



**MINUTES OF THE REGULAR MEETING OF  
THE GOVERNANCE AND FINANCE COMMITTEE MEETING  
of the Town of Banff in the Province of Alberta  
Tuesday, October 23, 2023, 9:00 a.m.**

**MEMBERS PRESENT**

Corrie DiManno	Mayor
Barb Pelham	Councillor and Acting Mayor
Grant Canning	Councillor
Hugh Pettigrew	Councillor
Kaylee Ram	Councillor

**MEMBERS ABSENT**

Chip Olver	Councillor and Deputy Mayor
Ted Christensen	Councillor

**ADMINISTRATION PRESENT**

Kelly Gibson	Town Manager	
Jason Darrah	Director, Communications and Marketing	(Remote Participation)
Darren Enns	Director, Planning and Environment	
Adrian Field	Director, Engineering	(Remote Participation)
Alison Gerrits	Director, Community Services	
Paul Godfrey	Director, Operations	
Chris Hughes	Director, Corporate Services	
Barbara King	Director, Human Resources	(Remote Participation)
Katherine Severson	Director, Protective and Emergency Services	
Randall McKay	Manager, Strategic Initiatives + Special Projects	(Remote Participation)
Dave Michaels	Manager of Planning Services	
Kathleen Gallagher	Development Planner	
Renée Lavergne	Information Governance Coordinator	(Remote Participation)
Kiersten McDonald	Legislative Advisor	
Libbey McDougall	Municipal Clerk	

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## 1.0 CALL TO ORDER

Present In Chamber: (5): Mayor DiManno, Councillor Canning, Councillor Pelham, Councillor Ram, and Councillor Pettigrew

Absent: (2): Councillor Christensen and Councillor Olver

Mayor DiManno called the October 23, 2023, Regular Meeting of the Governance and Finance Committee to order at 9:01 a.m.

Mayor DiManno provided a land acknowledgment at today's meeting.

## 2.0 APPROVAL OF AGENDA

2.1 Agenda for the October 23, 2023, Regular Meeting of the Governance and Finance Committee

FIN23-166 **Moved by** Councillor Pettigrew

That the Agenda for the October 23, 2023, Regular Meeting of the Governance and Finance Committee be approved.

FIN23-167 **Amendment Moved by** Mayor DiManno

That the Agenda be amended to include the following late Written Submission:

5.1.3 Katie Tuff and Yannis Karlos: Email 'The Anderson Residence', dated October 21, 2023, (Item #: 7.1, Request for Decision: Heritage Resource Action Plan)

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

**MOTION CARRIED**



**Vote on Motion FIN23-166, As Amended**

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

**MOTION CARRIED**

**3.0 CONFIRMATION OF PREVIOUS GOVERNANCE AND FINANCE COMMITTEE MINUTES**

3.1 Minutes of the October 10, 2023, Regular Meeting of the Governance and Finance Committee

FIN23-168 **Moved by** Councillor Pelham

That the Minutes for the October 10, 2023, Regular Meeting of the Governance and Finance Committee be confirmed.

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

**MOTION CARRIED**

**4.0 DELEGATIONS**

No Delegations were scheduled as part of this meeting.

**5.0 PUBLIC INPUT ON APPROVED AGENDA ITEMS**

5.1 Written Submissions

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

5.1.1 Beth Woolley Monod: Email Re: Submission for October 23 Meeting, Received October 14, 2023 (Item #: 7.1, Request for Decision: Heritage Resource Action Plan)

5.1.2 Linda Charlton: Letter, Dated October 15, 2023, Subject: Draft Heritage Resource

Minutes approved by: On Original On Original



Action Plan (Item #: 7.1, Request for Decision: Heritage Resource Action Plan)

- 5.1.3 Katie Tuff and Yannis Karlos: Email ‘The Anderson Residence’, dated October 21, 2023, (Item #: 7.1, Request for Decision: Heritage Resource Action Plan)

