



**MINUTES OF THE VIRTUAL 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 March 28, at 9:00 a.m.**

**MEMBERS PRESENT**

Corrie DiManno	Mayor	(Remote Participation)
Ted Christensen	Councillor and Deputy Mayor	(Remote Participation)
Grant Canning	Councillor and Acting Mayor	(Remote Participation)
Chip Olver	Councillor	(Remote Participation)
Barb Pelham	Councillor	(Remote Participation)
Hugh Pettigrew	Councillor	(Remote Participation)
Kaylee Ram	Councillor	(Remote Participation)

**MEMBERS ABSENT**

None

**ADMINISTRATION PRESENT**

Kelly Gibson	Town Manager	(Remote Participation)
Silvio Adamo	Director, Protective Services, and Fire Chief	(Remote Participation)
Jason Darrah	Director, Communications & Marketing	(Remote Participation)
Darren Enns	Director, Planning & Development	(Remote Participation)
Adrian Field	Director, Engineering	(Remote Participation)
Alison Gerrits	Director, Community Services	(Remote Participation)
Chris Hughes	Director, Corporate Services	(Remote Participation)
Barbara King	Director, Human Resources	(Remote Participation)
Randall McKay	Manager, Strategic Initiatives	(Remote Participation)
Renée Lavergne	Information Governance Coordinator	(Remote Participation)
Lisa Lee	Executive Assistant, Mayor's Office	(Remote Participation)
Tara Johnston	Legislative Advisor	(Remote Participation)
Libbey McDougall	Municipal Clerk	(Remote Participation)

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Approved 2022 April 11

Governance and Finance Committee Virtual Regular Meeting  
2022 March 28

## 1.0 CALL TO ORDER

To confirm Members of the Governance and Finance Committee, who all participated virtually due to the ongoing COVID-19 Pandemic, as present, the following roll call was conducted:

ROLL CALL:

Present: (7): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

Mayor DiManno called the virtual 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 March 28 Virtual Regular Meeting of the Governance and Finance Committee

FIN22-92 **Moved by** Councillor Christensen

That the Agenda for the 2022 March 28 Virtual Regular Meeting of the Governance and Finance Committee be approved.

For: (7): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

**MOTION CARRIED**

Minutes approved by: On Original On Original



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

#### 3.1 Minutes of the 2022 March 14 Virtual Regular Meeting of the Governance and Finance Committee

FIN22-93 **Moved by** Councillor Ram

That the Minutes of the 2022 March 14 Virtual Regular Meeting of the Governance and Finance Committee be adopted.

For: (7): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

**MOTION CARRIED**

### **4.0 DELEGATIONS AND INVITED PRESENTATIONS**

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

### **5.0 PUBLIC INPUT ON AGENDA ITEMS**

#### 5.1 Written Submissions

Committee, by unanimous consent, received the following Written Submissions for the Corporate Record:

5.1.1. Barry Kelly: Emails and Letter, Received 2022 March 26 (Item 7.1, Review of Bylaw 429, Council Code of Conduct Bylaw)

5.1.2. Greg Colgan, Editor, Rocky Mountain Outlook (Item 7.2, Communications Policy C116 Update)

Minutes approved by: On Original On Original



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## 5.2 Verbal Submissions

5.2.1. Barry Kelly (Item 7.1, Review of Bylaw 429, Council Code of Conduct Bylaw)

Committee, by unanimous consent, received the Verbal Submission for the Corporate Record.

## 6.0 UNFINISHED BUSINESS

No Unfinished Business was considered at this meeting.

## 7.0 REPORTS

7.1 Request for Direction: Review of Bylaw 429, the Council Code of Conduct Bylaw

A PowerPoint Presentation, entitled “Code of Conduct Bylaw 429 Review” was received for the Corporate Record with respect to Item 7.1, Request for Direction: Review of Bylaw 429, the Council Code of Conduct Bylaw.

