



**MINUTES OF THE ANNUAL ORGANIZATIONAL MEETING OF COUNCIL AND OTHER  
RELATED BUSINESS  
of the Town of Banff in the Province of Alberta**

**Part 1 – Swearing in Ceremony for the 2021-2025 Town of Banff Council**

**Town of Banff Meeting  
Steps of Town Hall  
Monday, 2021 October 25, at 2:00 p.m.**

**Part 2 – Annual Organizational Meeting of Council**

**Town of Banff Virtual Meeting  
Monday, 2021 November 01, at 2:00 p.m.**

**COUNCIL MEMBERS PRESENT**

|                 |            |                                      |
|-----------------|------------|--------------------------------------|
| Corrie DiManno  | Mayor      | (In Person and Remote Participation) |
| Grant Canning   | Councillor | (In Person and Remote Participation) |
| Ted Christensen | Councillor | (In Person and Remote Participation) |
| Chip Olver      | Councillor | (In Person and Remote Participation) |
| Barb Pelham     | Councillor | (In Person and Remote Participation) |
| Hugh Pettigrew  | Councillor | (In Person and Remote Participation) |
| Kaylee Ram      | Councillor | (In Person and Remote Participation) |

**COUNCIL MEMBERS ABSENT**

None

**ADMINISTRATION PRESENT**

|                  |  |                                      |
|------------------|--|--------------------------------------|
| Kelly Gibson     | Town Manager   | (In Person and Remote Participation) |
| Jason Darrah     | Director, Communications & Marketing                 | (In Person and Remote Participation) |
| Darren Enns      | Director, Planning & Development                     | (In Person and Remote Participation) |
| Adrian Field     | Director, Engineering                                | (Remote Participation)               |
| Alison Gerrits   | Director, Community Services                         | (Remote Participation)               |
| Paul Godfrey     | Director, Operations                                 | (Remote Participation)               |
| Chris Hughes     | Director, Corporate Services                         | (In Person and Remote Participation) |
| Barbara King     | Director, Human Resources                            | (In Person and Remote Participation) |
| Randall McKay    | Manager, Strategic Initiatives +<br>Special Projects | (Remote Participation)               |
| Mike Buxton-Carr | Staff Sargent,<br>Royal Canadian Mounted Police      | (In Person Participation)            |
| Eamonn Reil      | Visitor Experience – Events Specialist               | (In Person Participation)            |
| James Scutt      | IT Support Specialist                                | (In Person Participation)            |
| Renée Lavergne   | Information Governance Coordinator                   | (In Person Participation)            |
| Tara Johnston    | Legislative Advisor                                  | (Remote Participation)               |
| Libbey McDougall | Municipal Clerk                                      | (In Person and Remote Participation) |

In Person Participation occurred for Part 1 – Swearing in Ceremony for the 2021-2025 Council Term; and  
Remote Participation occurred for Part 2 – 2021 Annual Organizational Meeting of Council.



## **1.0 CALL TO ORDER**

Town Manager Kelly Gibson called the Annual Organizational Meeting of Council and Other Related Business, Part 1: Swearing In Ceremony for the 2021-2025 Town of Banff Council, to order at 2:14 p.m. in accordance with Section 4.2 of Procedures Bylaw 44-7, as amended.

## **2.0 TREFFREY DEERFOOT | BLACKFOOT CONFEDERACY**

Town Manager Gibson introduced Treffery Deerfoot of the Blackfoot Confederacy.

Treffery Deerfoot sang two verses of a traditional honour song sung by his People and provided a traditional prayer.

## **3.0 TOWN OF BANFF COUNCIL SWEARING IN CEREMONY**

The Town Manager called Staff Sargent Mike Buxton-Carr of the Royal Canadian Mounted Police forwarded to Administer to the Oath of Officer to Council-Elect.

Staff Sargent Buxton-Carr administered the Oaths of Office to the following:

Grant Canning (Councillor);  
Ted Christensen (Councillor);  
Cheryl (Chip) Olver (Councillor);  
Barb Pelham (Councillor);  
Hugh Pettigrew (Councillor);  
Kaylee Ram (Councillor); and  
Corrie DiManno (Mayor).



**4.0 RECESS TO RECONVENE MONDAY, 2021 NOVEMBER 01, AT 2:00 P.M. FOR THE 2021 NOVEMBER 01 ANNUAL ORGANIZATIONAL MEETING OF COUNCIL**

COU21-396 **Moved by** Mayor DiManno

That Council recess at 2:40 p.m. to reconvene on Monday, 2021 November 01, at 2:00 p.m.

