



**MINUTES OF THE REGULAR MEETING OF  
THE GOVERNANCE AND FINANCE COMMITTEE MEETING  
of the Town of Banff in the Province of Alberta  
Monday, November 13, 2023, 9:00 a.m.**

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Chip Olver	Councillor and Deputy Mayor	
Kaylee Ram	Councillor	(With Leave)

**ADMINISTRATION PRESENT**

Kelly Gibson	Town Manager	
Jason Darrah	Director, Communications and Marketing	(Remote Participation)
Darren Enns	Director, Planning and Environment	
Pierre-Hughes Gagnon	Acting Director, Engineering	
Alison Gerrits	Director, Community Services	
Paul Godfrey	Director, Operations	
Chris Hughes	Director, Corporate Services	
Barbara King	Director, Human Resources	(Remote Participation)
Randall McKay	Manager, Strategic Initiatives + Special Projects	(Remote Participation)
Dave Michaels	Manager of Planning Services	
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: (4): Mayor DiManno, Councillor Pelham, Councillor Christensen, and Councillor Pettigrew

Present Virtually: (1): Councillor Canning

Absent with Leave: (2): Councillor Ram and Councillor Olver

Mayor DiManno called the November 13, 2023, Regular Meeting of the Governance and Finance Committee to order at 9:02 a.m.

Councillor Christensen provided a land acknowledgment at today's meeting.

## 2.0 APPROVAL OF AGENDA

2.1 Agenda for the November 13, 2023, Regular Meeting of the Governance and Finance Committee

FIN23-182 **Moved by** Councillor Pettigrew

That the Agenda for the November 13, 2023, Regular Meeting of the Governance and Finance Committee be approved.

For: (4): Mayor DiManno, Councillor Pelham, Councillor Christensen, and Councillor Pettigrew

**MOTION CARRIED**



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

#### 3.1 Minutes of the October 23, 2023, Regular Meeting of the Governance and Finance Committee

FIN23-183 **Moved by** Councillor Christensen

An error in the minutes was noted in the spelling of a name on page 4.

That the **corrected** Minutes for the October 23, 2023, Regular Meeting of the Governance and Finance Committee be confirmed.

For: (4): Mayor DiManno, Councillor Pelham, Councillor Christensen, 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

No Written Submissions were received.

#### 5.2 Verbal Submissions

No Verbal Submissions were received.

### 6.0 UNFINISHED BUSINESS

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

Minutes approved by: On Original On Original



## 7.0 ADMINISTRATIVE REPORTS

### 7.1 Request for Direction: Residential Development Permitting

FIN23-184 **Moved by** Mayor DiManno

That with respect to Item 7.1, Request for Direction: Residential Permitting, the following be approved, **after amendment**:

That the Governance and Finance Committee:

Recommend that Council, contingent upon approval of the Housing Accelerator Fund application, consider adding **an I.T.** contract position for a fixed two-year term, to be funded through the Housing Accelerator Fund, to:

- a. develop an e-permitting system for the processing and handling of Development and Building Permits; and
- b. review, improve and streamline existing systems and processes within the Planning and Environment Department as they relate to processing of permits.

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

**MOTION CARRIED**

FIN23-185 **Moved by** Mayor DiManno

That with respect to Item 7.1, Request for Direction: Residential Permitting, the following be approved:

That the Governance and Finance Committee direct Administration to bring forward a New Service Level Request as part of the 2024 Service Review Process, for a contract Development Planner position for a fixed two-year term, starting August 2024, to be funded through the Housing Accelerator Fund, contingent upon approval of the Housing Accelerator Fund application.

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

**MOTION CARRIED**



Committee recessed at 10:24 a.m. for a ten-minute break to reconvene at 10:34 a.m.

Committee reconvened at 10:37 a.m. with Mayor DiManno in the Chair.

7.2 Request for Direction: Housing Related Financial Tactics

FIN23-186 **Moved by** Mayor DiManno

That with respect to Item 7.2, Request for Direction: Housing Related Financial Tactics, regarding Development Permit Fees, the following be approved:

That the Governance and Finance Committee direct Administration to take no action at this time.

