed, including repairs to off-site areas (roadway), by no later than one year from the date of issuance of the Development Permit. If in the event that this work is not completed by this date, the Town shall cash the Letter of Credit and arrange the completion of this work at the expense of the owner;

(v) Minimize the idling of construction vehicle engines at all times in accordance with Town of Banff Traffic Bylaw 16-7;

(w) Ensure that all garbage and food waste is stored in bear-proof bins as per Town of Banff Waste Bylaw 18-4. Construction sites must undergo thorough clean-up, including removal of general litter at project completion

(x) In accordance with the wildfire protection guidelines, it is recommended that all existing coniferous trees within 3.0m of the home should be relocated or removed from the site. Mature coniferous trees within 10.0m of the home should have all branches within 3.0m of the ground removed;

(y) Obtain all permits required in accordance with the Province of Alberta Safety Codes Act Revised Statutes of Alberta, Chapter S-1. The Act requires that all property owners and contractors working in Alberta obtain permits prior to commencing work on buildings covered by the Alberta Building Code or prior to conducting work governed by the regulations of the Canadian Electrical Code, the Alberta Gas Code or the Alberta Plumbing Code;

(z) Pay the cost of the following, as may be required, in accordance with municipal standards and to the

Minutes approved by: __________  __________
satisfaction of the Development Officer:

(i) Construction of new sanitary sewer, storm sewer and water connections, which shall include the cutting off of any redundant connection(s); and,

(ii) Construction, repair and rehabilitation of street surfacing;

5.2 Proposed Change of Use at 229 Bear Street (16DP25) (Indoor Puzzle Room)

i. Public input on 16DP25 (5 minutes per presentation)
   There was no public input on 16DP25

ii. Staff Presentation
   Administration provided a presentation and overview on the proposed development as outlined in this agenda package.

iii. Applicant input on 16DP25
   The applicant answered questions from the commissioners.

MPC16-43 Moved by Standish that the Municipal Planning Commission approve Development Permit application 16DP25 for a proposed Change of Use of a portion of an existing commercial business unit from ‘General Retail’ to ‘Indoor Recreation Service’ (Indoor Interactive Puzzle Game) at 229 Bear Street subject to the conditions of approval attached as Appendix ‘A’.

CARRIED

Appendix ‘A’ Conditions of Approval

(1) Conditions to be met prior to issuance of the Development Permit:

(a) Submit a completed Subcontractor Information Sheet to Town of Banff Business Licensing, Corporate Services Department providing a list of the sub-contractors to be employed in the construction of the development (see attached);

(2) Specific Conditions:

(a) Issuance of this Development Permit allows for the conversion of existing ‘General Retail’ floor space (186m²) to ‘Indoor Recreation Service’. Any future changes of use of the subject commercial floor area including the intensification or enlargement of any accessory uses may require a Development Permit and shall be subject to the provisions of the Town of Banff Land Use Bylaw;

(b) The proposed change of use results in a surplus of total required housing of 0.5 bedrooms. The total required housing for the property is in surplus. Any future intensification of use at the subject property may require that housing bedrooms be supplied or cash-in-lieu of housing stall be provided in accordance

Minutes approved by: __________  __________
with the Town of Banff Land Use Bylaw. It is the responsibility of the property owner to maintain suitable records indicating the current balance of provision of housing.

(3) General Conditions:

(a) Submit details of any change to the approved plans for review and approval by the Development Officer prior to implementation on-site;

(b) Apply for a Street Use Permit from the Manager of Engineering at least 48 hours prior to any work on Town streets, lanes or sidewalks. Enter into a temporary Encroachment Agreement with the Town of Banff for the use of municipal property during construction, if necessary;

(c) The applicant shall obtain a Business Licence from the Town, which shall reflect the use approved by this Development Permit;

(d) Town of Banff requires all developers to collect all waste, separate into appropriate categories on-site and store appropriately. Dispose trade waste at the Bow Valley Waste Management Commission's Class III landfill (Francis Cook) and garbage to the Waste Transfer Station. Ensure that materials and waste being transported are covered with tarps or equivalent material. Please review the Town of Banff How-to Guide to Construction Waste Management (see attached);

