



**MINUTES OF THE MUNICIPAL PLANNING COMMISSION  
of the Town of Banff in the Province of Alberta  
Wednesday, November 8, 2023, at 9:00 a.m.**

**COMMISSION MEMBERS PRESENT**

Stavros Karlos	Public Representative (Chair)
Dana Humbert	Public Representative (Vice Chair)
Neil Wedin	Public Representative
Drew Cornell	Public Representative
Tamra Malczyk	Public Representative
Bryan Howie	Parks Canada Representative
Barbara Pelham	Council Representative

**COMMISSION MEMBERS ABSENT**

Hugh Pettigrew	Council Representative
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**ADMINISTRATION PRESENT**

Dave Michaels	Manager, Planning Services
Madison DePater	Planning Intern, Planning and Environment
Kathleen Gallagher	Development Planner, Planning and Environment
Kerry MacInnis	Administrative Assistant, Planning and Environment (MPC Recorder)
Libbey McDougall	Municipal Clerk, Corporate Services, Municipal Services

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**1.0 CALL TO ORDER**

The Municipal Clerk called the November 8, 2023, Municipal Planning Commission meeting to order at 9:00a.m.

The Regular Meeting of the Municipal Planning Commission will be conducted both in-person in the Council Chamber located at Banff Town Hall and virtually using Zoom. The meeting will be live streamed on the internet, and recorded, in accordance with Council Policy C8002-1, Video Recording and Live Streaming of Legislated Meetings. It will be made available on the Town of Banff website.

1.1 Appointment of the Municipal Planning Commission Chair

MPC23-56 **Moved by** Commissioner Wedin to appoint Commissioner Karlos as MPC Chair.

**MOTION CARRIED**

1.2 Appointment of Municipal Planning Commission Vice Chair

MPC23-57 **Moved by** Commissioner Malczyk to appoint Commissioner Humbert as MPC Vice Chair.

**MOTION CARRIED**

Minutes approved by: \_\_\_\_\_



## 2.0 APPROVAL OF AGENDA

### 2.1. Approval of the Municipal Planning Commission agenda for November 8, 2023

MPC23-58 **Moved by** Councillor Pelham

That the agenda for the November 8, 2023, meeting of the Municipal Planning Commission be approved.

**MOTION CARRIED**

### 2.2. Declaration of Conflicts

The Chair asked if any members of the Municipal Planning Commission would be declaring a conflict of interest in hearing today's meeting.

No conflict was declared.

## 3.0 ADOPTION OF PREVIOUS COMMISSION MINUTES

### 3.1 Minutes of the October 11, 2023, meeting of the Municipal Planning Commission

MPC23-59 **Moved by** Councillor Pelham

That the minutes of the October 11, 2023, meeting of the Municipal Planning Commission be adopted as presented.

**MOTION CARRIED**

## 4.0 UNFINISHED BUSINESS

There was no unfinished business.

## 5.0 REPORTS

### 5.1 Proposed Determination of Use and Request for Decision – home occupation (23DP59) – 218 Kluane Drive

- i. Staff Presentation  
Administration provided a presentation and overview as included in the agenda package.
- ii. Public input  
There was no public input.
- iii. Applicant input  
Amber Wanless and Nick Fougere, applicants, were present to answer questions from the commission.

Minutes approved by: \_\_\_\_\_



**MPC23-60 Moved by** Councillor Pelham that pursuant to Sections 24 (advice from officials) of the Freedom of Information and Protection of Privacy Act and Section 3.2.12 of the Land Use Bylaw, MPC move into a closed meeting at 9:21a.m., in the Council Boardroom, to deliberate and discuss confidential matters with respect to Item 5.1 Proposed Determination of Use and Request for Decision (23DP59).

**MOTION CARRIED**

Administration in attendance during the closed meeting discussions with respect to Item 5.1.

Advice: D. Michaels and M.DePater

MPC reconvened in public meeting at 10:20a.m. with Commissioner Karlos in the chair.

