



TOWN OF BANFF COUNCIL **FINAL ORDER OF BUSINESS**

Regular Meeting of Council
Town of Banff Council Chambers
Tuesday, June 23, 2026, at 02:00 PM

1. CALL TO ORDER

In the spirit of respect, reciprocity, and truth, we honour and acknowledge that the townsite of Banff is located on traditional Treaty 7 territory.

These sacred lands are a gathering place for the Niitsitapi from the Blackfoot Confederacy, of whom the Siksika, Kainai, and Piikani First Nations are part; the Îyârhe Nakoda of the Chiniki, Bearspaw, and Goodstoney First Nations; the Tsuut'ina First Nation; the Métis Nation of Alberta, and many others whose histories, languages, and cultures continue to enrich our vibrant community.

Council is committed to improving the Town's understanding of these Nations' interests and working in partnership with Indigenous communities in the spirit of reconciliation and change.

2. CONFIRMATION OF AGENDA

2.1 Revised Agenda for the June 23, 2026, Regular Meeting of Council

Recommendation:

That the **Revised** Agenda for the June 23, 2026, Regular Meeting of Council be confirmed.

2.2 2026 Council Workplan

Page 6

Recommendation:

That Council receive the 2026 Council Workplan, as of June 23, 2026, for the Corporate Record.

3. CONFIRMATION OF MINUTES

3.1 Corrected Minutes of the June 09, 2026, Regular Meeting of Council

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Recommendation:

That the **Corrected** Minutes of the June 09, 2026, Regular Meeting of Council be confirmed.

4. INVITED PRESENTATIONS

- 4.1 Bow Valley Waste Management Commission Update to Council Page 27

5. PUBLIC INPUT ON APPROVED AGENDA ITEMS

For more information on providing input, please see the [Town of Banff Connect with Council](#) webpage.

5.1 Written Submissions

- 5.1.1 Catherine Sinclair Smythe and Steve Sinclair, Owners, Tooloulou's Banff; Letter Re: Waiving Outdoor Seating Fees 2026, dated June 16, 2026 (Item 8.1, Notice of Motion: Waiving of 2026 Sidewalk Seating and Outdoor Merchandising Fees for Caribou Street Businesses) Page 42
- 5.1.2 Natsumi Tajina, Banff Sushi Bistro: Online Submission re: Motion to Waive 2026 Sidewalk Seating Fees - June 23, received June 18, 2026 (Item 8.1, Notice of Motion: Waiving of 2026 Sidewalk Seating and Outdoor Merchandising Fees for Caribou Street Businesses) Page 44
- 5.1.3 Kathy and Lucas Johnson, Owners, Coyotes, Southwestern Grill: Letter dated June 17, 2026 (Item 8.1, Notice of Motion: Waiving of 2026 Sidewalk Seating and Outdoor Merchandising Fees for Caribou Street Businesses) Page 46
- 5.1.4 Stephane Prevost, Chef/ Managing Partner, Block Kitchen + Bar: Letter dated June 18, 2026 (Item 8.1, Notice of Motion: Waiving of 2026 Sidewalk Seating and Outdoor Merchandising Fees for Caribou Street Businesses) Page 47

5.2 Verbal Submissions

- 5.2.1 Mike Kelly, Executive Director, Banff & Lake Louise Hospitality Association (BLLHA) (Item 7.2, Request for Decision: Scheduled Review of Business Licence Bylaw 22-11 and Response to motion FIN26-065 - Proposed 22-12, the Business Licence Bylaw. and Item 7.3, Request for Decision: Proposed Policy C3003, Parking Cash-In-Lieu)
- *5.2.2 NEW: Daryn McCutcheon, Banff Adventures, (Item 7.4, Request for

6. UNFINISHED BUSINESS

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

7. ADMINISTRATIVE REPORTS

- 7.1 Briefing: Construction, Renovation and Demolition Waste Update Page 48

Administrative Recommendation:

That Council receive the Construction, Renovation and Demolition Waste Update Briefing for the Corporate Record.