5.2 Verbal Submissions

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

- 5.2.1 Peter Poole (Item #: 7.1, Request for Direction: Heritage Resource Action Plan)
- 5.2.2 Jan Waterous (Item #: 7.3, Revised Briefing: Railway Lands Area Redevelopment Plan Council Review Process)
- 5.2.3 Harvey Locke (Item #: 7.3, Revised Briefing: Railway Lands Area Redevelopment Plan Council Review Process)
- 5.2.4 Yannis Karlos (Item #: 7.1, Request for Direction: Heritage Resource Action Plan)

**6.0 UNFINISHED BUSINESS**

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

**7.0 ADMINISTRATIVE REPORTS**

7.1 Request for Direction: Heritage Resource Action Plan

Anne **Ewen**, Chair of the Banff Heritage Corporation, and Mark Chambers, Consultant with Lemay, spoke to Committee regarding Item 7.1 Request for Direction: Heritage Action Resource Plan.

FIN23-169 **Moved by** Councillor Pelham

That with respect to Item 7.1, Request for Direction: Heritage Resource Action Plan, the following be approved:

That the Governance and Finance Committee direct Administration to remove the following section of the proposed Heritage Resource Action Plan:



P7 Town of Banff or Banff Heritage Corporation purchase heritage properties

For: (3): Councillor Pelham, Councillor Ram, and Councillor Canning

Against: (2): Mayor DiManno, and Councillor Pettigrew

**MOTION CARRIED**

FIN23-170 **Moved by** Councillor Pelham

That with respect to Item 7.1, Request for Direction: Heritage Resource Action Plan, the following be approved:

That the Governance and Finance Committee direct Administration to remove the following section of the proposed Heritage Resource Action Plan:

D7 Provide assistance where relocation of heritage buildings is required

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

**MOTION DEFEATED**

FIN23-171 **Moved by** Councillor Pelham

That with respect to Item 7.1, Request for Direction: Heritage Resource Action Plan, the following be approved:

That the Governance and Finance Committee direct Administration to remove the following section of the proposed Heritage Resource Action Plan:

D10 Bed and Breakfast-related tools and tactics specific to heritage properties

For: (1): Councillor Pelham

Against: (4): Mayor DiManno, Councillor Canning, Councillor Ram, and Councillor Pettigrew

**MOTION DEFEATED**



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FIN23-172 **Moved by** Councillor Pettigrew

That with respect to Item 7.1, Request for Direction: Heritage Resource Action Plan, the following be approved:

That Governance and Finance Committee recommend that Council:

Adopt the proposed Heritage Resource Action Plan, **as amended**, to guide the implementation of tools and tactics that will enable the Town of Banff to encourage built heritage conservation over the next five to ten years.

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

**MOTION CARRIED**

FIN23-173 **Moved by** Mayor DiManno

That with respect to Item 7.1, Request for Direction: Heritage Resource Action Plan, the following be approved:

That Governance and Finance Committee direct Administration to return as part of the 2024 Service Review Process with new service level requests for those tools and tactics that cannot be accommodated within existing resources.

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

**MOTION CARRIED**

Committee recessed at 11:22 for a ten-minute break.

Committee resumed at 11:36 with Mayor DiManno in the chair.

Minutes approved by: On Original On Original



7.2 Request for Direction: Accessory Dwelling Unit Incentive Program

FIN23-174 **Moved by** Mayor DiManno

That with respect to Item 7.2, Request for Direction: Accessory Dwelling Unit Incentive Program, the following be approved:

That the Governance and Finance Committee direct Administration to:

Return to a future meeting of Council, through the Governance and Finance Committee, with draft Land Use Bylaw amendments that incentivize development of accessory dwelling units;

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

**MOTION CARRIED**

FIN23-175 **Moved by** Mayor DiManno

That with respect to Item 7.2, Request for Direction: Accessory Dwelling Unit Incentive Program, the following be approved:

That the Governance and Finance Committee direct Administration to:

Return as part of the 2024 Service Review Process with a new service level request for a financial incentives program for accessory dwelling units, including:

- An incentive program for new accessory dwelling units;
- An incentive program for existing unapproved accessory dwelling units; and
- Financial support for condominium bylaw amendments.

