

**MINUTES OF THE GOVERNANCE AND FINANCE COMMITTEE**  
**of the Town of Banff in the Province of Alberta**  
**Town Hall Council Chamber**  
**Monday, January 14, 2019 at 9:00 am**

**COUNCIL MEMBERS PRESENT**

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

**COUNCIL MEMBERS ABSENT**

**ADMINISTRATION PRESENT**

Robert Earl	Town Manager
Chris Hughes	Manager, Finance
Ken Crear	Manager, Resource Recovery
Amanda Arbuckle	Manager, Recreation
Kelly Gibson	Director, Corporate Services
Jason Darrah	Director, Communications & Marketing
Chad Townsend	Manager, Environmental Services
Tara Johnston-Lee	Municipal Clerk

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**1.0 CALL TO ORDER**

The Mayor called the January 14, 2019 governance and finance committee meeting to order at 9:00 am.

**2.0 APPROVAL OF AGENDA**

FIN19-1 Moved by Councillor Poole that the governance and finance committee approve the agenda for the January 14, 2019 meeting.

**CARRIED**

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

**3.1. Minutes of the December 19, 2018 Meeting of the Governance & Finance Committee**

FIN19-2 Moved by Councillor Standish that the governance and finance committee adopt the minutes of the December 19, 2018 meeting with the following amendment:

- Correct motion FIN-243 to read “DEFEATED – Poole and Christensen in favour”.

**CARRIED**

**4.0 DELEGATIONS AND INVITED PRESENTATIONS**

There were no delegations or invited presentations.

## 5.0 PUBLIC INPUT ON AGENDA ITEMS

### 5.1 Written Submissions

#### 5.1.1. Kathy Johnson

Received as information and added to the agenda package for this meeting.

#### 5.1.2. Cristen Geestman

Received as information and added to the agenda package for this meeting.

#### 5.1.3. Chizuru Furue

Received as information and added to the agenda package for this meeting.

#### 5.1.4. Jess and Kyle Brenders

Received as information and added to the agenda package for this meeting.

#### 5.1.5. Bryan Howie

Received as information and added to the agenda package for this meeting.

#### 5.1.6. Elizabeth Sorochan

Received as information and added to the agenda package for this meeting.

### 5.2. Oral Submissions

None received.

## 6.0 UNFINISHED BUSINESS

None considered.

## 7.0 2019 BUDGET FINALIZATION

### i. 2018 Capital Budget Carry Forward

Received as information.

### ii. 2019-2028 Approved Draft Capital Budget

Received as information,

### iii. Capital Budget Tracker (as of December 19, 2018)

FIN19-3 Moved by Councillor Poole that the governance and finance committee direct administration to return to council with a report in advance of any decisions on wildlife fencing in the recreation grounds prior to spending any construction capital funding on the project.

**CARRIED**

FIN19-4 Moved by Councillor Christensen that the governance and finance committee direct administration to amend the draft capital budget for council's consideration by:

- removing Trail Lighting Project from 2019 (\$120,000) and 2020 (\$110,000) and placing it in No Year Identified.

**DEFEATED**

**Poole and Christensen in favour**

iv. **2019 – 2021 Operating Budget**

Received as information.

v. **Operating Budget Tracker (as of December 19, 2018)**

Administration noted that the budget tracker in the agenda package had been modified by adding a line for a Water Reserve Transfer to fund the Town of Banff Water Permit Aquifer Assessment project.

FIN19-5 Moved by Councillor DiManno that the governance and finance committee direct administration to amend the draft operating and capital budgets for council's consideration as follows:

- That winter pedestrian route servicing be increased by 21 km, and the following associated capital costs, funded from the general capital reserve, be added to the capital budget, and that the associated operating impacts be added to the operating budget for the snow and ice management – pedestrian service area.

Capital Budget	2019	2020	2021
<b>Option A</b>	160,000		
Pick-up truck, walk behind machine, two Toro type units			

Operating Costs	2019	2020	2021
<b>Service 21km</b>			
<b>Transfer to Capital - 15yr</b>	10,666	\$10,666	\$10,666
<b>Maintenance</b>	\$6,400	6,528	6,659
<b>Fuel</b>	1,800	1,836	1,873
<b>Insurance</b>	500	510	520
<b>Labour (5 term positions)</b>	103,870	105,947	108,066
<b>Benefits</b>	25,142	25,645	26,158
<b>Materials</b>	6,000	6,120	6,242
<b>Total</b>	<b>\$154,378</b>	<b>\$157,252</b>	<b>\$160,184</b>
<b>Cost per Km</b>	<b>\$7,351</b>	<b>\$7,488</b>	<b>\$7,628</b>
<b>Additional Cost to other Parks departments</b>			
<b>Wage Differential</b>	\$5,330	\$5,437	\$5,545

<b>Benefits</b>	\$15,288	\$15,594	\$15,906
<b>Total</b>	<b>\$20,618</b>	<b>\$21,030</b>	<b>\$21,451</b>
<b>Total Addition Costs to Parks</b>			
<b>Sidewalks</b>	\$154,378	\$157,252	\$160,184
<b>Other Parks</b>	\$20,618	\$21,030	\$21,451
<b>Total</b>	<b>\$174,996</b>	<b>\$178,283</b>	<b>\$181,635</b>

**DEFEATED**  
**DiManno in favour**

FIN19-6 Moved by Mayor Sorensen that the governance and finance committee direct administration to amend the draft operating and capital budgets for council's consideration as follows:

- That winter pedestrian route servicing be increased by 7 km, and the following associated capital costs, funded from the general capital reserve, be added to the capital budget, and that the associated operating impacts be added to the operating budget for the snow and ice management – pedestrian service area.

