



**MINUTES OF THE REGULAR MEETING OF COUNCIL**  
**of the Town of Banff in the Province of Alberta**  
**Monday, July 10, 2023, at 2:00 p.m.**

**COUNCIL MEMBERS PRESENT**

Corrie DiManno	Mayor
Chip Olver	Councillor and Deputy Mayor
Barb Pelham	Councillor and Acting Mayor
Ted Christensen	Councillor
Hugh Pettigrew	Councillor
Grant Canning	Councillor

**COUNCIL MEMBERS ABSENT**

Kaylee Ram	Councillor	(With Leave)
------------	------------	--------------

**ADMINISTRATION PRESENT**

Kelly Gibson	Town Manager	
Shawn Carr	Acting Director, Community Services	
Jason Darrah	Director, Communications & Marketing	
Darren Enns	Director, Planning and Environment	
Adrian Field	Director, Engineering	(Remote Participation)
Paul Godfrey	Director, Operations	
Chris Hughes	Director, Corporate Services	
Barbara King	Director, Human Resources	
Michael Hay	Manager, Environmental Services	
Randall McKay	Manager, Strategic Initiatives + Special Projects	(Remote Participation)
Dave Michaels	Manager, Planning Services	
Carla Bitz	Resource Recovery Coordinator	
Lisa Lee	Executive Assistant	(Remote Participation)
Kiersten McDonald	Legislative Advisor	
Libbey McDougall	Municipal Clerk	

---



## 1.0 CALL TO ORDER

Present in Chamber: (6): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pelham, and Councillor Pettigrew

Absent with Leave: (1): Councillor Ram

Mayor DiManno called the July 10, 2023, Regular Meeting of Council to order at 2:00 p.m.

Councillor Olver gave a land acknowledgment at the commencement of today's meeting.

## 2.0 CONFIRMATION OF AGENDA

### 2.1 Agenda for the July 10, 2023, Regular Meeting of Council

COU23-197 Moved by Mayor DiManno

That the Agenda for today's meeting be amended by adding the following Items of New/ Urgent Business:

- Item 10.1, Request for Decision: Proposed Bylaw 475 - An Amending Bylaw to 2023 Fees and Charges Bylaw 388-5; and
- Item 10.2, Confidential Request for Decision: Leasing Option Request.

And further, that these two Item be dealt with consecutively immediately following Item 7.2, Request for Decision: Zero Waste Action Plan.

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

**MOTION CARRIED**

COU23-196 **Moved by** Councillor Pelham

That the Agenda for the July 10, 2023, Regular Meeting of Council be confirmed, **as amended**.

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

**MOTION CARRIED**

Minutes approved by: On Original On Original



2.2 2023 Council Workplan

Council, by unanimous consent, received the 2023 Council Workplan for the Corporate Record.

**3.0 CONFIRMATION OF PREVIOUS COUNCIL MINUTES**

3.1 Minutes of the June 26, 2023, Regular Meeting of Council

COU23-198 **Moved by** Councillor Pelham

That the Minutes of the June 26, 2023, Regular Meeting of Council be confirmed.

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

**MOTION CARRIED**

**4.0 INVITED PRESENTATIONS**

No Invited Presentations were scheduled as part of this meeting.

**5.0 PUBLIC INPUT ON AGENDA ITEMS**

5.1 Written Submissions

5.1.1 Edwina Handley: Letter, Received July 03, 2023 (Item 7.1 Request for Decision: Proposed Bylaw 408 - Business Licence Moratorium (Bed and Breakfast) Bylaw)

Council, by unanimous consent, received Edwina Handley's Written Submission, received July 03, 2023, with respect to Item 7.1, Request for Decision: Proposed Bylaw 408 – Business Licence Moratorium (Bed and Breakfast) Bylaw, for the Corporate Record.

5.2 Verbal Submissions

No Verbal Submissions were provided at this meeting.

Minutes approved by: On Original On Original



## 6.0 UNFINISHED BUSINESS

No Items of Unfinished Business were scheduled as part of this meeting.

## 7.0 ADMINISTRATIVE REPORTS

### 7.1 Request for Decision: Proposed Bylaw 408 – Business Licence Moratorium (Bed and Breakfast) Bylaw

COU23-199 **Moved by** Councillor Pelham

That with respect to Item 7.1 Request for Decision: Proposed Bylaw 408 – Business Licence Moratorium (Bed and Breakfast) Bylaw, the following be adopted:

That Proposed Bylaw 408 be introduced and read a first time.

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

Against: (2): Councillor Christensen and Councillor Pettigrew

**MOTION CARRIED**

COU23-201 **Moved by** Councillor Pettigrew

That Bylaw 408 be amended by deleting Subsection 69 (a), contained in Section 2.1, in its entirety.

For: (2): Councillor Christensen and Councillor Pettigrew

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

**MOTION DEFEATED**

COU23-200 **Moved by** Mayor DiManno

That with respect to Item 7.1 Request for Decision: Proposed Bylaw 408 – Business Licence Moratorium (Bed and Breakfast) Bylaw, the following be adopted:

That Proposed Bylaw 408 be read a second time.

