

**GOVERNANCE & FINANCE COMMITTEE**  
**ORDER OF BUSINESS**  
Town of Banff Council Chamber  
Monday, 2020 February 10, at 9:00 a.m.



**1.0 CALL TO ORDER**

The 2020 February 10 Regular Meeting of the Governance and Finance Committee will be live streamed on the internet, and recorded, in accordance with Council Policy C8002, Video Recording and Live Streaming of Council Meetings. It will be made available on the Town of Banff website.

**2.0 APPROVAL OF AGENDA**

2.1 Agenda for the 2020 February 10 Regular Meeting of the Governance and Finance Committee

Recommendation:

That the Agenda for the 2020 February 10 Regular Meeting of the Governance and Finance Committee be approved.

**3.0 ADOPTION OF PREVIOUS GOVERNANCE AND FINANCE COMMITTEE MINUTES**

3.1 Minutes of the 2020 January 27 Regular Meeting of the Governance and Finance Committee

Recommendation:

That the Minutes of the 2020 January 27 Regular Meeting of the Governance and Finance Committee be adopted.

**4.0 DELEGATIONS AND INVITED PRESENTATIONS**

None

**5.0 PUBLIC INPUT ON AGENDA ITEMS**

5.1 Written Submissions

None

5.2 Oral Submissions

**6.0 UNFINISHED BUSINESS**

None

Agenda prepared by: L. McDougall

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



**7.0 REPORTS**

None

**8.0 CORRESPONDENCE**

None

**9.0 NEW/URGENT BUSINESS**

**10.0 CONFIDENTIAL ITEMS**

10.1 Confidential Request for Decision: Confidential Council Conduct Process Issue

Held confidential pursuant to Sections 17 (Disclosure to personal privacy) and 24 (Advice from Officials) of the *Freedom of Information and Protection of Privacy Act*.

**11.0 ADJOURNMENT**

Agenda prepared by: L. McDougall

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



**MINUTES OF THE GOVERNANCE AND FINANCE COMMITTEE  
of the Town of Banff in the Province of Alberta  
Town Hall Council Chamber  
Tuesday, 2020 January 27, at 9:00 am**

**COUNCIL MEMBERS PRESENT**

Karen Sorensen            Mayor  
Brian Standish            Councillor and Deputy Mayor  
Chip Olver                Councillor and Acting Mayor  
Grant Canning            Councillor  
Peter Poole                Councillor

**COUNCIL MEMBERS ABSENT**

Ted Christensen            Councillor  
Corrie DiManno            Councillor

**ADMINISTRATION PRESENT**

Kelly Gibson              Town Manager  
Silvio Adamo              Director, Protector Services  
Jason Darrah              Director, Communications  
Darren Enns                Director, Planning & Development  
Adrian Field                Director, Engineering  
Alison Gerrits              Director, Community Services  
Chris Hughes              Director, Corporate Services  
Libbey McDougall        Municipal Clerk

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**1.0 CALL TO ORDER**

Mayor Sorensen called the 2020 January 27 Regular Meeting of the Governance and Finance Committee to order at 9:02 a.m.

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



Governance and Finance Committee Meeting  
2020 January 27

## 2.0 APPROVAL OF AGENDA

2.1 Agenda for the 2020 January 27 Regular Meeting of the Governance and Finance Committee

FIN20-1 **Moved by** Councillor Olver

That the Agenda for the 2020 January 27 Regular Meeting of the Governance and Finance Committee be approved, **after amendment, as follows:**

- **By bringing forward Item 10.1, Pre-Audit Planning, to be dealt with immediately following Item 7.2, Bed and Breakfast Stakeholder Input; and**
- **By adding an Item of New/ Urgent Business, Item 9.1 Current Affairs with Respect to Infectious Diseases (Verbal Briefing).**

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

**MOTION CARRIED**

## 3.0 ADOPTION OF PREVIOUS GOVERNANCE AND FINANCE COMMITTEE MINUTES

3.1. Minutes of the 2019 December 16 Service Review Meeting of the Governance and Finance Committee

FIN20-2 **Moved by** Councillor Standish

That the Minutes of the 2019 December 16 Service Review Meeting of the Governance and Finance Committee be adopted.

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

**MOTION CARRIED**

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



Governance and Finance Committee Meeting  
2020 January 27

3.2. Minutes of the 2019 December 17 Service Review Meeting of the Governance and Finance Committee

FIN20-3 **Moved by** Councillor Poole

That the Minutes of the 2019 December 17 Service Review Meeting of the Governance and Finance Committee be adopted.

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

**MOTION CARRIED**

3.3. Minutes of the 2019 December 18 Service Review Meeting of the Governance and Finance Committee

FIN20-4 **Moved by** Councillor Canning

That the Minutes of the 2019 December 18 Service Review Meeting of the Governance and Finance Committee be adopted.

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

**MOTION CARRIED**

**4.0 DELEGATIONS AND INVITED PRESENTATIONS**

There were no Delegations and Invited Presentations scheduled as part of this meeting.

