



**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, 2022 September 12, at 9:00 a.m.**

PLEASE NOTE:

The 2022 September 12 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, Sunday, 2022 September 11**. 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 44-7 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 Sunday, 2022 September 11, 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 APPROVAL OF AGENDA

2.1 Agenda for the 2022 September 12 Regular Meeting of the Governance and Finance Committee

Recommendation:

That the Agenda for the 2022 September 12 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 2022 August 8 Regular Meeting of the Governance and Finance Committee

Recommendation:

That the Minutes of the 2022 August 8 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

No Written Submissions have been received.

5.2 Verbal Submissions

No Pre-Registration Requests have been received.

Governance and Finance Committee Agenda prepared by: L. McDougall & K. McDonald
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.

6.0 UNFINISHED BUSINESS

None

7.0 REPORTS

7.1 Request for Direction: 2022 Financial Plan Amendment

Recommendation:

- 1) That Governance and Finance Committee amend the previously adopted Financial Plan for the 2023 Service Review by replacing Appendix B with the attachment in this report.
- 2) That Governance and Finance Committee approve the updated Alberta CPI of 5.4% as the basis for the annual adjustment of Town Wages for the 2023 Operating budget.

8.0 CORRESPONDENCE

None

9.0 NEW/URGENT BUSINESS

10.0 CONFIDENTIAL ITEMS

10.1 Confidential Request for Direction: Draft 2022 – 2026 Council Strategic Plan

Request for Direction held confidential pursuant to Sections 23 (Local public body confidences) and 24 (Advice from officials) of the *Freedom of Information and Protection of Privacy Act*.

11.0 ADJOURNMENT



MINUTES OF THE GOVERNANCE AND FINANCE COMMITTEE MEETING
of the Town of Banff in the Province of Alberta
Regular Meeting of the Governance and Finance Committee
Monday, 2022 August 8, at 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 and Deputy Mayor |
|-----------------|-----------------------------|

ADMINISTRATION PRESENT

| | | |
|----------------------|---|------------------------|
| Kelly Gibson | Town Manager | |
| Silvio Adamo | Director, Protective Services, Fire Chief | (Remote Participation) |
| Jason Darrah | Director, Communications and Marketing | (Remote Participation) |
| Darren Enns | Director, Planning & Development | |
| Pierre-Hugues Gagnon | Acting Director, Engineering | (Remote Participation) |
| Allison Gerrits | Director, Community Services | |
| Paul Godfrey | Director, Operations | (Remote Participation) |
| Chris Hughes | Director, Corporate Services | |
| Barbara King | Director, Human Resources | (Remote Participation) |
| Amanda Arbuckle | Manager of Recreation Services | |
| Michael Hay | Manager, Environmental Services | (Remote Participation) |
| Randall McKay | Manager, Strategic Initiatives | (Remote Participation) |
| Dorothee Esquerre | Finance Officer | |
| Libbey McDougall | Municipal Clerk | |
| Lisa Lee | Executive Assistant, Mayor's Office | (Remote Participation) |
| Kiersten McDonald | Legislative Advisor | |

Minutes approved by: _____



Governance and Finance Committee Regular Meeting
2022 August 8

1.0 CALL TO ORDER

To confirm Members of the Governance and Finance Committee as present the following roll call was conducted:

ROLL CALL:

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

Absent: (1): Councillor Christensen

Mayor DiManno called the Regular Meeting of the Governance and Finance Committee to order at 9:01 a.m.

2.0 APPROVAL OF AGENDA

2.1 Agenda for the 2022 August 08 Regular Meeting of the Governance and Finance Committee

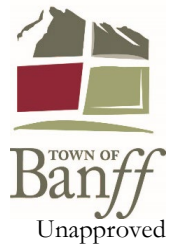
FIN22-167 **Moved by** Councillor Olver

That the Agenda for the 2022 August 08 Regular Meeting of the Governance and Finance Committee be approved.