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

Against: (2): Councillor Christensen and Councillor Pettigrew

**MOTION CARRIED**

COU23-202 **Moved by** Councillor Pelham

That with respect to Item 7.1 Request for Decision: Proposed Bylaw 408 – Business Licence Moratorium (Bed and Breakfast) Bylaw, the following be adopted:

That authorization now be given to read Bylaw 408 a third time.

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

Against: (2): Councillor Christensen and Councillor Pettigrew

**MOTION NOT CARRIED UNANIMOUSLY**

7.2 Request for Decision: Zero Waste Action Plan

COU23-203 **Moved by** Councillor Olver

That with respect to Item 7.2 Request for Decision: Zero Waste Action Plan, the following be adopted:

That Council:

1. Adopt the updated Zero Waste Action Plan (Attachment 1) as a guiding document to reach the Town's waste diversion goal of 70% by 2028 and ultimately send zero waste to landfill; and,
2. Direct Administration to return at Service Review with budget requests for the following priority actions, as outlined in the Zero Waste Action Plan:
  - a. R2. + NR3. Elevate *residential* waste as priority message on Town of Banff public communications channels + continue working with *non-residential* sector representatives to lead by example in moving toward zero waste;
  - b. R4. Explore possibilities such as technology solutions or a bylaw that would increase accountability in Banff's residential waste system;
  - c. NR1. Ongoing compliance improvement with non-residential food & recycling ban; Enable 7 day/week food pickup service for NR food by increasing Resource Recovery staff and purchasing an additional truck;
  - d. S2. Collaborate with business and non-profit sector partners to work toward a Banff-wide reusable system for takeaway cups & containers;
  - e. C1. Advance Banff's sharing opportunity through ongoing collaboration with, and funding support for, the Library of Things;



- f. P1. Maximize reduction & diversion in pedestrian waste streams by creating a more intuitive user experience; and
- g. M1. Continually monitor the way in which Town of Banff collects, transfers, and processes materials to maximize waste diversion potential and minimize emissions.

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

**MOTION CARRIED**

7.3 Request for Decision: Proposed Council Policy C1007-01, Council Member Appointments to Boards, Committees, Commissions, and Corporations

**Note:** This Item was dealt with immediately following Item 10.2, Confidential Request for Decision: Leasing Option Request.

COU23-208 **Moved by** Mayor DiManno

That with respect to Item 7.3 Request for Decision: Proposed Council Policy C1007-01, Council Member Appointments to Boards, Committees, Commissions, and Corporations, the following be adopted:

That Council approve Council Policy C1007-01, Council Member Appointments to Boards, Commissions, Committees, and Corporations (Attachment 1).

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

**MOTION CARRIED**



7.4 Request for Decision: 2023-2024 Board, Committee, Commission and Corporation Recruitment Questions and Profiles

COU23-209 **Moved by** Councillor Pettigrew

That with respect to Item 7.4 Request for Decision: 2023-2024 Board, Committee, Commission and Corporation Recruitment Questions and Profiles, Council Member Appointments to Boards, Committees, Commissions, and Corporations, the following be adopted:

That Council:

1. Approve the 2023-2024 Board, Committee, Commission, and Corporation recruitment application questions (Attachment 1);
2. Approve the 2023-2024 Board, Committee, Commission, and Corporation recruitment profiles (Attachment 2); and
3. Direct Administration to advertise for additional Assessment Review Board members as part of the 2023-2024 Annual Boards, Commissions, Committees, and Corporation Recruitment Campaign.

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

**MOTION CARRIED**

7.5 Briefing: Town of Banff Employee Housing Inventory

COU23-210 **Moved by** Councillor Pelham

That with respect to Item 7.5, Briefing: Town of Banff Employee Housing Inventory, the following be adopted:

The Council receive the Town of Banff Employee Housing Inventory Briefing for the Corporate Record.

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

**MOTION CARRIED**

Minutes approved by: On Original On Original



7.6 Briefing: Review of Bylaw 350-1, Council Committees Bylaw

COU23-211 **Moved by** Councillor Canning

That with respect to Item 7.6, Briefing: Review of Bylaw 350-1, Council Committees Bylaw, the following be adopted:

The Council receive the Review of Bylaw 350-1, Council Committees Bylaw, Briefing for the Corporate Record.

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

**MOTION CARRIED**

7.7 Council Information Memo: Biannual Update on Council Member Attendance at Boards, Commissions, Committees, and Corporations and External Agencies

Council, by unanimous consent, received the Biannual Update on Council Member Attendance at Boards, Commissions, Committees, and Corporations and External Agencies Council Information Memo for the Corporate Record.

**8.0 NOTICE OF MOTION**

No Notices of Motion were scheduled as part of this meeting.