- 7.2 Corrected Request for Decision: Scheduled Review of Business Licence Bylaw 22-11 and Response to Motion FIN26-065 – Proposed Bylaw 22-12, the Business Licence Bylaw Page 58

**** CORRECTED MATERIALS ****

Corrected Cover Report.

Administrative Recommendation:

That Council give three readings to proposed Business Licence Bylaw 22-12 (Attachment 1).

- 7.3 Request for Decision: Proposed Policy C3003, Parking Cash-In-Lieu Page 97

Governance and Finance Committee Recommendation:

That Council approve proposed Council Policy C3003, Parking Cash-In-Lieu (Attachment 1).

- 7.4 Corrected Request for Direction: Canoe Concession Contract Extension Request Page 116

**** CORRECTED MATERIALS ****

Corrected Cover Report.

Confidential Attachment 1 held confidential pursuant to Sections 16 (Disclosure Harmful to business interests of a third party), 19 (Confidential evaluations), 24 (Advice from officials), and 25 (Disclosure harmful to economic and other interests of a public body) of the *Freedom of Information and Protection of Privacy Act*.

Corrected Administrative Recommendation:

That Council:

1. Direct Administration to undertake the process to extend the Canoe Dock operations contract with Hydra River Guides & Banff Adventures Unlimited Inc. (The Banff Canoe

Club) for a one-year period, to a new end date of October 15, **2028**; **OR**

2. Direct Administration to take no action on the current contract and undertake a public tender process for the Canoe Dock operation contract in summer 2027 as originally planned.

And Further, That Council direct that the confidential Attachment and closed meeting discussions remain confidential pursuant to Sections 16 (Disclosure Harmful to business interests of a third party), 19 (Confidential evaluations), 24 (Advice from officials), and 25 (Disclosure harmful to economic and other interests of a public body) of the *Freedom of Information and Protection of Privacy Act*.

- 7.5 Request for Decision: Proposed Bylaw 350-3, the Council Committees Bylaw - Annual 2026 Review of Bylaw 350-2 Page 122

Governance and Finance Committee Recommendation:

That Council give three readings to proposed Bylaw 350-3, the Council Committees Bylaw (Attachment 1).

- 7.6 Request for Decision: 2026 Board, Committee, Commission, and Corporation Recruitment Questions and Profiles Page 171

Governance and Finance Committee Recommendation:

That Council:

1. Approve the proposed 2026 Board, Committee, Commission, and Corporation recruitment application questions (Attachment 1); and
2. Approve the proposed 2026 Board, Committee, Commission, and Corporation recruitment profiles (Attachment 2).

8. NOTICES OF MOTION

- 8.1 Notice of Motion: Waiving of 2026 Sidewalk Seating and Outdoor Merchandising Fees for Caribou Street Businesses Page 212

Sponsor: Mayor Corrie DiManno

Recommendation:

NOW THEREFORE BE IT RESOLVED that Council exempt Caribou Street businesses (Lynx Street to Banff Avenue) from the Sidewalk Seating and Outdoor Merchandise Fees of approximately \$25,000 for 2026, as set out in the 2026 Fees and Charges Bylaw 388-9, and that the resulting 2026 Operating Budget shortfall to be funded through the Budget Stabilization Reserve.

9. COMMITTEE REPORTS

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| 9.1 | <u>Confirmed Minutes of the March 19, 2026, Regular Meeting of the Banff Heritage Corporation</u> | Page 213 |
| 9.2 | <u>Confirmed Minute of the April 08, 2026, Regular Meeting of the Banff Community Art Committee</u> | Page 218 |
| 9.3 | <u>Confirmed Minutes of the April 08, 2026, Regular Meeting of the Bow Valley Regional Housing Board of Directors and Associated Documents</u> | Page 221 |

10. NEW/URGENT BUSINESS

No items of New/ Urgent Business were included for this meeting.