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

**MOTION CARRIED**

FIN23-187 **Moved by** Mayor DiManno

That with respect to Item 7.2, Request for Direction: Housing Related Financial Tactics, regarding Levies, the following be approved:

That the Governance and Finance Committee direct Administration to return to a future meeting of Council with alternate options to cover capital reserve funding that come with increased demand on residential waste collection

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

**MOTION CARRIED**



FIN23-188 **Moved by** Councillor Pelham

That with respect to Item 7.2, Request for Direction: Housing Related Financial Tactics, regarding Building Permit Fees, the following be approved:

That the Governance and Finance Committee direct Administration to return to Council, with the Fees and Charges Amending Bylaw, showing a fee lower than the 2023 fee for residential building permits for 2024.

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

**MOTION CARRIED**

FIN23-189 **Moved by** Mayor DiManno

That with respect to Item 7.2, Request for Direction: Housing Related Financial Tactics, regarding Subdivision Related Fees, the following be approved:

That the Governance and Finance Committee direct Administration to return to the Governance and Finance Committee, with options that outline when Municipal Reserves are required, and at what rate, with reduced rates for residential land subdivision and no reserves taken for residential building subdivision.

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

**MOTION CARRIED**



FIN23-190 **Moved by** Mayor DiManno

That with respect to Item 7.2, Request for Direction: Housing Related Financial Tactics, regarding Landscaping Bonds, the following be approved:

That the Governance and Finance Committee direct Administration to return to Governance and Finance Committee, with alternate options to ensure the completion of approved landscaping in association with residential development based on legal advice.

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

**MOTION CARRIED**

FIN23-191 **Moved by** Mayor DiManno

That with respect to Item 7.2, Request for Direction: Housing Related Financial Tactics, regarding Timing of Payment, the following be approved:

That the Governance and Finance Committee direct Administration to return to the Governance and Finance Committee, with a draft policy for deferred payment of residential permit fees.

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

**MOTION CARRIED**



FIN23-192 **Moved by** Mayor DiManno

That with respect to Item 7.2, Request for Direction: Housing Related Financial Tactics, regarding Property Tax, the following be approved:

That the Governance and Finance Committee direct Administration to return to Governance and Finance Committee with options for a draft bylaw establishing a residential subclass, for:

- Vacant Land

Which includes options for defining this subclass and implications of alternate tax rates for this subclass.

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

**MOTION CARRIED**

FIN23-193 **Moved by** Mayor DiManno

That with respect to Item 7.2, Request for Direction: Housing Related Financial Tactics, regarding Property Tax, the following be approved:

That the Governance and Finance Committee direct Administration to return to Governance and Finance Committee with options for a draft bylaw establishing a residential subclass, for:

- Vacant Homes

Which includes options for defining this subclass and implications of alternate tax rates for this subclass.

For: (1): Councillor Christensen

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

**MOTION DEFEATED**





FIN23-194 **Moved by Mayor DiManno**

That with respect to Item 7.2, Request for Direction: Housing Related Financial Tactics, regarding Property Tax, the following be approved:

That the Governance and Finance Committee direct Administration to return to Governance and Finance Committee with options for a draft bylaw establishing a residential subclass, for:

- Underutilized Properties

Which includes options for defining this subclass and implications of alternate tax rates for this subclass.

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

**MOTION CARRIED**

FIN23-195 **Moved by Mayor DiManno**

That with respect to Item 7.2, Request for Direction: Housing Related Financial Tactics, regarding Cash Incentives, the following be approved:

That the Governance and Finance Committee direct Administration to take no action at this time.

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

**MOTION CARRIED**



7.3 Request for Direction: Proposed Council Policy C7007, Street Lighting

FIN23-196 **Moved by** Mayor DiManno

That with respect to Item 7.3, Request for Direction: Proposed Council Policy C7007, Street Lighting, the following be approved:

That the Governance and Finance Committee recommend that proposed Council Policy C7007, Street Lighting Policy (Attachment 2), be brought to a future meeting of Council no later than Q1, 2024, including amendments that consider transit stops and routes, and that Council approve the amended proposed policy.

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

**MOTION CARRIED**

7.4 Request for Decision: Bylaw Enforcement Officer Bylaw Review

FIN23-197 **Moved by** Mayor DiManno

That with respect to Item 7.4, Request for Decision: Bylaw Enforcement Officer Bylaw Review, the following be approved:

That Governance and Finance Committee recommend that Administration return to a future meeting of Council with a proposed Bylaw Enforcement Officer Bylaw, based on Attachment 2, for consideration of three readings.

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

FIN23-198 **Moved by** Councillor Pettigrew

That the November 13, 2023, Regular Meeting of the Governance and Finance Committee adjourn at 12:37 p.m.

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

**MOTION CARRIED**

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