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

MOTION CARRIED

Minutes approved by: _____



Governance and Finance Committee Regular Meeting
2022 August 8

3.0 ADOPTION OF PREVIOUS GOVERNANCE AND FINANCE COMMITTEE MINUTES

3.1 Minutes of the 2022 July 11 Regular Meeting of the Governance and Finance Committee

The following correction was noted to the Minutes of the 2022 July 11 Regular Meeting of the Governance and Finance:

- Page 6 of 7, by adding the following words at the top of the page:

Administration in Attendance during the confidential discussions for Item 10.1,
Confidential Request for Direction: Snow and Ice Management Strategic Review:

Clerk: K. McDonald and L. Lee

Advice: K. Gibson, J. Darrah, S. Carr, D. Enns, P. Godfrey, C. Hughes, M. Hay, A. Rocha, C. McCartney, and M. Breau

FIN22-168 **Moved by** Councillor Olver

That the Minutes of the 2022 July 11 Regular Meeting of the Governance and Finance Committee be adopted, **as corrected**.

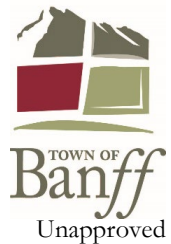
For: (6): Mayor DiManno, Councillor Canning, Councillor Pettigrew, Councillor Pelham, Councillor Olver, and Councillor Ram

MOTION CARRIED

4.0 DELEGATIONS AND INVITED PRESENTATIONS

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

Minutes approved by: _____



Governance and Finance Committee Regular Meeting
2022 August 8

5.0 PUBLIC INPUT ON AGENDA ITEMS

5.1 Written Submissions

No written submissions were received for 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.

7.0 REPORTS

7.1 Request for Direction: 2022 Financial Plan Update

FIN22-169 **Moved by** Mayor DiManno

That with respect to Item 7.1, Request for Direction: 2022 Financial Plan Update, the following be approved:

That the Governance and Finance Committee direct Administration to amend the Financial Plan to reflect Option #3: Annual adjustment of Town Wages of 5.1% based on Alberta CPI only.

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

MOTION CARRIED

Minutes approved by: _____



Governance and Finance Committee Regular Meeting
2022 August 8

FIN22-170 **Moved by** Mayor DiManno

That with respect to Item 7.1, Request for Direction: 2022 Financial Plan Update, the following be approved, **as amended**:

That Governance and Finance Committee adopt the Financial Plan (**amended** Attachment 1 and 2), with recommended changes proposed by Administration noted in red, **and further amended by Committee**, for the 2023 Service Review.

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

MOTION CARRIED

7.2 Request for Direction: Trail Lighting in Banff

FIN22-171 **Moved by** Councillor Pettigrew

That with respect to Item 7.2, Request for Direction: Trail Lighting in Banff, the following be approved:

That the Governance and Finance Committee postpone Item 7.2, Request for Direction: Trail Lighting in Banff, to the next regular meeting of the Governance and Finance Committee.

For: (1): Councillor Pettigrew

Against: (5): Mayor DiManno, Councillor Canning, Councillor Olver, Councillor Pelham, and Councillor Ram

MOTION DEFEATED

Minutes approved by: _____



Governance and Finance Committee Regular Meeting
2022 August 8

FIN22-172 **Moved by Mayor DiManno**

That with respect to Item 7.2, Request for Direction: Trail Lighting in Banff, the following be approved:

That the Governance and Finance Committee direct Administration to return to a future meeting of Council with:

1. The proposed Trail Lighting Policy (Attachment 1).

For: (5): Mayor DiManno, Councillor Canning, Councillor Olver, Councillor Pelham, and Councillor Ram

Against: (1): Councillor Pettigrew

MOTION CARRIED

FIN22-173 **Moved by Councillor Ram**

That with respect to Item 7.2, Request for Direction: Trail Lighting in Banff, the following be approved:

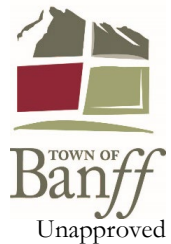
That the Governance and Finance Committee direct Administration to return to a future meeting of Council with:

2. A Report outlining the lighting evaluation results using the proposed criteria included in this Report, for the following locations:
 - a) Central Park Washroom to Recreation Grounds Pavilion Trail (fall 2022);
 - b) Parks Canada Administration Grounds to Jasper Way Trail;
 - c) Antelope Lane to Tunnel Mountain Road Trail; and
 - d) Section C of the Legion to Muskrat Bridge Trail as outlined in Council Policy C7002, Trail Lighting Policy.