**5.0 PUBLIC INPUT ON AGENDA ITEMS**

5.1. Written Submissions

No Written Submissions were received.

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



5.2. Oral Submissions

The following individuals addressed Committee:

- Lee O'Donnell addressed Item 7.1, Bed and Breakfast Working Group Update, and Item 7.2, Bed and Breakfast Stakeholder Input; and
- April Wood addressed Item 7.1, Bed and Breakfast Working Group Update, and Item 7.2, Bed and Breakfast Stakeholder Input.

**6.0 UNFINISHED BUSINESS**

There was no Unfinished Business scheduled to this meeting.

**7.0 REPORTS**

7.1. Briefing: Bed and Breakfast Working Group Report

The following individuals addressed Committee with respect to Item 7.1, Bed and Breakfast Working Group Report:

1. Ken McMurdo, Chair, Bed and Breakfast Working Group; and
2. Leslie Taylor, Rathbone Taylor Consulting, Facilitator for the Bed and Breakfast Working Group.

The Governance and Finance Committee, by general consent, received the Bed and Breakfast Working Group Report for the Corporate Record.

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



Governance and Finance Committee Meeting  
2020 January 27

7.2 Request for Direction: Bed and Breakfast Stakeholder Input

FIN20-5 **Moved by** Mayor Sorensen

That with respect to Item 7.2, Bed and breakfast Stakeholder Input, the following be approved, **after amendment**:

That the Governance and Finance Committee:

1. Direct administration to request the following, with respect to potential amendments to the regulations pertaining to Bed and Breakfast Inns and Homes:
  - a) Recommendations from the Municipal Planning Commission; and
  - b) Recommendations **from the Heritage Corporation** specific to Bed and Breakfasts as they relate to properties on the heritage inventory from the Town of Banff Heritage Corporation.

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

**MOTION CARRIED**

7.3 Request for Direction: Naming & Sponsorship Policy

FIN20-9 **Moved by** Councillor Poole

That with respect to Item 7.3, Naming & Sponsorship Policy, the following be approved:

That the Proposed Naming & Sponsorship Policy be referred to Administration to return to the Governance and Finance Committee, no later than 2020 Q2, to allow those Councillors not present at today's meeting an opportunity to review the proposed policy.

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

**MOTION CARRIED**

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



## 8.0 CORRESPONDENCE

No Correspondence was received for this meeting.

## 9.0 NEW/URGENT BUSINESS

### 9.1 Current Affairs with Respect to Infectious Diseases (Verbal Briefing)

The following documents were received for the Corporate Record with respect to Item 9.1, Current Affairs with respect to Infectious Diseases (Verbal Briefing):

- A document entitled “The Coronavirus Concern”; and
- A Council Briefing entitled “Town of Banff H1N1 (2009) Pandemic Response Initiatives”, dated 2009 November 23.

The Governance and Finance Committee, by general consent, received the Current Affairs with Respect to Infectious Diseases (Verbal Briefing) for the Corporate Record.

## 10.0 CONFIDENTIAL ITEMS

FIN20-6 **Moved by** Mayor Sorensen

That the Governance and Finance Committee recess at 9:50 a.m. and reconvene in closed meeting at 9:55 a.m. in the Council Chamber, pursuant to Section 24 (Advice from officials) of the *Freedom of Information and Protection of Privacy Act*, to consider confidential matters with respect to Item 10.1, Pre-Audit Planning. And further, that the following individuals be invited into Council’s closed meeting discussions:

- Colin Mitchell, KPMG Enterprise; and
- Laura Rivero, KPMG Enterprise.

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

**MOTION CARRIED**

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





Governance and Finance Committee Meeting  
2020 January 27

Committee recessed in closed meeting at 10:41 a.m. and reconvened in public meeting at 10:50 a.m. with Mayor Sorensen in the chair.

FIN20-7 **Moved by** Councillor Canning

That the Governance and Finance Committee rise and report.

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

**MOTION CARRIED**

10.1. Confidential Report: Pre-Audit Planning

Individuals in attendance during the closed meeting discussions with respect to Item 10.1, Pre-Audit Planning:

Non – Administration External Presenters: C. Mitchell and L. Rivero.

FIN20-8 **Moved by** Mayor Sorensen

That with respect to Item 10.1, Pre-Audit Planning, the following be approved:

That the Governance and Finance Committee:

1. Receive the confidential report, Pre-Audit Planning, Item 10.1, for the Corporate Record; and
2. Direct that the report and closed meeting discussions remain confidential pursuant to Section 24 (Advice from officials) of the *Freedom of Information and Protection of Privacy Act*.

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

**MOTION CARRIED**

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



Unapproved

Governance and Finance Committee Meeting  
2020 January 27

**11.0 ADJOURNMENT**

FIN20-10 **Moved by** Councillor Standish

That this meeting adjourn at 12:15 p.m.

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

**MOTION CARRIED**

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

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Libbey McDougall  
Municipal Clerk

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