**9.0 COMMITTEE REPORTS**

Council, by unanimous consent, received the following Committee Reports for the Corporate Record:

9.1 Approved Minutes of the June 01, 2023, Bow Valley Regional Housing Board Meeting

9.2 Approved Minutes of the January 18, 2023, Regular Meeting of the Banff Housing Corporation

9.3 Approved Minutes of the March 15, 2023, Regular Meeting of the Banff Housing Corporation

9.4 Approved Minutes of the May 17, 2023, Regular Meeting of the Community Art Committee

Minutes approved by: On Original On Original



## 10.0 NEW/URGENT BUSINESS

### 10.1 Request for Decision: Proposed Bylaw 475 - An Amending Bylaw to 2023 Fees and Charges Bylaw 388-5

**Note:** This Item was brought forward and dealt with immediately following Item 7.2, Request for Decision: Zero Waste Action Plan, as per motion COU23- 197.

COU23-204 **Moved by** Councillor Pettigrew

That with respect to Item 10.1 Request for Decision: Proposed Bylaw 475 - An Amending Bylaw to 2023 Fees and Charges Bylaw 388-5, that the following be adopted:

That Bylaw 475 be introduced and read a first time.

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

**MOTION DEFEATED**

Council, by unanimous consent, recessed at 3:32 p.m. to return at 3:47 p.m.

Council reconvened at 3:48 p.m. with Mayor DiManno in the Chair.



10.2 Confidential Request for Decision: Leasing Option Request

**Note:** This Item was brought forward and dealt with immediately following Item 10.1, Request for Decision: Proposed Bylaw 475 - An Amending Bylaw to 2023 Fees and Charges Bylaw 388-5, as per motion COU23- 197.

COU23-205 **Moved by** Mayor DiManno

That with respect to Item 10.2 Confidential Request for Decision: Leasing Option Request, the following be adopted:

That Council, pursuant to Sections 16 (Disclosure Harmful to business interests of a third party), 19 (Confidential evaluations), 24 (Advice from officials), and 25 (Disclosure harmful to economic and other interests of a public body) of the *Freedom of Information and Protection of Privacy Act*, recess to the call of the chair, at 3:49 p.m., to reconvene in a closed meeting, to be conducted in the Council Chamber, to consider confidential matters with respect to Item 10.2 Confidential Request for Decision: Leasing Option Request.

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

**MOTION CARRIED**

Council reconvened in closed session at 3:51 p.m. with Mayor DiManno in the chair.

Council recessed in closed meeting at 4:32 p.m.

Council reconvened in public meeting at 4:33 p.m. with Mayor DiManno in the chair.

Individuals in attendance during the closed meeting discussions regarding Item 10.2 Confidential Request for Decision: Leasing Option Request:

Clerk: L. McDougall (Municipal Clerk) and K. McDonald (Legislative Advisor)  
Advice: K. Gibson (Town Manager) and C. Hughes (Director, Corporate Services)



COU23-206 **Moved by** Mayor DiManno

That with respect to Item 10.2 Confidential Request for Decision: Leasing Option Request, the following be adopted:

That Council rise and report.

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

**MOTION CARRIED**

COU23-207 **Moved by** Mayor DiManno

That with respect to Item 10.2 Confidential Request for Decision: Leasing Option Request, the following be adopted:

That Council direct that the Cover Report, Attachment 1, and closed meeting discussions remain confidential pursuant to Sections 16 (Disclosure Harmful to business interests of a third party), 19 (Confidential evaluations), 24 (Advice from officials), and 25 (Disclosure harmful to economic and other interests of a public body) of the Freedom of Information and Protection of Privacy Act.

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

**MOTION CARRIED**

**11.0 CONFIDENTIAL ITEMS**

**Note:** Item 10.2, Confidential Request for Decision: Leasing Option Request, was included as part of this Agenda as Urgent/ New Business and noted as Item 10.2.



## 12.0 CORRESPONDENCE

### 12.1 Alison Douglas: Email Re: Parking Lot Access by Day Care, Received July 04, 2023

COU23-212 **Moved by** Mayor DiManno

That with respect to Item 12.1, Alison Douglas: Email Re: Parking Lot Access by Day Care, Received July 04, 2023, the following be adopted:

That Council receive Alison Douglas' emailed Correspondence, with respect to Parking Lot Access by Day Care, received July 04, 2023, for the Corporate Record.

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

**MOTION CARRIED**

COU23-213 **Moved by** Mayor DiManno

That Council schedule a Special Meeting for Wednesday, July 12, 2023, at 9:00 a.m. in the Council Chamber to consider third reading of proposed Bylaw 408. The Business Licence Moratorium (Bed and Breakfast) Bylaw.

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

**MOTION CARRIED**



### 13.0 ADJOURNMENT

COU23-214 **Moved by** Councillor Pettigrew

That this Council adjourn at 5:02 p.m.

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

**MOTION CARRIED**

On Original  
Corrie DiManno  
Mayor

On Original  
Libbey McDougall  
Municipal Clerk