



**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: On Original On Original



## 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: On Original On Original



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.

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.

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**

## 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: On Original On Original



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**



**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**

On Original  
Brian Standish  
Deputy Mayor

On Original  
Libbey McDougall  
Municipal Clerk