



**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 April 11 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 |                        |
| Chip Olver      | Councillor                  | (Remote Participation) |
| Barb Pelham     | Councillor                  |                        |
| Hugh Pettigrew  | Councillor                  |                        |
| Kaylee Ram      | Councillor                  |                        |

**MEMBERS ABSENT**

None

**ADMINISTRATION PRESENT**

|                   |  |                        |
|-------------------|--|------------------------|
| Kelly Gibson      | Town Manager                                     |                        |
| Silvio Adamo      | Director, Protective Services, and<br>Fire Chief | (Remote Participation) |
| Jason Darrah      | Director, Communications                         |                        |
| Michael Hay       | Acting Director,<br>Planning & Development       | (Remote Participation) |
| Stephen Allan     | Acting Director, Engineering                     | (Remote Participation) |
| Sharon Oakley     | Acting Director, Community Services              | (Remote Participation) |
| Chris Hughes      | Director, Corporate Services                     |                        |
| Barbara King      | Director, Human Resources                        | (Remote Participation) |
| Randall McKay     | Manager, Strategic Initiatives                   | (Remote Participation) |
| Paul Godfrey      | Director, Operations                             | (Remote Participation) |
| Sally Biddlecombe | Municipal Energy Coordinator                     |                        |
| David Michaels    | Manager, Development Services                    |                        |
| Lisa Lee          | Executive Assistant, Mayor's Office              |                        |
| Tara Johnston     | Legislative Advisor                              | (Remote Participation) |
| Libbey McDougall  | Municipal Clerk                                  |                        |

---



Approved 2022 April 25

Governance and Finance Committee Regular Meeting  
2022 April 11

## 1.0 CALL TO ORDER

To confirm Members of the Governance and Finance Committee, some who participated virtually, as present, the following roll call was conducted:

ROLL CALL:

Present In Chamber: (4): Councillor Canning, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

Present Virtually: (3): Mayor DiManno, Councillor Christensen, and Councillor Olver

Mayor DiManno called the Regular Meeting of the Governance and Finance Committee to order at 9:02 a.m.

## 2.0 APPROVAL OF AGENDA

2.1 Agenda for the 2022 April 11 Regular Meeting of the Governance and Finance Committee

FIN22-102 **Moved by** Councillor Olver

That the Agenda for the 2022 April 11 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



Approved 2022 April 25

Governance and Finance Committee Regular Meeting  
2022 April 11

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

#### 3.1 Minutes of the 2022 March 28 Virtual Regular Meeting of the Governance and Finance Committee

FIN22-103 **Moved by** Councillor Ram

That the Minutes of the 2022 March 28 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

- 5.1.1. Greg Colgan, Editor, Rocky Mountain Outlook: Letter, Dated 2022 April 10 (Item 7.1, Request for Direction: Communications Policy C116 Update)

Committee, by unanimous consent, received Greg Colgan's, Editor, Rocky Mountain Outlook, Written Submission received 2022 April 10, with respect to Item 7.1, Request for Direction: Communications Policy C116 Update, for the Corporate Record.

Minutes approved by: On Original On Original



Approved 2022 April 25

Governance and Finance Committee Regular Meeting  
2022 April 11

## 5.2 Verbal Submissions

### 5.2.1 Lee O'Donnell (Item 7.1, Request for Direction: Communications Policy C116 Update)

Committee, by unanimous consent, received Lee O'Donnell's Verbal Submission provided with respect to Item 7.1, Request for Direction, Communications Policy C116 Update, for the Corporate Record.

## 6.0 UNFINISHED BUSINESS

No Unfinished Business was scheduled as part of this meeting.

## 7.0 REPORTS

### 7.1 Request for Direction: Communications Policy C116 Update

FIN22-104 **Moved by** Councillor Christensen

That the Governance & Finance Committee postpone Item 7.1, Communications Policy C116 Update, to return to a future meeting of the Governance and Finance Committee, prior to the end of 2022 May, solely dedicated to this topic.