11. CONFIDENTIAL ITEMS AND ATTACHMENTS

11.1 Confidential Attachments

- 11.1.1 Confidential Attachment 1: Corrected Item 7.4, Request for Direction: Canoe Concession Contract Extension Request

Attachment 1 to **Corrected** Item 7.4, Request for Direction: Canoe Concession Contract Extension Request, held confidential pursuant to Sections 16 (Disclosure Harmful to business interests of a third party), 19 (Confidential evaluations), 24 (Advice from officials), and 25 (Disclosure harmful to economic and other interests of a public body) of the the *Freedom of Information and Protection of Privacy Act*.

12. CORRESPONDENCE

No items of Correspondence were received for this meeting.

13. ADJOURNMENT

Date: June 23, 2026

This Workplan (Attachment) provides the framework for the actions or decisions required to achieve Council's strategic goals and service objectives in 2026.

2023-2026 Strategic Plan

The Town of Banff 2023 - 2026 Strategic Plan outlines the strategic priorities for our community over the next three years. The Strategic Plan identifies priority areas where our community wants to be better, in terms of:

- Addressing an ongoing problem;
- Doing things differently;
- Tackling an emerging issue; or
- Elevating a community concern.

The Strategic Plan was built on direction from Banff's long-term plans, combined with new data, deeper research and insights, and Town Council deliberation. The priority areas receive additional attention, in terms of strategic development, staff focus, and resources.

This Plan includes targets, strategies, and tactics for each area and will be updated each year to track progress. The Priority Areas include:

- **Better Banff for Residents** – Addressing Affordability and Livability in Banff;
- **Lead Climate Action** – Nurturing a Model Environmental Community;
- **Moving Into the Future** – Improving Sustainable Transportation; and
- **Fostering Connections** – Building Relationships and Partnerships.

The full Banff Strategic Plan is available at <https://banff.ca/322/Strategic-Plan>

2026 Service Review

Council's service priorities are incorporated into the annual service review document. The 2026 Service Review is available at banff.ca/ServiceReview.

In consultation with the above guiding documents, Administration built the 2026 Council Workplan based on specific direction provided by both the Governance and Finance Committee and Council by way of approved Motions. The Proposed Workplan notes the general topic, the approved Motion, the Department responsible, the anticipated return by date, and the form in which the topic will return.

Attachment: 2026 Council Workplan

The 2026 Town of Banff Council Workplan				
Council Matter	Related Motion/ Direction	Department	Scheduled Review Date	Anticipated report format/ Status update
Create a new four-year Strategic Plan	FIN25-135 and Council Priority	Town Manager	2026 Q2	Confidential Draft presented to GFC on April 14, 2026. A second report was presented to Council on May 26, 2026. A Draft report will be released as a public document for discussion as part of the June 08, 2026, Council Open House (COU26-161)
Council Open House	FIN25-146 and Council Priority	Communications	2026 Q2	To be scheduled with Council
Council Policy C1009 - Naming and Sponsorship	Scheduled Review	Communications	2026 Q2	Fom 2025 Workplan - Policy
Monitor private housing development for impact on the housing market in Banff	FIN25-161 and Council Priority	Community Services	2026 Q2	
Report outlining options to expand the Banff Child Care Centre, including, but not limited to, potential rezoning requirements and engineering support	COU26-090	Community Services	2026 Q2	Report to Council
Report addressing a potential Town of Banff grant to encourage the growth of day homes within the townsite	COU26-091	Community Services	2026 Q2	Report to Council
Administration to return to the 2025-2029 Council with options for a Paid Medical Leave for Council Members Policy	COU25-035	Corporate Services	2026 Q2	New Policy
Council Policy C4004 - Tangible Capital Assets Policy	Scheduled Review and COU24-185	Corporate Services	2026 Q2	Scheduled review of Policy
Council Policy C1010 - Asset Management Policy	Scheduled Review	Corporate Services	2026 Q2	Scheduled review of Policy
Residential Water Meter Replacement Project	FIN25-219 and Council Priority	Operations	2026 Q2	GFC Briefing
Arrange a Council site visit of the Waste Water Treatment Plant	FIN25-217 and Council Priority	Operations	2026 Q2	
Return with a report and budget implications to repair, replace, or upgrade the Kootenay Pumphouse and associated pipeline	FIN25-219 and Council Priority	Operations	2026 Q2	GFC Progress Briefing
Bylaw 22-11, Business Licence Bylaw, including revised wording for a proposed Business Licence Bylaw that would reflect changes to the following Sections: • Section 17 – clarity on which employees are included; • Section 18 – inclusion of additional wording to clarify what is required; and • Section 21 - clarity and options to lower barriers for Indigenous Owned Businesses.	Scheduled Review and FIN26-04	Planning and Environment	2026 Q2	Report - Presented to GFC on April 28, 2026. Will be brought to Council (FIN26-065)
Report outlining options on how to administer remaining commercial development allotment in the town of Banff and budgetary implications for community consultation.	FIN26-009 and COU26-027	Planning and Environment	2026 Q2	Report to Council