**MPC23-61 Moved by** Commissioner Howie that Commission rise and report.

**MOTION CARRIED**

**MPC23-62 Moved by** Councillor Pelham

That the Municipal Planning Commission approve Development Permit application 23DP59 for a proposed Home Occupation Type 1 (cigar delivery service) at 218 Kluane Drive, subject to the amended conditions of approval attached as Appendix 'A'.

Amended: 2e - No customer deliveries shall utilize a motor vehicle.

**MOTION DEFEATED**

Against: Karlos, Malczyk, Humbert, Howie

**MPC23-63 Moved by** Commissioner Karlos

That Council, in a future update of the Land Use Bylaw, considers online and retail sales of products from home occupations and determines whether it is an appropriate use within residential districts.

**MOTION CARRIED**



- 5.2 Proposed Land Use Bylaw Amendment to the CA District (23RZ03)
- i. Staff Presentation  
Administration provided a presentation and overview as included in the agenda package.
  - ii. Applicant input  
Kerry Morrison, representing Shell was present via zoom to answer questions from the commission. Michael Isaak, Bibi Mapp, Nicole Sarioglu and Devin Mahaffey, representing the applicant, were present to answer questions from the commission.

Commissioner Karlos left the meeting at 10:58a.m  
Commissioner Humbert chaired the meeting starting at 10:59a.m.

MPC23-64 **Moved by** Councillor Pelham that pursuant to Sections 24 (advice from officials) of the Freedom of Information and Protection of Privacy Act and Section 3.2.12 of the Land Use Bylaw, MPC move into a closed meeting at 11:04a.m., in the Council Boardroom, to deliberate and discuss confidential matters with respect to Item 5.2 Proposed Land Use Bylaw Amendment to the CA District (23RZ03).

**MOTION CARRIED**

Administration in attendance during the closed meeting discussions with respect to Item 5.2.

Advice: D. Michaels and K.Gallagher

Commissioner Karlos returned to the meeting and in camera meeting at 11:35a.m.

MPC reconvened in public meeting at 11:55a.m. with Commissioner Karlos in the chair.

MPC23-65 **Moved by** Commissioner Howie that Commission rise and report.

**MOTION CARRIED**

MPC23-66 **Moved by** Councillor Pelham

That the Municipal Planning Commission (MPC) forward to Council application 23RZ03 for a proposed amendment to Section 12.1.8(c) of the CA: Commercial Accommodation District Regulations of the Town of Banff Land Use Bylaw, with the following comments:

- Council should review the intent of the Commercial Accommodation and the Commercial Service district's purpose statements;
- Council should review the definitions of Service Stations and Automotive and Equipment Repair Shop for clarity between the two uses;

Minutes approved by: \_\_\_\_\_



- Council should consider the implications that any intensification of uses would have on housing and parking within the community; and
- The MPC recommends that any proposed amendment has increased public notification above legislated requirements.

**MOTION CARRIED**

## 6.0 CORRESPONDENCE

There was no correspondence for this meeting.

## 7.0 NEW BUSINESS

7.1 Welcome to returning MPC members and newly appointed MPC members.  
Administration welcomed all MPC members to the 2023/24 term.

7.2 Verbal Updates on Development Permits  
Administration noted that there were no new development permit updates at this time.

## 8.0 INQUIRIES

There were no inquiries for this meeting.

## 9.0 DATE OF NEXT MEETING

The next scheduled meeting of the Municipal Planning Commission is scheduled for **Thursday, December 14, 2023, at 9:00 a.m.**

## 10.0 ADJOURNMENT

MPC23-67 Moved by Councillor Pelham

That this Municipal Planning Commission adjourn at 12:02p.m.

**MOTION CARRIED**

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Stavros Karlos  
Chairperson

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Kerry MacInnis  
Planning and Development

Minutes approved by: \_\_\_\_\_