

**MINUTES OF THE GOVERNANCE AND FINANCE COMMITTEE**  
**of the Town of Banff in the Province of Alberta**  
**Town Hall Council Chamber**  
**Monday, August 12, 2019 at 9:00 am**

**COUNCIL MEMBERS PRESENT**

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

**COUNCIL MEMBERS ABSENT**

**ADMINISTRATION PRESENT**

Randall McKay	Interim Town Manager
Kelly Gibson	Director, Corporate Services
Chris Hughes	Manager, Finance
Darren Enns	Director, Planning and Development
Emma Sanborn	Development Planner
Barbara King	Director, Human Resources
Tara Johnston-Lee	Municipal Clerk

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**1.0 CALL TO ORDER**

The Mayor called the August 12, 2019 governance and finance committee meeting to order at 9:00 am.

**2.0 APPROVAL OF AGENDA**

FIN19-64 Moved by Councillor Christensen that the governance and finance committee approve the agenda for the August 12, 2019 meeting with the following amendment:

- under 9.1 add CAO Recruitment Update

**CARRIED**

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

**3.1 Minutes of the July 15, 2019 Meeting of the Governance & Finance Committee**

FIN19-65 Moved by Councillor Standish that the governance and finance committee adopt the minutes of the July 15, 2019 meeting as presented.

**CARRIED**

**4.0 DELEGATIONS AND INVITED PRESENTATIONS**

There were no delegations.

**5.0 PUBLIC INPUT ON AGENDA ITEMS**

None received.

**6.0 UNFINISHED BUSINESS**

None considered.

**7.0 REPORTS**

**7.1. Financial Plan Update**

FIN19-66 Moved by Councillor Poole that the governance and finance committee adopt the Financial Plan as revised on July 15, 2019 and presented at this meeting.

**CARRIED**

**7.2. Fire Capital Reserve**

FIN19-67 Moved by Mayor Sorensen that the governance and finance recommend to council a 10 year target transfer to the fire capital reserve for the replacement of fire vehicles & equipment as detailed in the chart below:

2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
221,541	225,972	231,779	237,736	243,846	250,113	256,541	263,134	269,896	276,833

**CARRIED**

**7.3. Second Quarter Financial Statements and Forecast**

The Town of Banff Operating Financial Statements for the six months ending June 30, 2019 were received as information.

**7.4. MPC and DAB Procedures**

The governance and finance committee reviewed proposed revisions to sections 3.2.0 and 3.3.0 of the Land Use Bylaw and provided feedback to administration. The bylaw will be presented to council for readings at a future meeting.

**7.5. 2019-2020 Recruitment Profiles and Applications**

FIN19-68 Moved by Mayor Sorensen that the governance and finance committee direct administration to proceed with committee and board recruitment based on the following:

1. the 2019-2020 council committee recruitment profiles; and
2. the 2019-2020 application questions.

**CARRIED**

**8.0 CORRESPONDENCE**

None received.

**9.0 NEW/URGENT BUSINESS**

**9.1 CAO Recruitment Profile**

The committee discussed the development of the job description for the CAO position. Administration noted that the CAO position has been advertised.

**10.0 CONFIDENTIAL ITEMS**

None considered.

**11.0 ADJOURNMENT**

FIN19-69 Moved by Councillor Standish that the governance and finance committee adjourn the August 12, 2019 regular meeting of governance and finance committee at 11:58 a.m.

**CARRIED**

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Karen Sorensen  
Mayor

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Tara Johnston-Lee  
Municipal Clerk