The 2026 Town of Banff Council Workplan				
Council Matter	Related Motion/ Direction	Department	Scheduled Review Date	Anticipated report format/ Status update
Report outlining options on how the following Key Community Indicators (KCI), plus any additional indicators that are considered appropriate by Administration, could be reviewed and reported on annually: •Resident Satisfaction Rates •Vacancy Rates •Rental Rates •Resident Population •Childcare Stats, including waitlist numbers •School Student Stats •Human/Wildlife Encounters •Electrical/Gas/Water Usage •Waste Stats •Community GHG Stats •Bow Valley Regional Transit Stats •Traffic Stats •Visitor Paid Parking Revenue/Stats •Hotel Occupancy Stats •Visitor Adjusted Population	COU25-373	Planning and Environment	2026 Q2	Report and Borrowing Bylaw
New Service Level Request, including budget implications, for a proposed process to identify alternate demand management solutions to address Banff’s changing demographics and existing housing shortfall.	COU25-312	Planning and Environment	2026 Q2	
Launch Climate Action Engagement Campaign	FIN25-214	Planning and Environment	2026 Q2	Council was advised at 2026 Service Review that this project was merged with the Climate Action Plan (update) project. Together they are a 2 year project with several phases. Admin will bring an update briefing to Council in early Q2 2026.
Report outlining options of specific electric vehicle charging hub locations and operators as follows: a)Potential installation of a level 3 Electric Vehicle charging hub close to the two main entrances of Banff (Fenlands parking, Train Station Intercept Parking lot, industrial compound); b)Opportunities for a public private partnership, including approaching private landowners and Parks Canada to explore interest in hosting a fast-charging station; c)Proposed Land Use Bylaw amendments that would add Electric Vehicle charging as specific use and create guidance for private landowners; d) A report investigating additional strategies to incentivize Electric Vehicle adoption including but not limited to: - i.Location for additional level 2 charging locations on municipal land; - ii.Electric vehicle/hybrid only parking stalls; and - iii.Required charging provisions for developments.	COU25-211, COU25-212, and COU25-213	Planning and Environment	2026 Q2	From 2025 Workplan - Discussions initiated with private landowners and fast charging operators. Formal reports reschedule for 2026 in the form of RFD