For: (7): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

**MOTION CARRIED**

**5.0 PART 2 – CALL TO ORDER 2021 NOVEMBER 01**

To confirm Members of Council, who all participated virtually due to the ongoing COVID-19 Pandemic, as present, the following roll call was conducted:

ROLL CALL:

Present: (7): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

Mayor DiManno called the virtual Regular Meeting of Council to order at 2:01 p.m.

**6.0 APPROVAL OF AGENDA**

6.1 Agenda for the 2021 November 01 Virtual Annual Organizational Meeting of Council

COU21-397 **Moved by** Councillor Christensen

That the Agenda for Annual Organizational Meeting of Council and Other Related Business: Part 2 - 2021 November 01 Virtual Annual Organizational Meeting of Council be approved.

For: (7): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

**MOTION CARRIED**



## 7.0 DEPUTY MAYOR, ACTING MAYOR, AND SIGNING AUTHORITY APPOINTMENTS

### 7.1 Request for Decision: Appointment of Deputy Mayor and Acting Mayor for the of the 2021 – 2025 Council Term of Office and Delegation of Signing Authority (Back Up)

COU21-398 **Moved by** Mayor DiManno

That with respect to Item 7.1, Appointment of Deputy Mayor and Acting Mayor for the of the 2021 – 2025 Council Term of Office and Delegation of Signing Authority (Back Up, the following be adopted, **after amendment**:

That Council:

1. Approve the appointment of Deputy Mayor and Acting Mayor for the 2021 – 2025 Council Term of Office (Attachment); and
2. Delegate **Councillor Ted Christensen** as the back up signing authority for the 2021-2025 Council Term.

For: (7): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

**MOTION CARRIED**

## 8.0 COUNCIL CALENDAR

### 8.1 Request for Decision: The 2022 Council and Governance and Finance Committee Calendar

COU21-399 **Moved by** Councillor Pettigrew

That with respect to Item 8.1, The 2022 Council and Governance and Finance Committee Calendar the following be adopted, **after amendment**:

That Council approve the 2022 Council and Governance and Finance Committee Calendar (**Revised** Attachment).

For: (7): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

**MOTION CARRIED**



## 9.0 PARKS CANADA APPOINTMENTS

### 9.1 Request for Decision: Confirmation of Parks Canada 2020-2021 Appointments to Boards, Commissions, and Corporations

COU21-400 **Moved by** Councillor Canning

That with respect to Item 9.1, Confirmation of Parks Canada 2020-2021 Appointments to Boards, Commissions, and Corporations, the following be adopted:

That Council confirm the 2021-2022 Parks Canada appointments as follows:

1. Development Appeal Board:
  - a) Kendra Van Dyk; and
  - b) Sheila Luey.
  
2. Municipal Planning Commission:
  - a) Bryan Howie.
  
3. Banff Heritage Corporation:
  - a) Susan Kennard.

For: (7): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

**MOTION CARRIED**



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

### 10.1 Request for Decision: 2021-2022 Appointment of Council Members to Boards, Commissions, Committees, Corporations, and External Agencies

COU21-401 **Moved by** Mayor DiManno

That with respect to **Recommendations 1 and 2, new Recommendation 3, and renumbered Recommendations 4 and 5 related to** Item 10.1, 2021-2022 Appointment of Council Members to Boards, Commissions, Committees, Corporations, and External Agencies, the following be adopted, **after amendment:**

That Council:

1. Appoint the following Members of Council to both the Local Assessment Review Board and the Composite Assessment Review Board for a four year term commencing 2022 January 01 and ending 2025 December 31:
  - a) **Councillor Pelham;**
  - b) **Councillor Pettigrew; and**
  - c) **Councillor Ram.**
  
2. Appoint Members of Council to Town of Banff Boards, Commissions, Committees, Corporations, for one year terms ending at the 2022 Annual Organizational Meeting of Council, as follows:
  - 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  
**Councillor Christensen; and**  
**Councillor Ram.**



- e) Development Appeal Board:  
**Councillor Canning; and  
Councillor Christensen.**
  
