

BANFF COMMUNITY PLAN STEERING COMMITTEE

MEETING MINUTES

Town of Banff Ted Langridge Room
Thursday, September 7, 2023, at 1:00p.m.

COMMITTEE MEMBERS PRESENT

Allan Buckingham – Member at Large
Leslie Taylor - Member at Large (Via Zoom)
Dr. Vamini Selvanandan - Member at Large
Jess Harding - Representative of Environment NGO
Wanda Bogdane - Representative of Business/Tourism NGO
Christie Thompson – Interim Representative of Banff National Park Field Unit
Councillor Grant Canning - Member of Banff Town Council
Mayor Corrie DiManno - Member of Banff Town Council
Stavros Karlos - Member at Large

COMMITTEE MEMBERS ABSENT

ADMINISTRATION PRESENT

Randall McKay, Manager, Strategic Initiatives + Special Projects
Darren Enns Director, Planning & Environment

1.0 CALL TO ORDER

The September 7, 2023, meeting of the Banff Community Plan Steering Committee will be conducted in person at Ted Langridge Room located at Banff Town Hall.

BCP23-33 Moved by Buckingham to call the meeting to order 1:03p.m.

CARRIED

2.0 APPROVAL OF THE AGENDA

2.1 Approval of the agenda for September 7, 2023.

BCP23-34 Moved by Karlos to approve the September 7, 2023, agenda as amended with the inclusion of the the following discussion points under s. 5.0 Reports:

- Check-in on process and status update of where we are at
- Check-in on the project timeline and what is next?

CARRIED

3.0 ADOPTION OF PREVIOUS COMMITTEE MINUTES

3.1 Approval of April 13, 2023, meeting minutes.

BCP23-35 Moved by Taylor to approve the April 13, 2023, meeting minutes as amended by striking out the first sentence in the first bullet point under s. 4.1 Topic #5

CARRIED

3.2 Approval of May 26, 2023, meeting minutes.

Moved by Harding to approve the May 26, 2023, meeting minutes as amended with a minor rewording to the second sentence under s5.4 to state “a significant aspect...” as opposed to “most important”.

CARRIED

4.0 UNFINISHED BUSINESS

There was no unfinished business.

5.0 REPORTS

5.1 Verbal Update on Public Input Engagement Overview

McKay/Enns – an overview was provided on the public engagement process completed to date along with a summary overview of the draft Online Feedback – Top Line Results. Based on the preliminary results, the majority of feedback confirmed topic areas of interest that were previously identified by the steering committee were very accurate. Given the decision to extend the online survey until August 31, 2023 it was noted that the next phase of the project timeline would need to be extended. It is anticipated a draft copy of the “What We Heard” report will be available for review by September 25th however, this would need to be confirmed with the public input consultant.

The steering committee inquired about how the public input findings would be reported, organized and requested that they be given an opportunity to provide feedback on the format and presentation of the draft “What We Heard” report, before releasing a copy to the public.

Administration noted three other “What We Heard” reports are pending or about to be released including:

- Banff Railway lands ARP What We Heard Report
- Expert Advisory Panel on Moving People Sustainably in the Banff Bow Valley What We Heard Report
- Community Social Assessment Engagement Results and What We Heard Report

The steering committee was advised that a preliminary draft of the Community Social Assessment is expected to be released before the end of November.

5.2 Verbal Update on Stakeholder Engagement Overview

McKay/Enns – The process commenced with representatives from Council Committees (e.g. Public Art Committee, Banff Housing Committee, Heritage Committee) and other organizations within the community (e.g. YWCA, Whyte Museum) who preferred standalone one-on-one sessions with administration. The purpose of the meetings was to provide an overview of the community plan review/update process, planning for the engagement process, their respective engagement preferences, and an opportunity to learn about specific areas of interest, concern and importance.

Administration was asked to consider holding special input and/or information sessions with key stakeholders and the steering committee as the review and update process moves forward. It was felt this would help build dialog, foster partnerships and improve an understanding of the roles of organizations involved in the plan review and update process.

5.3 Check in on process and project status.

McKay/Enns – provided a brief overview of the project status and work completed to date. A general discussion was held regarding the amount of participation in the process to date, the level of understanding and purpose of the project and what a community plan is. Both Administration and steering committee members agreed that a higher level of engagement should be expected once a working draft of the plan is released in Stage B.

5.4 Check in on project timeline and next steps.

McKay/Enns – provided a brief overview of the project timeline and noted adjustments would need to be made to the overall project schedule as a result of delays in commencing public input and engagement during Stage A of the process. An updated project timeline will be provided as part of the agenda at the next steering committee meeting.

6.0 CORRESPONDENCE

No correspondence was received.

7.0 NEW BUSINESS

7.1 2024 Planning & Environment New Service Level Request

(a) Banff Community Plan Stage 2 & 3 Public Consultation

(b) Banff Community Plan Strategic Environmental Assessment (SEA)

McKay/Enns – Advise that a New Service Level Request 2023 would be made to council for additional funding for ongoing Banff Community Plan consultation and engagement will be required as part of Stage 2 and 3 of the plan review, which includes, among other things, a requirement by Parks Canada that national public input be sought once a working draft of the plan has been completed.

Parks Canada has also advised that a Strategic Environmental Assessment (SEA) will be required once the plan is completed. It was initially anticipated that a SEA report could be prepared internally but given the level of complexity, expertise required to draft the report and other competing priorities, an external consultant will be required to prepare the document.

The steering committee concurred that more resources are important to ensure the highest quality document can be delivered to the council and the community. They also advised that administration should seek external assistance and policy writing expertise if challenges are being experienced with timing and preparation of a working draft of the plan.

7.2 CMHC Housing Accelerator Fund - Housing Accelerator Fund Fact Sheet - Housing Accelerator Fund Town of Banff RFD

McKay/Enns – Provided a brief overview of the Housing Accelerator Fund initiative announced by the federal government to incentivize the implementation of local actions that will ultimately accelerate the growth in supply of housing in communities across Canada.

The program aims to incent policy decisions (including those that will form part of the updated community plan) that will translate into the acceleration of housing within a community, for both market and nonmarket dwelling types. There are also top up funds available for housing policy initiatives that support affordability, walkable and diverse communities, and low carbon/climate resilient communities, all of which are part of council's current strategic plan. It was also noted that the goals surrounding this funding opportunity are aligned with where the council is in its housing policy planning discussion and feedback received to date at public input sessions regarding housing supply and affordability in Banff.

8.0 INQUIRIES

No inquiries were received.

9.0 DATE OF NEXT MEETING(s)/ADJOURNMENT

Committee Comments

The Steering Committee discussed options for the next meeting date and in addition to holding September 28th, agreed to hold the morning of Thursday, October 5th from 9:00-11:00pm in order to give both administration and the public input consultant more time to compile the draft WWH summary report. Administration is to confirm the next meeting date.

The steering committee requested that an updated project timeline be provided at future meetings to help members better understand where the project is at and next steps. It was also requested that agenda packages be provided at least five days in advance of steering committee meetings to allow for a more fulsome review of information and agenda package materials.

BCP23-36

Moved by Bogdane to adjourn at 2:58p.m.

CARRIED