

**MINUTES OF THE ANNUAL ORGANIZATIONAL MEETING OF COUNCIL
of the Town of Banff in the Province of Alberta
Monday, October 23, 2023, at 2:00 p.m.**

COUNCIL MEMBERS PRESENT

Corrie DiManno	Mayor	
Barb Pelham	Councillor and Acting Mayor	
Grant Canning	Councillor	
Hugh Pettigrew	Councillor	
Kaylee Ram	Councillor	(Remote Participation)

COUNCIL MEMBERS ABSENT

Chip Olver	Councillor and Deputy Mayor
Ted Christensen	Councillor

ADMINISTRATION PRESENT

Kelly Gibson	Town Manager	
Jason Darrah	Director, Communications & Marketing	(Remote Participation)
Darren Enns	Director, Planning and Environment	
Alison Gerrits	Director, Community Services	
Chris Hughes	Director, Corporate Services	
Barbara King	Director, Human Resources	(Remote Participation)
Katherine Severson	Director, Emergency & Protective Services	
Renée Lavergne	Information Governance Coordinator	(Remote Participation)
Kiersten McDonald	Legislative Advisor	
Libbey McDougall	Municipal Clerk	

1.0 CALL TO ORDER

Present in Chamber: (4): Mayor DiManno, Councillor Canning, Councillor Pelham, and Councillor Pettigrew

Present in Virtually: (1): Councillor Ram

Absent :(2): Councillor Christensen and Councillor Olver

Mayor DiManno called the October 23, 2023, Annual Organizational Meeting of Council to order at 4:00 p.m.

Mayor DiManno gave a land acknowledgment at the commencement of today's Annual Organizational Meeting.

2.0 CONFIRMATION OF AGENDA

2.1 Agenda for the October 23, 2023, Annual Organizational Meeting of Council

COU23-313 **Moved by** Councillor Canning

That the Agenda for the October 23, 2023, Annual Organizational Meeting of Council be approved.

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

MOTION CARRIED



3.0 DEPUTY MAYOR, ACTING MAYOR, AND SIGNING AUTHORITY APPOINTMENTS

3.1 Request for Decision: Confirmation of Appointment of Deputy Mayor and Acting Mayor for the Remainder of the 2021 – 2025 Council Term of Office and Delegation of an Additional Back-Up Signing Authority

COU23-314 **Moved by** Mayor DiManno

That with respect to the Recommendation 1 contained in Item 3.1, Request for Decision: Confirmation of Appointment of Deputy Mayor and Acting Mayor for the Remainder of the 2021 – 2025 Council Term of Office and Delegation of an Additional Back-Up Signing Authority, the following be adopted:

That Council:

1. Confirm the appointment of Deputy Mayor and Acting Mayor for the remainder of the 2021 – 2025 Council Term of Office as follows:

Term	Deputy Mayor	Acting Mayor
2023 November 01 – 2024 June 30	Cllr. Pelham	Cllr. Ram
2024 July 01 – 2025 February 28	Cllr. Ram	Cllr. Pettigrew
2025 March 01 – 2025 Annual Organizational Meeting	Cllr. Pettigrew	Cllr. Christensen

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

MOTION CARRIED

COU23-315 **Moved by Mayor DiManno**

That with respect to the Recommendation 2 contained in Item 3.1, Request for Decision: Confirmation of Appointment of Deputy Mayor and Acting Mayor for the Remainder of the 2021 – 2025 Council Term of Office and Delegation of an Additional Back-Up Signing Authority the following be adopted, **after amendment:**

That Council:

2. Appoint **Councillor Pelham** as an additional back-up Signing Authority for the remainder of the 2021 – 2025 Council Term.

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

MOTION CARRIED

4.0 COUNCIL CALENDAR

4.1 Request for Decision: The 2024 Council and Committee Calendar

COU23-316 **Moved by Mayor DiManno**

That with respect to Item 4.1, Request for Decision: The 2024 Council and Committee Calendar, the following be adopted:

That Council postpone Item 4.1, Request for Decision, the 2024 Council and Committee Calendar, to the next regular meeting of Council in which all members are scheduled to be present, and further, that Council direct Administration to return to a future meeting of Council with a report addressing the possibility of scheduling Council and Governance and Finance Committee meetings on Tuesdays commencing in 2025.