  - f) Municipal Planning Commission  
**Councillor Pelham; and  
Councillor Pettigrew.**
3. In accordance with Section 13.12 of the Procedures Bylaw 44-7, as amended, reconsider Motion COU02-268 to appoint the Mayor and an Alternate to the Hotel/ Motel Association, approved as par of the 2002 November 12 Regular Meeting of Council, and appoint only the Mayor as a representative to the Banff Lake Louise Hospitality Association, formerly referred to as the Hotel/ Motel Association;
4. Appoint Members of Council to the following External Agencies, for one year terms ending at the 2022 Annual Organizational Meeting of Council:
- a) Banff Lake Louise Tourism Bureau  
**Councillor Pelham (Alternate).**
  
  - b) Biosphere Institute of the Bow Valley  
**Councillor Olver.**
  
  - c) Bow Valley Regional Housing Board  
**Councillor Olver; and  
Councillor Pelham.**
  
  - d) Bow Valley Regional Transit Services  
**Mayor DiManno; and  
Councillor Canning.**
  
  - e) Bow Valley Waste Management Commission  
**Councillor Canning;  
Councillor Pettigrew; and  
Councillor Christensen (Alternate).**
  
  - f) Community Advisory Committee (RCMP):  
**Councillor Christensen.**
  
  - g) Rocky Mountains Housing Cooperative:  
**Councillor Olver.**



5. Appoint the Mayor, by virtue of the Office, to the following External Agencies, for the term of Office:
- a) Banff Lake Louise Tourism Bureau;
  - b) Banff Lake Louise Hospitality Association;
  - c) AUMA Mayors' Caucus;
  - d) Intergovernmental Liaison;
  - e) Superintendent's Breakfast; and
  - f) RCMP Liaison.

For: (7): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

**MOTION CARRIED**

COU21-402 **Moved by** Councillor Ram

That with respect to **new Recommendation 6 and renumbered Recommendation 7 related to Item 10.1, 2021-2022 Appointment of Council Members to Boards, Commissions, Committees, Corporations, and External Agencies, the following be adopted, after amendment:**

That Council:

6. **Direct that Attachment 2 become a public document;** and
7. Direct that **Confidential Attachments 1** 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: (7): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

**MOTION CARRIED**





## 11.0 **BOARDS, COMMISSIONS, COMMITTEES AND CORPORATIONS' PUBLIC MEMBER APPOINTMENTS**

### 11.1 Confidential Request for Decision: 2021 Appointment of Public Members to Boards, Commissions, Committees, and Corporations

COU21-403 **Moved by** Mayor DiManno

That Council recess at 2:39 p.m. to reconvene in a closed meeting, to be conducted in a confidential Zoom Meeting environment, pursuant to Sections 17 (Disclosure harmful to personal privacy) and 19 (Confidential evaluations) of the *Freedom of Information and Protection of Privacy Act*, to consider confidential matters with respect to Item 11.1, 2021 Appointment of Public Members to Boards, Commissions, Committees, and Corporations.

For: (7): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

**MOTION CARRIED**

Council reconvened in closed meeting at 2:41 p.m. with Mayor DiManno in the Chair.

Council recessed in closed meeting at 4:10 p.m.

Council reconvened in public meeting at 4:11 p.m. with Mayor DiManno in the chair.

COU21-404 **Moved by** Mayor DiManno

That Council rise and report.

For: (7): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

**MOTION CARRIED**

Individuals in attendance during the closed meeting discussions with respect to Item 11.1, 2021 Appointment of Public Members to Boards, Commissions, Committees, and Corporations:

Clerk: L. McDougall



COU21-405 **Moved by** Councillor Canning

That with respect to **Recommendation 1 contained in** Item 11.1, 2021 Appointment of Public Members to Boards, Commissions, Committees, and Corporations, the following be adopted, **after amendment:**

That Council:

- 1. Direct Administration to continue advertising the Assessment Review Board position(s).**

For: (7): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

**MOTION CARRIED**

COU21-406 **Moved by** Mayor DiManno

That with respect to **Recommendation 2 contained in** Item 11.1, 2021 Appointment of Public Members to Boards, Commissions, Committees, and Corporations, the following be adopted, **after amendment:**

That Council:

- 2. Appoint the following individual as a public member to the Banff Community Art Committee for a three (3) year term to ending on the 2024 Annual Organizational Meeting of Council:**
  - a. Letitia Anesu Chihambakwe.**

For: (7): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

**MOTION CARRIED**



COU21-407 **Moved by** Councillor Pettigrew

That with respect to **Recommendation 3 contained in** Item 11.1, 2021 Appointment of Public Members to Boards, Commissions, Committees, and Corporations, the following be adopted, **after amendment:**