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

MOTION CARRIED

Minutes approved by: _____



Governance and Finance Committee Regular Meeting
2022 August 8

Committee recessed at 10:45 a.m. to reconvene at 11:00 a.m.

Committee reconvened at 11:02 a.m. with Mayor DiManno in the chair.

To confirm Members of Committee as present the following roll call was conducted:

ROLL CALL:

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

7.3 Committee Briefing: 2022 Second Quarter Forecast

A clerical correction was noted on page 1 of 2, under the header “Other Information”, second bullet point, by deleting the amount “\$147K” following the words “Planning & Development of” and substituting with the amount “\$112K”.

FIN22-174 **Moved by** Mayor DiManno

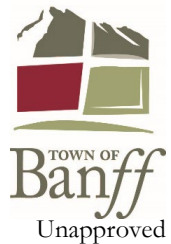
That with respect to Item 7.3, Committee Briefing: 2022 Second Quarter Forecast, the following be approved:

That the Governance and Finance Committee accept the **Corrected** 2022 Second Quarter Forecast Briefing for the Corporate Record.

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

MOTION CARRIED

Minutes approved by: _____



Governance and Finance Committee Regular Meeting
2022 August 8

7.4 Request for Direction: Smoke Free Public Places Bylaw

FIN22-175 **Moved by** Councillor Olver

That with respect to Item 7.4, Request for Direction: Smoke Free Public Places Bylaw, the following be approved:

That the Governance and Finance Committee direct Administration to bring draft Bylaw 467, Smoke Free Public Places, to Council, no later than 2022 Q4, for consideration of first reading.

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

MOTION CARRIED

8.0 **CORRESPONDENCE**

No Correspondence was received for this meeting.

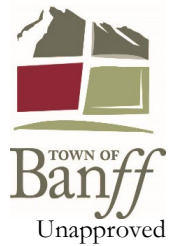
9.0 **NEW/URGENT BUSINESS**

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

10.0 **CONFIDENTIAL ITEMS**

No Confidential Items were scheduled as part of this meeting.

Minutes approved by: _____



Governance and Finance Committee Regular Meeting
2022 August 8

11.0 ADJOURNMENT

FIN22-176 **Moved by** Councillor Canning

That this meeting adjourn at 11:43 a.m.

ROLL CALL VOTE:

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

MOTION CARRIED

Corrie DiManno
Mayor

Kiersten McDonald
Legislative Advisor

Minutes approved by: _____

REQUEST FOR DECISION

Subject: 2022 Financial Plan Amendment



Presented to: Governance and Finance Committee

Date: September 12, 2022

Agenda #: 7.1

Submitted by: Andrea Stuart, Manager, Finance

RECOMMENDATION

- 1) That Governance and Finance Committee amend the previously adopted Financial Plan for the 2023 Service Review by replacing Appendix B with the attachment in this report.
- 2) That Governance and Finance Committee approve the updated Alberta CPI of 5.4% as the basis for the annual adjustment of Town Wages for the 2023 Operating budget.

BACKGROUND

Reason for Report

As part of the existing Financial Plan, the Governance and Finance Committee reviews and adopts a financial plan prior to the start of the budget process. The Committee reviewed the financial plan at the August 8, 2022 meeting and approved the proposed financial plan as well as approved a deviation from the financial plan with a 5.1% annual adjustment of Town Wages for the 2023 operating budget.

FIN22-170 **Moved by Mayor DiManno**

That with respect to Item 7.1, Request for Direction: 2022 Financial Plan Update, the following be approved, **as amended**:

That Governance and Finance Committee adopt the Financial Plan (**amended** Attachment 1 and 2), with recommended changes proposed by Administration noted in red, **and further amended by Committee**, for the 2023 Service Review.