FIN22-94 **Moved by** Councillor Olver

That with respect to Item 7.1, Review of Bylaw 429, the Council Code of Conduct Bylaw, the following be approved:

That Attachment 1 be amended by eliminating the possibility of Council acting as the Investigator and recommending that all complaints be filed with an Independent Investigator and not the Director of Corporate Services.

For: (7): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

**MOTION CARRIED**

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FIN22-95 **Moved by** Mayor DiManno

That the Governance and Finance Committee recommend that Council adopt, by Bylaw, the proposed amendments to the Council Code of Conduct Bylaw as outlined in **amended** Attachment 1.

For: (7): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

**MOTION CARRIED**

FIN22-97 **Moved by** Councillor Christensen

That Motion FIN22-96 be amended to read as follows (amendment noted in bold):

That the Governance and Finance Committee direct Administration to:

- a) Commence a Request for Proposal (RFP) process to obtain services from an individual or company, experienced in mediation and complaint adjudication, to carry out the duties of Investigator; **and**
- b) **To return to Council with a shortlist of potential candidates for Council's consideration.**

For: (2): Councillor Christensen and Councillor Pettigrew

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

**MOTION DEFEATED**

FIN22-96 **Moved by** Mayor DiManno

That with respect to Item 7.1, Review of Bylaw 429, the Council Code of Conduct Bylaw, the following be approved:

That the Governance and Finance Committee direct Administration to commence a Request for Proposal (RFP) process to obtain services from an individual or company, experienced in mediation and complaint adjudication, to carry out the duties of Investigator.

For: (7): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

**MOTION CARRIED**

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FIN22-98 **Moved by** Mayor DiManno

That with respect to Item 7.1, Review of Bylaw 429, the Council Code of Conduct Bylaw, the following be approved:

That the Governance and Finance Committee direct Administration to continue discussions with the Office of the Ombudsman relating to including the Town of Banff within its jurisdiction and return with an update report to Council at a later date.

For: (7): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

**MOTION CARRIED**

FIN22-99 **Moved by** Councillor Pettigrew

That with respect to Item 7.1, Review of Bylaw 429, the Council Code of Conduct Bylaw, the following be approved:

That the Governance and Finance Committee direct Administration to return to the 2023 Service Review with a New Service Level Request, including estimated costs, required FTE's, terms of reference, and funding sources, to create for an independent ethics committee.

For: (3): Councillor Christensen, Councillor Pettigrew and Councillor Ram

Against: (4): Mayor DiManno, Councillor Canning, Councillor Olver, and Councillor Pelham

**MOTION DEFEATED**

Committee recessed at 11:53 a.m. to reconvene at 12:05 p.m.

Committee reconvened at 12:06 p.m. with Mayor DiManno in the chair.

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To confirm Members of the Governance and Finance Committee, who all participated virtually due to the ongoing COVID-19 Pandemic, as present, the following roll call was conducted:

**ROLL CALL:**

Present: (7): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

7.2 Request for Direction: Communications Policy C116 Update

FIN22-100 **Moved by** Councillor Olver

That the Governance & Finance Committee defer Item 7.2, Communications Policy C116 Update, to Administration to return to the next regular meeting of the Governance and Finance Committee with the following proposed Policies:

- a) C1012, Communications Policy for Administration; and
- b) C1013, Communications Policy for Elected Officials.

For: (7): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pettigrew, Councillor Pelham, and Councillor Ram

**MOTION CARRIED**

**8.0 CORRESPONDENCE**

No Correspondence was received for this meeting.

**9.0 NEW/URGENT BUSINESS**

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

**10.0 CONFIDENTIAL ITEMS**

No Confidential Items were scheduled as part of this meeting.

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**11.0 ADJOURNMENT**

FIN22-101 **Moved by** Councillor Pettigrew

That this meeting adjourn 1:11 p.m.

ROLL CALL VOTE:

For: (7): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

**MOTION CARRIED**

On Original  
Corrie DiManno  
Mayor

On Original  
Libbey McDougall  
Municipal Clerk

Minutes approved by: On Original On Original