That Council:

3. Appoint the following individual as a public member director to the Banff Heritage Corporation to a three (3) year term ending on the 2024 Annual Organizational Meeting of Council:
  - a. **Karen Elizabeth Garbert.**

For: (7): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

**MOTION CARRIED**

COU21-408 **Moved by** Councillor Olver

That with respect to **Recommendation 4 contained in** Item 11.1, 2021 Appointment of Public Members to Boards, Commissions, Committees, and Corporations, the following be adopted, **after amendment:**

That Council:

4. Appoint the following individuals as public members to the Banff Housing Corporation for three (3) year terms ending on the 2024 Annual Organizational Meeting of Council:
  - a. **Stephanie Ferracuti;**
  - b. **Melanie Pettelle; and**
  - c. **Mark Walker.**

For: (7): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

**MOTION CARRIED**



COU21-409 **Moved by** Councillor Christensen

That with respect to **Recommendation 5 contained in** Item 11.1, 2021 Appointment of Public Members to Boards, Commissions, Committees, and Corporations, the following be adopted, **after amendment:**

That Council:

5. Appoint the following three individuals as public members to the Banff Public Library Board to three (3) year terms ending on the 2024 Annual Organizational Meeting of Council:
  - a. Ali Buckingham;
  - b. Melissa Carroll; and
  - c. Emmanuelle (Manuela) Olibera-Dorn.

For: (7): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

**MOTION CARRIED**

COU21-410 **Moved by** Councillor Ram

That with respect to **Recommendation 6 contained in** Item 11.1, 2021 Appointment of Public Members to Boards, Commissions, Committees, and Corporations, the following be adopted, **after amendment:**

That Council:

6. Appoint the following individual as a public member to the Community Grants Committee for a two (2) year term ending on the 2023 Annual Organizational Meeting of Council:
  - a. Claire Kirby.

For: (7): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

**MOTION CARRIED**



**COU21-411 Moved by Councillor Canning**

That with respect to **Recommendation 7 contained in** Item 11.1, 2021 Appointment of Public Members to Boards, Commissions, Committees, and Corporations, the following be adopted, **after amendment:**

That Council:

7. Appoint the following individuals as public members to the Development Appeal Board for one (1) year terms ending on the 2022 Annual Organizational Meeting of Council:
  - a. Raymond Horyn;
  - b. Dak Kerr;
  - c. Lachlan Mackintosh;
  - d. Barbara McNeil; and
  - e. Robin Tuck.

For: (7): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

**MOTION CARRIED**

**COU21-412 Moved by Councillor Pelham**

That with respect to **Recommendation 8 contained in** Item 11.1, 2021 Appointment of Public Members to Boards, Commissions, Committees, and Corporations, the following be adopted, **after amendment:**

That Council:

8. Appoint the following individuals as public members to the Municipal Planning Commission for one (1) year terms ending on the 2022 Annual Organizational Meeting of Council:
  - a. Dana Humbert;
  - b. Stavros J. Karlos;
  - c. Scott McElhone;
  - d. Brian Smythe; and
  - e. Leslie Taylor.

For: (7): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

**MOTION CARRIED**



**COU21-413 Moved by Mayor DiManno**

That with respect to **Recommendation 9 through 12 contained in** Item 11.1, 2021 Appointment of Public Members to Boards, Commissions, Committees, and Corporations, the following be adopted, **after amendment:**

That Council:

- 9. Thank all retiring public members for their service;
- 10. Thank all individuals who applied to serve on a Board, Commission, Committee, or Corporation in 2021;
- 11. Direct that this **Revised Report become** a public document; and
- 12. Direct that the **Revised confidential Attachment 1, confidential attachments 2 and 3, and New confidential Attachment 5**, as well the closed meeting discussions, remain confidential pursuant to Section 17 (disclosure harmful to personal privacy) and 19 (confidential evaluations) of the *Freedom of Information and Protection of Privacy Act*.

For: (7): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, Councillor Pelham, Councillor Pettigrew, and Councillor Ram

**MOTION CARRIED**

**12.0 ADJOURNMENT**

**COU21-414 Moved by Councillor Christensen**

That this Council adjourn at 4:17 p.m.

ROLL CALL VOTE:

For: (7): Mayor DiManno, Councillor Canning, Councillor Christensen, Councillor Olver, 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