(e) A water meter and remote reading device shall be installed at the dwelling(s) prior to issuance of an Occupancy Permit. Property owners shall provide free and convenient access to the premises and building at all reasonable times for the purpose of reading meters. The installation of the water meter shall be inspected by the Town of Banff Utilities Department, please call 403.762.1240 to arrange for an inspection;

(f) All exposed metal flashing, mechanical equipment and flues shall be coordinated to match the building colour;

(g) Confine “noise” activities to hours set out in Town of Banff Community Standards Bylaw 260;

(h) Minimize the idling of construction vehicle engines at all times in accordance with Town of Banff Traffic Bylaw 16-7;

(i) Ensure that all garbage and food waste is stored in bear-proof bins as per Town of Banff Waste Bylaw 18-4. Construction sites must undergo thorough clean-up, including removal of general litter at project completion;

(j) A Sign Permit is required for any new signs or replacement of existing signs on the building. A Sign Permit is also required for decal or painted window signs with a combined area greater than 0.3 m² or 10% of the window in which they are located and for interior signs located closer than 0.9m from the inside face of a window.
(k) The applicant requires a valid Town of Banff Building Permit for any interior renovations and leasehold improvements. Please contact Town of Banff Planning and Development at 403.762.1215 for more information.

5.3 Proposed Change of Use at Cascade Shops from General Retail to Vehicle Rental Service (Budget Car Rental) at 317 Banff Avenue (16DP27)

i. Public input on 16DP27 (5 minutes per presentation)
   There was no public input on 16DP27

ii. Staff Presentation
   Administration provided a presentation and overview on the proposed development as outlined in this agenda package.

iii. Applicant input on 16DP27
    There was no input from the applicant.

MPC16-44 Moved by Standish that the Municipal Planning Commission approve Development Permit application 16DP27 for a proposed Change of Use of a portion from ‘General Retail’ to ‘Vehicle Rental Service’ at 317 Banff Avenue (Cascade Shops) subject to the conditions of approval attached as Appendix ‘A’.

CARRIED

Appendix ‘A’ Conditions of Approval

(1) Conditions to be met prior to issuance of the Development Permit:

(a) Provide signage within the Cascade Shops parkade for the dedicated parking stalls associated with the Vehicle Rental Service to the satisfaction of the Development Officer;

(b) Register a Development Agreement on the title of the Cascade Shops parkade to the satisfaction of the Development Officer indicating the number and location of parking stalls specified in the application.

(c) Pay to the Town of Banff the outstanding development permit fees in accordance with Town of Banff Development Fee Bylaw 308;

(2) Specific Conditions:

(c) Issuance of this Development Permit allows for the conversion of existing ‘General Retail’ floor space (9m²) to ‘Vehicle Rental Service’. A 0.02 bedroom credit will be established and remain with the site. Any future changes of use of the subject commercial floor area including the intensification or enlargement of

Minutes approved by: ___________ ___________
any accessory uses may require a Development Permit and shall be subject to the provisions of the *Town of Banff Land Use Bylaw*;

(d) The property owner or delegate will be responsible for ensuring that each customer is advised that parking is available in the areas designated on the application.

(3) General Conditions:

(l) Submit details of any change to the approved plans for review and approval by the Development Officer prior to implementation on-site;

(m) The applicant requires a valid Town of Banff Building Permit for interior renovations and leasehold improvements. Please contact Town of Banff Planning and Development at 403.762.1215 for more information;

(n) Apply for a Street Use Permit from the Manager of Engineering at least 48 hours prior to any work on Town streets, lanes or sidewalks. Enter into a temporary Encroachment Agreement with the Town of Banff for the use of municipal property during construction, if necessary;

(o) The applicant shall obtain a Business Licence from the Town, which shall reflect the use approved by this Development Permit;

