



**TOWN OF BANFF
GOVERNANCE AND FINANCE COMMITTEE
ORDER OF BUSINESS**

**Regular Meeting of the Governance and Finance Committee
Town of Banff Council Chamber and Zoom
Monday, February 13, 2023, at 9:00 a.m.**

PLEASE NOTE:

The February 13, 2023, Regular Meeting of the Governance and Finance Committee will be conducted both in-person in the Council Chamber, located at Banff Town Hall, and virtually using Zoom. The meeting will be live streamed on the internet, and recorded, in accordance with Council Policy C8002-1, Video Recording and Live Streaming of Legislated Meetings. It will be made available on the Town of Banff website.

Members of the Public may either attend the meeting in-person or watch the live stream of this at www.banff.ca/live

MEMBERS OF THE PUBLIC MAY PARTICIPATE IN EITHER/ BOTH OF THE FOLLOWING MANNERS:

- **Public wishing to make written submissions relating to approved Agenda Items may do so by emailing the Municipal Clerk at Municipal.Clerk@banff.ca prior to 12:00 p.m. noon, Friday, February 10, 2023. Submissions received will be included in the Agenda package publicly available through www.banff.ca/AgendaCenter.**
- **Written Submissions may be submitted in person at the meeting and will be included in the publicly available Agenda package posted after the conclusion of the meeting. If presenting in-person, twelve (12) copies of a Written Submission are required.**
- Personal information provided in submissions is collected under the authority of Procedures Bylaw 44-8 and Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* of Alberta, for the purpose of receiving public participation in municipal decision-making. If you have questions regarding the collection and use of your personal information, please contact the FOIP Coordinator at 403-762-1209 or at Banff Town Hall, Box 1260, Banff, Alberta, T1L 1A1;

AND/ OR

- Members of the public may speak to an approved Agenda item at the meeting **in person at the Banff Town Hall, in the Council Chamber, or virtually using, Zoom.**
- **To mitigate against the possibility of the meeting location changing to electronic only, members of the public who are wishing to speak to approved Agenda Items at the meeting during the 'Public Input' portion of the Agenda are encouraged to pre-register by contacting the Municipal Clerk at Municipal.Clerk@banff.ca or 403-762-1209 prior to 12:00 p.m. noon on Friday, February 10, 2023, to receive a Zoom Link.**
- Members of the public who wish to personally attend the meeting are also encouraged to pre-register in accordance with the guidelines noted above. Those who do not pre-register will be provided an opportunity to speak to approved Agenda items once all registered speakers have completed their presentations.
- Verbal Presentations are limited to five minutes.

1.0 CALL TO ORDER

In the spirit of respect and reciprocity, we acknowledge that we live, work, and play on the traditional territories of the Blackfoot Confederacy, Stoney Nakoda First Nation, Tsuut'ina First Nation, Métis Nation of Alberta Region 3, and all indigenous people who make their homes in the Treaty 7 region of Southern Alberta. The Bow Valley has also long been important to the Ktunaxa and Secwépemc First Nations who traditionally occupied lands and used the watersheds along the eastern slopes of the Rocky Mountains.

Council is committed to improving the Town's understanding of these Nations' interests and we recognize the land as an act of reconciliation and gratitude to those whose territory we reside on.

2.0 CONFIRMATION OF AGENDA

2.1 Agenda for the February 13, 2023, Regular Meeting of the Governance and Finance Committee

Recommendation:

That the Agenda for the February 13, 2023, Regular Meeting of the Governance and Finance Committee be confirmed.

3.0 CONFIRMATION OF PREVIOUS GOVERNANCE AND FINANCE COMMITTEE MINUTES

3.1 Minutes of the January 23, 2023, Service Review Meeting of the Governance and Finance Committee

Recommendation:

That the Minutes of the January 23, 2023, Service Review Meeting of the Governance and Finance Committee be confirmed.

4.0 DELEGATIONS

None

5.0 PUBLIC INPUT ON APPROVED AGENDA ITEMS

5.1 Written Submissions

No Written Submissions have been received.

5.2 Verbal Submissions

No Pre-Registration Requests have been received.



6.0 UNFINISHED BUSINESS

None

7.0 ADMINISTRATIVE REPORTS

None

8.0 NEW / URGENT BUSINESS

None

9.0 CONFIDENTIAL ITEMS

9.1 Confidential Verbal Briefing: Strategic Planning Session on Affordable Housing

Held confidential pursuant to Section 24 (Advice from officials) of the *Freedom of Information and Protection of Privacy Act*.