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

**MOTION CARRIED**



FIN23-176 **Moved by Mayor DiManno**

That with respect to Item 7.2, Request for Direction: Accessory Dwelling Unit Incentive Program, the following be approved:

That the Governance and Finance Committee direct Administration to:

1. Return as part of the 2024 Service Review Process with a new service level request to amend existing service levels for accessory dwelling unit applications, including:
  - Enhanced assistance with applications; and
  - Promotional efforts.

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

**MOTION CARRIED**

7.3 Revised Briefing: Railway Lands Area Redevelopment Plan Council Review Process

FIN23-177 **Moved by Mayor DiManno**

That the Governance and Finance Committee, pursuant to Sections 24 (Advice from officials) and 27 (Privileged information) of the *Freedom of Information and Protection of Privacy Act*, recess to the call of the chair at 12:35 p.m., to reconvene in a closed meeting, to be conducted in the Council Boardroom to consider confidential matters with respect to Item 7.3, Revised Briefing: Railway Lands Area Redevelopment Plan Council Review Process

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

**MOTION CARRIED**

Committee reconvened in closed meeting at 12:36 p.m. with Mayor DiManno in the chair





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Members of Administration present in closed meeting:

K. Gibson (Advice)  
D. Enns (Advice)  
R. McKay (Advice)  
K. McDonald (Clerk)

Committee recessed in closed meeting at 12:58 p.m.

Committee reconvened in public meeting at 12:59 p.m. with Mayor DiManno in the chair.

FIN23-178 **Moved by** Mayor DiManno

That the Governance and Finance Committee rise and report.

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

**MOTION CARRIED**

FIN23-179 **Moved by** Mayor DiManno

That with respect to Item 7.3, Revised Briefing: Railway Lands Area Redevelopment Plan Council Review Process, the following be approved:

That the Governance and Finance Committee:

1. Receive the Railway Lands Area Redevelopment Plan Council Review Process Revised Briefing for the Corporate Record; and
2. Direct that revised confidential Attachment B and the closed meeting discussions remain confidential pursuant to Sections 24 (Advice from officials) and Section 27 (Privileged information) of the *Freedom of Information and Protection of Privacy Act*.

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

**MOTION CARRIED**

Minutes approved by: On Original On Original



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7.4 Request for Decision: Rescheduling of the November 29, 2023, Service Review Meeting of the Governance and Finance Committee

FIN23-180 **Moved by** Councillor Ram

That with respect to Item 7.4, Request for Decision: Rescheduling of the November 29, 2023, Service Review Meeting of the Governance and Finance Committee, the following be approved:

That Governance and Finance Committee, pursuant to Section 7.41 of Procedures Bylaw 44-8, revise the 2023 Governance and Finance Committee meeting schedule so as to reschedule the November 29, 2023, Service Review meeting to a regular Meeting of that committee specifically dedicated to address final housing policy amendments.

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

**MOTION CARRIED**

**8.0 NEW / URGENT BUSINESS**

No Items of New/ Urgent Business were added as part of this meeting.

**9.0 CONFIDENTIAL ITEMS**

No Confidential Items were scheduled as part of this meeting.

**10.0 ADJOURNMENT**

FIN23-181 **Moved by** Councillor Pettigrew

That the October 23, 2023, Regular Meeting of the Governance and Finance Committee adjourn at 1:01 p.m.

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

**MOTION CARRIED**

Minutes approved by: On Original On Original



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On Original

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Corrie DiManno  
Mayor

On Original

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Kiersten McDonald  
Legislative Advisor

Minutes approved by: On Original On Original