(p) Town of Banff requires all developers to collect all waste, separate into appropriate categories on-site and store appropriately. Dispose trade waste at the Bow Valley Waste Management Commission’s Class III landfill (Francis Cook) and garbage to the Waste Transfer Station. Ensure that materials and waste being transported are covered with tarps or equivalent material. Please review the *Town of Banff How-to Guide to Construction Waste Management* (see attached);

(q) Any exposed metal flashing, mechanical equipment and flues shall be coordinated to match the building colour;

(r) Any rooftop mechanical equipment must be screened from view to the satisfaction of the Development Officer;

(s) Confine “noise” activities to hours set out in *Town of Banff Community Standards Bylaw 260*;

(t) Minimize the idling of construction vehicle engines at all times in accordance with *Town of Banff Traffic Bylaw 16-7*;

(u) Ensure that all garbage and food waste is stored in bear-proof bins as per *Town of Banff Waste Bylaw 18-4*. Construction sites must undergo thorough clean-up, including removal of general litter at project completion;

Minutes approved by: __________  __________
A Sign Permit is required for any new signs or replacement of existing signs on the building. A Sign Permit is also required for decal or painted window signs with a combined area greater than 0.3 m² or 10% of the window in which they are located and for interior signs located closer than 0.9m from the inside face of a window;

Obtain all permits required in accordance with the *Province of Alberta Safety Codes Act Revised Statutes of Alberta, Chapter S-1*. The Act requires that all property owners and contractors working in Alberta obtain permits prior to commencing work on buildings covered by the *Alberta Building Code* or prior to conducting work governed by the regulations of the *Canadian Electrical Code*, the *Alberta Gas Code* or the *Alberta Plumbing Code*.

MPC16-45 Moved by Standish that the Municipal Planning Commission recommend to Council to direct administration to bring forward a Land Use Bylaw amendment to specify a specific Required Parking ratio for Vehicle Rental Services.

CARRIED

5.4 Proposed Bed and Breakfast Home at 332 Squirrel Street (15DP59): Addition of Two Commercial Accommodation Units in an Existing Bed and Breakfast Home.

i. Public input on 16DP59 (5 minutes per presentation)
   There was no public input on 16DP59

ii. Staff Presentation
    Administration provided a presentation and overview on the proposed development as outlined in this agenda package.

iii. Applicant input on 16DP59
    There was no input from the applicant.

MPC16-46 Moved by Harris that the MPC move in camera at 10:10a.m to discuss a matter where public disclosure could be harmful to third party personal privacy as per Section 17 of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

MPC16-47 Moved by Christensen to return to the public meeting at 10:37a.m.

CARRIED

Minutes approved by: _________ _________
MPC16-48  Moved by Standish that the Municipal Planning Commission approve Development Permit application 15DP59 to allow two additional commercial accommodation units within an existing Bed and Breakfast Home (The Squirrel's Nest) located at 332 Squirrel Street subject to the conditions of approval attached as Appendix ‘A’ as well as the following three conditions:

1. The applicant must provide a parking and circulation plan by civil engineer for review and approval by administration.
2. The applicant must enter into a restrictive covenant regarding the use of the accessory dwelling as commercial accommodation.
3. Request that administration return with information regarding the on-line marketing material and whether or not it complies with the approved plans.

CARRIED

(1) Conditions to be met prior to issuance of the Development Permit and Business Licence:

(a) Pay to the Town of Banff the Development Permit application fee ($550.00) and MPC surcharge ($125.00) as established by Town of Banff Development Permit Fee Schedule Bylaw 308;

(b) Upgrade the existing fire alarm system to the satisfaction of the Town of Banff Fire Department.