The 2026 Town of Banff Council Workplan				
Council Matter	Related Motion/ Direction	Department	Scheduled Review Date	Anticipated report format/ Status update
Prepare an amending Bylaw to the Town of Banff Land Use Bylaw relating to bicylce parking requirements, containing amendments outlined in Motions FIN26-038 through FIN26-043, for consideration of first reading no later than April 2026.	FIN26-044	Planning and Environment	2026 Q2	Presented to GFC on March 10, 2026.
Survey of the artists and a Report to Council after the 2026 Homegrown Art Show	FIN25-167 and Council Priority	Community Services	2026 Q3	
Municipal Accessibility Policy	FIN25-185 and Council Direction (unanimous consent)	Community Services	2026 Q3	New Policy -report through GFC to Council
Council Policy C7003, Review of Public Use of Municipal Facilities	FIN25-164 and Council Priority	Community Services	2026 Q3	
Bylaw 44-8, Procedures Bylaw	Scheduled Review	Corporate Services	2026 Q3	Bylaw - to be presented to GFC first, then to Council
Review 100-year reserve analysis for all Capital Reserves	FIN23-258, and FIN25-153 and 2025 Council Priority	Corporate Services	2026 Q3	Briefing
Bylaw 326 - Parental Leave	Scheduled Review	Corporate Services	2026 Q3	Bylaw to be reviewed by 2025-2029 Term of Council
Establish a fiscal sustainability framework (capacity dependent)	FIN25-153 and Council Pirority	Corporate Services	2026 Q3	2025 Priority that was defered to 2026 due to capacity
Annual external cyber security system audit	FIN25-157 and Council Priority	Corporate Services	2026 Q3	
Bylaw 368, ATCO Gas Franchise Agreement	Scheduled Review	Corporate Services	2026 Q3	Scheduled review of Bylaw
Council Policy C1002 - Non-Proclamation Policy	Scheduled Review	Corporate Services	2026 Q3	Scheduled review of Policy
Bylaw 429-1, Council Code of Conduct Bylaw	Scheduled Review	Corporate Services	2026 Q3	Scheduled review of Bylaw
Mass Casualty/Mass Fatality planning & training	FIN23-348	Emergency and Protective Services	2026 Q3	Work continuing from 2025 Workplan - Briefing - Update on training and planning activities that will be completed in 2026.
Policy C108-1 Snow and Ice Management review	Scheduled Review	Operations	2026 Q3	Report through GFC to Council (anticipated Council RFD 2026 Q3)
Policy C017 - Parking Cash-in-Lieu	COU26-040 and Scheduled Review	Planning and Environment	2026 Q3	Scheduled review of Policy - presented to GFC on May 26, 2026 (FIN26-078, FIN26-079, and FIN26-080)
Report outlining the possibilities of installing an “Every Child Matters” themed crosswalk on the southside of the Thunder Medicine Pipe Bridge, which should address issues such as budgetary implications for installation and the potential requirement of a new Council policy addressing use of public space for community groups.	FIN25-197	Planning and Environment	2026 Q3	
Consider options to implement a required public art component to developoment permits.	FIN25-210 and Council Priority	Planning and Environment	2026 Q3	