For: (1): Councillor Christensen

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

**MOTION DEFEATED**

Minutes approved by: On Original On Original



Approved 2022 April 25

Governance and Finance Committee Regular Meeting  
2022 April 11

FIN22-105 **Moved by** Mayor DiManno

That with respect to Item 7.1, Request for Decision, Communications Policy C116 Update, that the following be adopted:

That the Governance and Finance Committee recommend that Council rescind Communications Policy C116 (Attachment 3).

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

**MOTION CARRIED**

FIN22-106 **Moved by** Councillor Canning

That Attachment 2, Communication Policy for Elected Officials, C1013, be amended by adding a new Section 6.10, as follows, and renumbering the remaining sections accordingly:

Members of Council may provide information and opinions to the Public after a decision of Council on matters where an official Town position has been established, in a manner that is respectful of that decision.

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



Approved 2022 April 25

Governance and Finance Committee Regular Meeting  
2022 April 11

FIN22-107 **Moved by** Councillor Pettigrew

That Attachment 2, Communication Policy for Elected Officials, C1013, be further amended by deleting Section 5.3 in its entirety and substituting with the following:

The Mayor is the official spokesperson for Council, the municipal organization, and when required, the community. In the absence of the Mayor, the Deputy Mayor or Acting Mayor or another designated elected official is spokesperson.

For: (2): Councillor Christensen and Councillor Pettigrew

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

**MOTION DEFEATED**

FIN22-108 **Moved by** Councillor Olver

That with respect to Item 7.1, Request for Decision, Communications Policy C116 Update, that the following be adopted:

That the Governance and Finance Committee recommend that Council approve the new Communication Policy for Elected Officials, C1013 (Attachment 2), **as amended**, and the new Communications Policy for Administration, C1012 (Attachment 1).

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



Approved 2022 April 25

Governance and Finance Committee Regular Meeting  
2022 April 11

Committee recessed at 11:15 a.m. to reconvene at 11:30 a.m.

Committee reconvened at 11:31 a.m. with Mayor DiManno in the chair.

To confirm Members of the Governance and Finance Committee, some who participated virtually, as present, the following roll call was conducted:

ROLL CALL:

Present In Chamber: (4): Councillor Canning, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

Present Virtually: (3): Mayor DiManno, Councillor Christensen, and Councillor Olver

7.2 Request for Direction: Seasonal Door Closures

FIN22-111 **Moved by** Councillor Pelham

That amending Motion FIN22-110 be amended by deleting the number “15” following the words “rise above +” and substituting with the number “10”.

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

Against (2): Councillor Christensen, and Councillor Pettigrew

**MOTION CARRIED**

FIN22-110 **Moved by** Councillor Pettigrew

That Motion FIN22-109 be amended, **as amended**, by adding the words”, except when temperatures rise above + 10 degrees Celsius, as noted at the Banff CS Environmental Weather Station” following the words “May 1<sup>st</sup> each year”.

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

Against (1): Mayor DiManno

**MOTION CARRIED**

Minutes approved by: On Original On Original



Approved 2022 April 25

Governance and Finance Committee Regular Meeting  
2022 April 11

FIN22-109 **Moved by** Mayor DiManno

That with respect to Item 7.2, Request for Direction: Seasonal Door Closures, that the following be adopted, **as amended**.

That the Governance and Finance Committee direct Administration to return to a future meeting of Council with amendments to the Community Standards Bylaw 260 that would include a closed-door policy whereby businesses of Banff must not prop open their exterior doors between Thanksgiving and May 1<sup>st</sup> each year, **except when temperatures rise above +10 degrees Celsius, as noted at the Banff CS Environmental Weather Station.**

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

**MOTION CARRIED**

Request for Direction: Proposed Encroachment Policy

FIN22-112 **Moved by** Mayor DiManno

That the Governance and Finance Committee postpone Item 7.3, Request for Direction: Proposed Encroachment Policy, to the 2022 April 25 Regular Meeting of the Governance and Finance Committee.

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.

Minutes approved by: On Original On Original





Approved 2022 April 25

Governance and Finance Committee Regular Meeting  
2022 April 11

## 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.

## 11.0 ADJOURNMENT

FIN22-113 **Moved by** Councillor Canning

That this meeting adjourn 12:33 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