(c) Obtain a valid Town of Banff Building Permit in accordance with the provisions of the Alberta Building Code to provide for the operation of two (2) commercial accommodation units (guest rooms);

(2) General Conditions:

(a) Obtain a valid Business Licence from the Town of Banff for the operation of a Bed & Breakfast Home. The number of commercial accommodation units shall be restricted to two (2) and the number of pillows to four (4);

(b) The Development Permit is valid for a period not to exceed the term of the Business Licence or one (1) year from the date of issuance, whichever first occurs;

(c) On-site parking shall conform to the approved site plan. No parking of guest vehicles is permitted on adjacent public roadways;

(d) All signs require a separate Development Permit in accordance with the Town of Banff Land Use Bylaw;

(e) The Bed and Breakfast Home shall be operated exclusively by the live-in owner as an accessory use. The Bed and Breakfast Home shall not change the principal residential character, use or external appearance of the dwelling;
(f) Vehicular traffic generated by the Bed and Breakfast Home shall not be in excess of what which is characteristic of the neighbourhood in which it is located;

(g) The owner will maintain a daily guest registry which will include rooms occupied and vehicle license plate information. If a complaint is received, the owner, upon request from the Town shall provide the daily guest registry for inspection and shall provide license plate numbers of permanent resident vehicles. The Town may request this at any time between the hours of 8:00 a.m. and 8:00 p.m;

(h) The owner shall be responsible for ensuring that each guest is advised that they must park in the areas designated on the application and not on a public roadway;

(i) Contact Alberta Health Services (Banff Health Unit) at 403.762.2990 regarding the Province of Alberta Guidelines for Bed and Breakfast Establishments and to arrange an inspection of the property prior to operation;

(j) Contact Alberta Health Services (Banff Health Unit) at 403.762.2990 to obtain a food establishment permit prior to operation;

(k) All signs require a separate Development Permit in accordance with Town of Banff Land Use Bylaw 31-4;

(l) Obtain all permits required in accordance with the Province of Alberta Safety Codes Act Revised Statues of Alberta, Chapter S-1. The Act requires that all property owners and contractors working in Alberta obtain permits prior to commencing work on buildings covered by the Alberta Building Code or prior to conducting work governed by the regulations of the Canadian Electrical Code, the Alberta Gas Code or the Alberta Plumbing Code; and,

(m) Non-compliance with any conditions of the Development Permit will result in revocation of the ‘Bed and Breakfast Home’ permit.

Church left the meeting at 10:41a.m.

5.5 Proposed 2016 Renewal of Bed and Breakfast Home & Inn Development Permits Renewals (update) – Thea’s House Renewal at 138 Otter Street

i. Public input on 16DP17 (5 minutes per presentation)
   There was no public input on 16DP18

ii. Staff Presentation
   Administration provided a presentation and overview on the proposed development as outlined in this agenda package.
iii. Applicant input on 16DP17
   There was no input from the applicant.

MPC16-49  Moved by Christensen that the Municipal Planning Commission (MPC) renew all Development Permits for Bed and Breakfast Homes & Bed and Breakfast Inns listed in Appendix ‘A’ for a 1-year term through 2016, subject to the original conditions of approval.

CARRIED

Appendix ‘A’ Recommended Development Permit Renewals for Bed and Breakfast Homes & Inns in 2016

<table>
<thead>
<tr>
<th>DP#</th>
<th>LOCATION OF BUSINESS</th>
<th># BEDROOMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>03DP16</td>
<td>138 OTTER STREET(THEA'S HOUSE)</td>
<td>2 ROOMS</td>
</tr>
<tr>
<td>TOTAL: 1</td>
<td></td>
<td>2 ROOMS</td>
</tr>
</tbody>
</table>

6.0 CORRESPONDENCE
6.1 There was no correspondence.

7.0 NEW BUSINESS
7.1 There was no new business.

8.0 INQUIRIES
8.1 There were no inquiries.

9.0 DATE OF NEXT MEETINGS/ADJOURNMENT
MPC16-50  Moved by to change the date of the next regularly scheduled meeting of the Municipal Planning Commission to Wednesday, June 8, 2016 at 9:00 a.m.

CARRIED

MPC16-51  Moved by Christensen to adjourn the meeting at 10:45 a.m.

CARRIED

_______________________  _______________________
Ray Horyn             Kerry MacInnis
Chair                 Administrative Assistant, Planning and Development

Minutes approved by:    __________    __________