Capital Costs	2019	2020	2021
<b>Option B</b>	50,000		
One Toro type unit			

Operating Costs	2019	2020	2021
<b>Service 7 km</b>			
<b>Transfer to Capital - 15yr</b>	3,333	\$3,333	\$3,333
<b>Maintenance</b>	\$2,000	2,040	2,081
<b>Fuel</b>	600	612	624
<b>Insurance</b>	500	510	520
<b>Labour (2 term positions)</b>	41,548	42,379	43,227
<b>Benefits</b>	10,057	10,258	10,463
<b>Materials</b>	2,000	2,040	2,081
<b>Total</b>	<b>\$60,038</b>	<b>\$61,172</b>	<b>\$62,329</b>
<b>Cost per Km</b>	<b>\$8,577</b>	<b>\$8,739</b>	<b>\$8,904</b>
<b>Additional Cost to other Parks departments</b>			

<b>Wage Differential</b>	\$4,264	\$4,349	\$4,436
<b>Benefits</b>	\$12,230	\$12,475	\$12,725
<b>Total</b>	<b>\$16,494</b>	<b>\$16,824</b>	<b>\$17,161</b>
<b>Total Addition Costs to Parks</b>			
<b>Sidewalks</b>	\$60,038	\$61,239	\$62,463
<b>Other Parks</b>	\$16,494	\$16,824	\$17,161
<b>Total</b>	<b>\$76,532</b>	<b>\$78,063</b>	<b>\$79,624</b>

**DEFEATED**  
**DiManno and Sorensen in favour**

FIN19-7 Moved by Councillor Olver that the governance and finance committee direct administration to return at the 2020 Service Review with the service level request for increased winter pedestrian route servicing.

**CARRIED**  
**Poole, Christensen and Standish opposed**

FIN19-8 Moved by Councillor Olver that the governance and finance committee direct administration to return to council with a report on options for roadway intersection clearing for improved pedestrian crossing in Q2, 2019.

**CARRIED**  
**Standish and Christensen opposed**

FIN19-9 Moved by Councillor Olver that the governance and finance committee direct administration to return to council with a report on options for active bylaw enforcement on snow removal from sidewalks at the next service review.

**CARRIED**  
**Poole and Christensen opposed**

FIN19-10 Moved by Councillor Christensen that the governance and finance committee direct administration to amend the draft operating budget for council's consideration by:

- removing the BES Playground project \$100,000 from the 2019 budget.

**DEFEATED**  
**Christensen in favour**

FIN19-11 Moved by Councillor Olver that the governance and finance committee direct administration to amend the draft operating budget for council's consideration by adding a 1% increase to the mill rate for an additional transfer to capital reserves for unanticipated capital items.

**DEFEATED**  
**Olver in favour**

- FIN19-12 Moved by Councillor Olver that the governance and finance committee direct administration to return with a report on historical capital requests at the 2020 service review.

**CARRIED**  
**Christensen opposed**

Councillor DiManno declared a conflict of interest and left the meeting at 11:06 a.m. as she in an employee of the Bow Valley Regional Transit Services Commission and as the committee is entering into discussion concerning transit services.

- FIN19-13 Moved by Councillor Poole that the governance and finance committee direct administration to schedule a council workshop on transit in 2019.

**CARRIED**

Councillor DiManno returned to the meeting at 11:15 a.m.

Councillor DiManno declared a conflict of interest and left the meeting at 11:19 a.m. as she in an employee of the Bow Valley Regional Transit Services Commission and as the committee is entering into discussion concerning transit services.

- FIN19-14 Moved by Councillor Poole that the governance and finance committee direct administration to amend the draft operating budget for council's consideration by:

- removing the Calgary-Banff Summer Service (\$133,200) from the 2019 budget.

**DEFEATED**  
**Poole and Christensen in favour**

Councillor DiManno returned to the meeting at 11:23 a.m.

- FIN19-15 Moved by Mayor Sorensen the governance and finance committee direct administration to present to council the final 2019-2021 Operating Budget and 2019-2028 Capital Budget (severing out any transit items) at the January 28, 2019 meeting for final consideration.

**CARRIED**

Councillor DiManno declared a conflict of interest and left the meeting at 11:43 a.m. as she in an employee of the Bow Valley Regional Transit Services Commission and as the committee is entering into discussion concerning transit services.

- FIN19-16 Moved by Mayor Sorensen that the governance and finance committee direct administration to present to council the final 2019-2021 Operating Budget and 2019-2028 Capital Budget with respect to transit items at the January 28, 2019 for final consideration.

**CARRIED**

Councillor DiManno returned to the meeting at 11:44 a.m.

## **8.0 CORRESPONDENCE**

None received.

## **9.0 NEW BUSINESS**

None considered.

**10.0 CONFIDENTIAL ITEMS**

None considered.

**11.0 ADJOURNMENT**

FIN19-17 Moved by Mayor Sorensen that the governance and finance committee adjourn the January 14, 2019 regular meeting of governance and finance committee at 11:45 a.m.

**CARRIED**

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Karen Sorensen  
Mayor

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Tara Johnston-Lee  
Municipal Clerk