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

MOTION CARRIED

FIN22-169 **Moved by Mayor DiManno**

That with respect to Item 7.1, Request for Direction: 2022 Financial Plan Update, the following be approved:

That the Governance and Finance Committee direct Administration to amend the Financial Plan to reflect Option #3: Annual adjustment of Town Wages of 5.1% based on Alberta CPI only.

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

MOTION CARRIED

Summary of Issue

At the August 8 2022 meeting, the Alberta CPI figures were estimates as administration was awaiting the June 2022 figure. The following charts show the difference between what was presented on August 8th and the final figures using the June 2022 Alberta CPI number.

Chart presented within the August 8, 2022 RFD:

| Budget Year | Alberta CPI | Average Weekly Earnings | Annual Adjustment of Wages per Financial Plan Formula | Actual Annual Adjustment of Wages Used in Budget |
|-------------|-------------|-------------------------|---|--|
| 2018 | 1.1% | 4.9% | 3.0% | 3.0% |
| 2019 | 1.9% | 3.1% | 2.5% | 2.5% |
| 2020 | 2.3% | -0.1% | 1.1% | 1.1% |
| 2021 | 1.4% | 7.7% | 4.6% | 1.4% |
| 2022 | 1.6% | 8.8% | 5.2% | 1.6% |
| 2023 | 5.1%* | -2.5%** | 1.3%*** | TBD |

*estimated as still waiting on June 2022 figure

**estimated as still waiting on May 2022 and June 2022 figures

*** calculated based on estimated average weekly earnings figure

Updated Chart including June 2022 data for Alberta CPI:

| Budget Year | Alberta CPI | Average Weekly Earnings | Annual Adjustment of Wages per Financial Plan Formula | Actual Annual Adjustment of Wages Used in Budget |
|-------------|-------------|-------------------------|---|--|
| 2018 | 1.1% | 4.9% | 3.0% | 3.0% |
| 2019 | 1.9% | 3.1% | 2.5% | 2.5% |
| 2020 | 2.3% | -0.1% | 1.1% | 1.1% |
| 2021 | 1.4% | 7.7% | 4.6% | 1.4% |
| 2022 | 1.6% | 8.8% | 5.2% | 1.6% |
| 2023 | 5.4% | -2.8%** | 1.3%*** | TBD |

**estimated as still waiting on June 2022 figure

*** calculated based on estimated average weekly earnings figure

Additionally, the Financial Plan presented on August 8, 2022 Appendix B contained the estimated 5.1% for Alberta CPI. The attached Appendix B has been updated with the final 5.4% Alberta CPI.