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

MOTION CARRIED

5.0 FEDERAL, PROVINCIAL, AND IMPROVEMENT DISTRICT NO. 9 APPOINTMENTS

5.1 Request for Decision: Confirmation of 2023-2024 Federal, Provincial, and Improvement District No. 9 Appointments to Boards, Commissions, and Corporations

COU23-317 **Moved by** Councillor Pettigrew

That with respect to the Recommendations contained in Item 5.1, Request for Decision: Confirmation of 2023-2024 Federal, Provincial, and Improvement District No. 9 Appointments to Boards, Commissions, and Corporations, the following be adopted:

That Council confirm the following 2023 – 2024 Federal, Provincial, and Improvement District No. 9 appointments:

1. Parks Canada Representative to the Development Appeal Board:
 - a) Kendra Van Dyk.
2. Parks Canda Representative to the Municipal Planning Commission:
 - a) Bryan Howie.
3. Parks Canda Representatives to the Banff Heritage Corporation:
 - a) Susan Kennard; and
 - b) Kate Leonard (Alternate)
4. Province of Alberta representative (*ex-officio*) to the Banff Heritage Corporation Board:
 - a) Steve Malins.
5. Improvement District No. 9 (ID9) Council representative to the Banff Public Library Board:
 - a) Councillor Alexandra Parkinson.

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

MOTION CARRIED

Minutes approved by: On Original On Original



Approved November 13, 2023

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COU23-318 Moved by Mayor DiManno

That Council, pursuant to Sections 17 (Disclosure to personal privacy) and 19 (Confidential evaluations) of the *Freedom of Information and Protection of Privacy Act*, recess to the call of the chair, at 4:32 p.m., to reconvene in a closed meeting, to be conducted in the Council Chamber and virtually in a confidential Zoom Meeting environment, to consider confidential matters with respect to the following Items:

- 6.1, 2023-2024 Appointment of Council Members to Boards, Commissions, Committees, Corporations, and External Agencies; and
- 7.1, 2024 Appointment of Public Members to Boards, Commissions, Committees, and Corporations.

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

MOTION CARRIED

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

Council recessed in closed meeting at 5:20 p.m.

Council reconvened in public meeting at 5:22 p.m. with Mayor DiManno in the chair.

COU23-319 Moved by Mayor DiManno

That Council rise and report.

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

MOTION CARRIED

6.0 APPOINTMENT OF COUNCIL MEMBERS TO BOARDS, COMMISSIONS, COMMITTEES, CORPORATIONS AND EXTERNAL AGENCIES

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Individuals in attendance during the closed meeting discussions with respect to Item 6.1, Request for Decision: 2023 – 2024 Appointment of Council Members to Boards, Commissions, Committees, Corporations, and External Agencies:

Clerks: L. McDougall and K. McDonald
Advice: K. Gibson

6.1 Request for Decision: 2023 – 2024 Appointment of Council Members to Boards, Commissions, Committees, Corporations, and External Agencies

COU23-320 **Moved by** Councillor Ram

That with respect to Recommendation 1 contained in Item 6.1, Request for Decision: 2023 – 2024 Appointment of Council Members to Boards, Commissions, Committees, Corporations, and External Agencies, the following be adopted, **after amendment**:

That Council:

1. Appoint Members of Council to the following Town of Banff Boards, Commissions, Committees, Corporations for one year terms ending at the 2024 Annual Organizational Meeting of Council:
 - a) Banff Community Art Committee:
Councillor Ram.
 - b) Banff Heritage Corporation
**Councillor Christensen; and
Councillor Ram (Alternate).**
 - c) Banff Housing Corporation:
Councillor Olver.
 - d) Banff Public Library Board:
**Mayor DiManno
Councillor Ram (Alternate).**

Minutes approved by: On Original On Original



- e) Development Appeal Board:
**Councillor Canning; and
Councillor Olver.**

- f) Municipal Planning Commission
**Councillor Pelham; and
Councillor Pettigrew.**

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

MOTION CARRIED

COU23-321 **Moved by** Councillor Canning

That with respect to Recommendation 2 contained in Item 6.1, Request for Decision: 2023 – 2024 Appointment of Council Members to Boards, Commissions, Committees, Corporations, and External Agencies, the following be adopted, **after amendment**:

That Council:

2. Appoint Members of Council to the following External Agencies, for one year terms ending at the 2024 Annual Organizational Meeting of Council:
 - a) Banff Lake Louise Tourism Bureau:
Councillor Ram (Alternate).

 - b) Biosphere Institute of the Bow Valley:
Mayor DiManno.

 - c) Bow Valley Regional Housing Board of Directors:
**Councillor Christensen; and
Councillor Olver.**

 - d) Bow Valley Regional Transit Services:
**Councillor Canning; and
Councillor Pelham.**

- e) Bow Valley Waste Management Commission:
Councillor Canning;
Councillor Pettigrew; and
Councillor Christensen (Alternate).
- f) Community Advisory Committee (RCMP):
Councillor Ram.
- g) Rocky Mountains Housing Cooperative:
Councillor Olver.