10.0 ADJOURNMENT



Regular Meeting of the Governance and Finance Committee
January 23, 2023

**MINUTES OF THE REGULAR MEETING OF
THE GOVERNANCE AND FINANCE COMMITTEE MEETING
of the Town of Banff in the Province of Alberta
Monday, January 23, 2023, 9:00 a.m.**

MEMBERS PRESENT

Corrie DiManno	Mayor
Grant Canning	Councillor and Deputy Mayor
Chip Olver	Councillor and Acting Mayor
Barb Pelham	Councillor
Hugh Pettigrew	Councillor
Kaylee Ram	Councillor

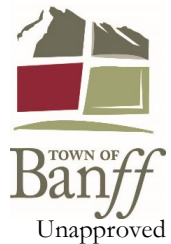
MEMBERS ABSENT

Ted Christensen	Councillor
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ADMINISTRATION PRESENT

Alison Gerrits	Acting Town Manager
Silvio Adamo	Director, Protective Services, and Fire Chief (Remote Participation)
Jason Darrah	Director, Communications and Marketing (Remote Participation)
Chris Hughes	Director, Corporate Services
Barbara King	Director, Human Resources (Remote Participation)
Dorothee Esquerre	Finance Manager
Libbey McDougall	Municipal Clerk
Kiersten McDonald	Legislative Advisor

Minutes approved by: _____



Regular Meeting of the Governance and Finance Committee
January 23, 2023

1.0 CALL TO ORDER

Present In Chamber: (6): Mayor DiManno, Councillor Canning, Councillor Olver, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

Absent (1): Councillor Christensen

Mayor DiManno called the January 23, 2023, Regular Meeting of the Governance and Finance Committee to order at 9:00 a.m.

Mayor DiManno provided a land acknowledgment at today's meeting.

2.0 APPROVAL OF AGENDA

2.1 Agenda for the January 23, 2023, Regular Meeting of the Governance and Finance Committee

FIN23-31 **Moved by** Councillor Olver

That the Agenda for the January 23, 2023, Regular Meeting of the Governance and Finance Committee be approved.

For: (6): Mayor DiManno, Councillor Canning, Councillor Olver, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

MOTION CARRIED

Minutes approved by: _____



Regular Meeting of the Governance and Finance Committee
January 23, 2023

3.0 CONFIRMATION OF PREVIOUS GOVERNANCE AND FINANCE COMMITTEE MINUTES

3.1 Minutes of the January 09, 2023, Service Review Meeting of the Governance and Finance Committee

FIN23-33 **Moved by** Councillor Ram

That Minutes of the January 09, 2023, Service Review Meeting of the Governance and Finance Committee be confirmed.

For: (6): Mayor DiManno, Councillor Canning, Councillor Olver, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

MOTION CARRIED

4.0 DELEGATIONS

No Delegations were scheduled as part of this meeting.

5.0 PUBLIC INPUT ON APPROVED AGENDA ITEMS

5.1 Written Submissions

No Written Submissions were received as part of this meeting.

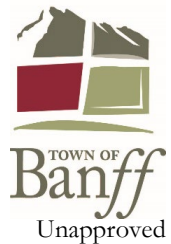
5.2 Verbal Submissions

No Verbal Submissions were provided as part of this meeting.

6.0 UNFINISHED BUSINESS

No Unfinished Business was scheduled as part of this meeting.

Minutes approved by: _____



Regular Meeting of the Governance and Finance Committee
January 23, 2023

7.0 ADMINISTRATIVE REPORTS

7.1 Briefing: Pre-Audit Planning

FIN23-34 **Moved by** Mayor DiManno

That Committee recess to the call of the chair at 9:04 a.m., to reconvene in a closed meeting, conducted in the Council Boardroom, pursuant to Section 24 (*Advice from officials*) of the *Freedom of Information and Protection of Privacy Act*, to discuss confidential matters with respect to Item 7.1, Pre-Audit Planning, and further, that the following individuals be invited into Committee's closed meeting discussions:

- Collin Mitchell, CA, Partner – Audit, KPMG Enterprise; and
- Taylor Thompson, Senior Manager, KPMG Enterprise.

For: (6): Mayor DiManno, Councillor Canning, Councillor Olver, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

MOTION CARRIED

Committee reconvened in closed session at 9:06 a.m. with Mayor DiManno in the chair.

Committee recessed in closed meeting at 9:47 a.m.

Committee reconvened in public meeting at 9:48 a.m. with Mayor DiManno in the Chair.

FIN23-35 **Moved by** Mayor DiManno

That Committee rise and report.

For: (6): Mayor DiManno, Councillor Canning, Councillor Olver, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

MOTION CARRIED

Minutes approved by: _____



Regular Meeting of the Governance and Finance Committee
January 23, 2023

FIN23-36 **Moved by** Mayor DiManno

That with respect to Item 7.1: Briefing: Pre-Audit Planning, the following be approved:

That the Governance and Finance Committee direct that the Confidential Attachment, KPMG – Audit Planning Report, and the closed meeting discussions remain confidential pursuant to Section 24 (Advice from officials) of the *Freedom of Information and Protection of Privacy Act*.

For: (6): Mayor DiManno, Councillor Canning, Councillor Olver, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

MOTION CARRIED

8.0 NEW / URGENT BUSINESS

No New/ Urgent Business was included as part of this meeting.

9.0 CONFIDENTIAL ITEMS

No Confidential Items were scheduled as part of this meeting.

10.0 ADJOURNMENT

FIN23-37 **Moved by** Councillor Ram

That this meeting adjourn at 9:49 a.m.

For: (6): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pettigrew, and Councillor Ram

MOTION CARRIED

Corrie DiManno
Mayor

Libbey McDougall
Municipal Clerk

Minutes approved by: _____