IMPLICATIONS OF DECISION

Budget

Budget implications will be brought back as part of the 2023 service review

ATTACHMENTS

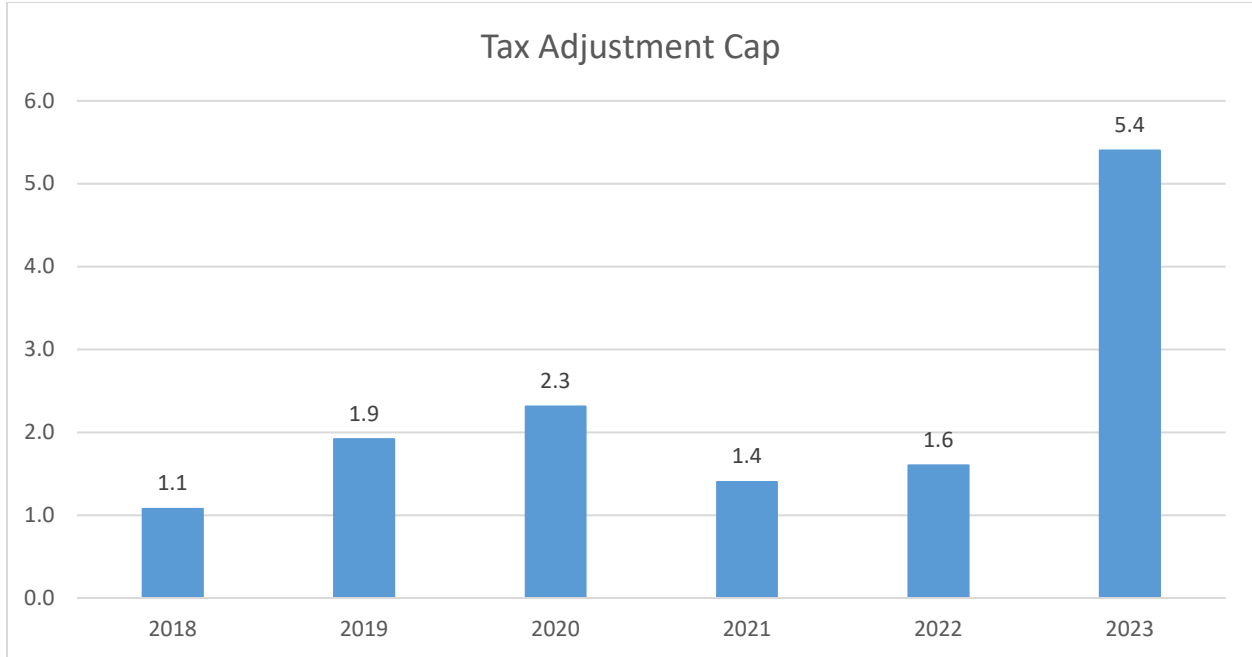
Attachment 1 – Appendix B

Circulation date: August 23, 2022

Submitted By: On Original
Andrea Stuart, Manager, Finance

Reviewed By: On Original
Kelly Gibson, Town Manager

Appendix B



| <i>Total \$ Change</i> | 2018 | 2019 | 2020 | 2021 | 2022 |
|---|----------------------|----------------------|-----------------------|----------------------|----------------------|
| Municipal Levy | \$ 19,401,488 | \$ 20,696,573 | \$ 17,159,391 | \$ 19,282,826 | \$ 20,230,552 |
| Education Tax | \$ 7,772,039 | \$ 8,294,780 | \$ 9,589,449 | \$ 10,084,921 | \$ 9,557,704 |
| BV Regional Housing | \$ 354,896 | \$ 380,672 | \$ 381,212 | \$ 635,602 | \$ 533,403 |
| Total | \$ 27,528,423 | \$ 29,372,025 | \$ 27,130,052 | \$ 30,003,349 | \$ 30,321,659 |
| <i>Breakdown of Municipal Levy Increase</i> | | | | | |
| Existing Level of Service | \$ 394,499 | \$ 303,437 | \$ 367,763 | \$ 289,209 | \$ 308,525 |
| New Level of Service | \$ 891,775 | \$ 742,640 | \$ 27,230 | \$ 22,500 | \$ 148,462 |
| Budget Adjustments | \$ - | \$ - | \$ (4,122,914) | \$ 1,620,987 | \$ 300,000 |
| Infrastructure Deficit Funding | \$ 90,739 | \$ 90,739 | \$ 90,739 | \$ 90,739 | \$ 90,739 |
| Funded by Growth in Assessment | \$ 40,460 | \$ 59,512 | \$ 100,000 | \$ 100,000 | \$ 100,000 |
| Total Growth | \$ 1,417,473 | \$ 1,196,328 | \$ (3,537,182) | \$ 2,123,435 | \$ 947,726 |
| <i>Components of Overall Tax Increase</i> | | | | | |
| | 2018 | 2019 | 2020 | 2021 | 2022 |
| Existing Level of Service | 1.5% | 1.1% | 1.3% | 1.1% | 1.0% |
| New Level of Service | 3.5% | 2.7% | 0.1% | 0.1% | 0.5% |
| Budget Adjustments | 0.0% | 0.0% | -14.0% | 6.0% | 1.0% |
| Infrastructure Deficit Funding | 0.4% | 0.3% | 0.3% | 0.3% | 0.3% |
| Funded by Growth in Assessment | 0.2% | 0.2% | 0.3% | 0.4% | 0.3% |
| Education Tax | 2.3% | 1.9% | 4.4% | 1.8% | -1.8% |
| BV Regional Housing | -0.1% | 0.1% | 0.0% | 0.9% | -0.3% |
| Total | 7.8% | 6.3% | -7.6% | 10.6% | 1.1% |