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

MOTION CARRIED

COU23-322 **Moved by** Mayor DiManno

That with respect to **new Recommendation 3** and **renumbered Recommendation 4** contained in Item 6.1, Request for Decision: 2023 – 2024 Appointment of Council Members to Boards, Commissions, Committees, Corporations, and External Agencies, the following be adopted, **after amendment**:

That Council:

- 3. **Direct that Attachment 2 become a public document; and**
- 4. Direct that **Confidential Attachment 1 and the closed meeting discussions** remain confidential pursuant to Sections 17 (Disclosure harmful to personal privacy) and 19 (Confidential evaluations) of the *Freedom of Information and Protection of Privacy Act*.

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

MOTION CARRIED

7.0 **BOARDS, COMMISSIONS, COMMITTEES AND CORPORATIONS' PUBLIC MEMBER AND OTHER APPOINTMENTS**

7.1 Revised Request for Decision: 2023 Appointment of Public Members to Boards, Commissions, Committees, and Corporations

Individuals in attendance during the closed meeting discussions with respect to Item 7.1, Revised Request for Decision: 2023 Appointment of Public Members to Boards, Commissions, Committees, and Corporations:

Clerks: L. McDougall and K. McDonald

COU23-323 **Moved by** Mayor DiManno

That with respect to Recommendations 1 through 7 contained in Item 7.1 Revised Request for Decision: 2023 Appointment of Public Members to Boards, Commissions, Committees, and Corporations, the following be adopted, **after amendment**:

1. **In accordance with Bylaw 148-15, the Assessment Review Board Bylaw, appoint Steven "P.H" Nilsen to serve a one (1) year terms as Chair of the Assessment Review Board, commencing 2024 January 01 and ending 2024 December 31.**
2. Appoint the following individuals as public members to the Banff Community Art Committee:
 - a. **Charlene Quantz-Wold for a two-year term ending on the 2025 Annual Organizational Meeting of Council; and**
 - b. **Jo Griffin for a three-year term ending on the 2026 Annual Organizational Meeting of Council.**
3. Appoint the following individual as a public member to the Banff Housing Corporation for a three (3) year term ending on the 2026 Annual Organizational Meeting of Council:
 - a. **Jeffrey Carpenter.**

And further, that Administration continue to advertise for the remaining Banff Housing Corporation public member position.



4. Appoint the following individual as a public member to the Banff Public Library Board to three (3) year term ending on the 2026 Annual Organizational Meeting of Council:

- a. **Kayla Cazes**

5. Appoint the following individual as a public member to the Community Grants Committee to a two (2) year term ending on the 2025 Annual Organizational Meeting of Council:

- a. **Lucia Urquia.**

And further, that Administration continue to advertise for the two (2) remaining Community Grants Committee public member positions.

6. Appoint the following individuals as public members to the Development Appeal Board for one (1) year terms ending on the 2024 Annual Organizational Meeting of Council:

- a. **Raymond Horyn;**
- b. **Scott McElhone; and**
- c. **Robin Tuck.**

And further, that Administration continue to advertise for the two (2) to three (3) remaining Development Appeal Board public member positions.

7. Appoint the following individuals as public members to the Municipal Planning Commission for one (1) year terms ending on the 2024 Annual Organizational Meeting of Council:

- a. **Dana Humbert;**
- b. **Stavros J. Karlos;**
- c. **Neil Wedin**
- d. **Tamra Malczyk; and**
- e. **Drew Cornell.**

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

MOTION CARRIED

Minutes approved by: On Original On Original



Approved November 13, 2023

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COU23-324 **Moved by** Mayor DiManno

That with respect to Recommendations 8, 9, and 10 contained in Item 7.1 Revised Request for Decision: 2023 Appointment of Public Members to Boards, Commissions, Committees, and Corporations, the following be adopted:

That Council:

- 8. Thank all retiring public members for their service;
- 9. Thank all individuals who applied to serve on a Board, Commission, Committee, or Corporation in 2023; and
- 10. Direct that confidential Attachments 1, 2, 4, 5, and 6, as well the closed meeting discussions, remain confidential pursuant to Section 17 (Disclosure to personal privacy) and 19 (Confidential evaluations) of the *Freedom of Information and Protection of Privacy Act*.

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

MOTION CARRIED

8.0 ADJOURNMENT

COU23-325 **Moved by** Councillor Canning

That the October 23, 2023, Annual Organizational Meeting of Council adjourn at 5:28 p.m.

For: (5): Mayor DiManno, Councillor Canning, 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