The 2026 Town of Banff Council Workplan				
Council Matter	Related Motion/ Direction	Department	Scheduled Review Date	Anticipated report format/ Status update
Council Policy C7005-02, Sidewalk Seating (Suggested revisions)	COU25-238	Planning and Environment	2026 Q3	Ongoing Work From 2025 Workplan - Administration is waiting for comments from Parks Canada - Policy Review to come to Council, through the Governance and Finance Committee.
Council Policy C4005-1, Community Grants, that would include, but is not limited to, a review of the funding amounts and flexibility to reallocate unspent funds between the Municipal Community Wellbeing grant stream and FCSS Building Bridges grant stream.	Scheduled Review and COU26-187	Community Services	2026 Q4	Scheduled review of Policy and direction provided by Council.
Reserve Policy Updates Fire Reserve - R001 Water Reserve - R002 Sewer Reserve - R003 General Capital Reserve - R004 Solid Waste Reserve - R005 Fleet Reserve - R006 Staff Housing Reserve - R007 Transit Reserve - R008	Scheduled Review	Corporate Services	2026 Q4	
Update waste utility rates for non-residential sector, conduct a reserve analysis and develop a targeted reserve strategy and policy (FIN23-143)	FIN25-220 and Council Priority	Corporate Services	2026 Q4	
Solid Waste Utility Sustainment Reserve Policy that: a)Defines the goal and intended uses of the reserves; b)Outlines proposed funding sources which may include the following: i.Future Extended Producer Responsibility (EPR) revenues (to offset costs of providing residential recycling services). ii.Budgeted surpluses from non-residential rates. c)Indicates a funding target of \$2.25 million by 2029	FIN25-220 and Council Priority	Corporate Services	2026 Q4	New Reserve Council Policy
Review the 110 Year Asset Management Plan	FIN25-137 and Council Priority	Corporate Services	2026 Q4	
Review and renew all out-of-town utility servicing agreements	FIN23-246	Corporate Services	2026 Q4	
Review of the Banff Streetscape Design Guidelines.	FIN25-209	Planning and Environment	2026 Q4	Return to Council, through the Governance and Finance Committee
Bylaw 59-4, Off-Site Levies Bylaw review and required parking and housing cash in lieu fees	FIN25-210 and Council Priority	Planning and Environment	2026 Q4	

The 2026 Town of Banff Council Workplan				
Council Matter	Related Motion/ Direction	Department	Scheduled Review Date	Anticipated report format/ Status update
Administration to return to a future meeting of Council, through the Governance and Finance Committee, no later than Q4 2026, with a report outlining Land Use Bylaw amendment options to incentivize the voluntary inclusion of on-site parking in new residential developments.	COU26-051	Planning and Environment	2026 Q4	Return to Council, through the Governance and Finance Committee
Review of Bylaw 260, the Community Standards Bylaw	COU26-072	Emergency and Protective Services	2026 Q4	Council directed review of Bylaw 260 - to be presented first to the Governance and Finance Committee.
Review of Bylaw 16-9, the Road, Sidewalk, and Trail Use.	COU26-173	Engineering	2026 Q4	Council directed review of Bylaw 16-9- to be presented first to the Governance and Finance Committee.
Continue to meet with partners in discussing Tourism-Based Community shared interests	FIN25-138	Town Manager	2026 Q4 Service Review	Verbal Update
Prioritize recuperating the reduced contributions to the General Capital Reserve from 2020	FIN25-136 and Council Priority	Town Manager	2026 Q4 Service Review	
Report outlining options to add additional street pole banner holders on other streets.	COU26-024	Communications	2026 Q4 Service Review	
Update on advancing evacuation plans, including roadway analysis and alternative strategy planning	FIN25-149 and Council Priority	Emergency and Protective Services	2026 Q4 Service Review	Briefing
Start discussion with Parks Canada on south side high volume / high pressure wildfire water supply line	FIN25-151 and Council Priority	Emergency and Protective Services	2026 Q4 Service Review	This discussion is ongoing in the Bow Valley Interagency Wildfire Committee. Verbal Briefing at Service Review.
New Service Level Request for the following enhancements to existing bus stops: Middle Springs Stop - addition of lighting; and Valley View Stop - addition of a shelter and lighting.	FIN25-177	Engineering	2026 Q4 Service Review	
Work with the Housing team on 50 Wolf and the Housing and HR team, and Parks Canada, on 400 Squirrel	FIN25-183 and Council Priority	Engineering	2026 Q4 Service Review	Verbal Briefing to Council
Enhancement of exit interview/off-boarding processes to identify themes related to staff retention, workplace culture, and operational challenges.	FIN25-158 and Council Priority	Human Resources	2026 Q4 Service Review	
Report on maintenance of the Town's e-bike inventory	FIN25-224	Operations	2026 Q4 Service Review	
Investigate the creation of an ice skating track within Sundance Park	2025 Council Priority	Operations	2026 Q4 Service Review	Layout did not work for 2025/26 season - will attempt again next skating season.
Explore enhancing the Re-Use-It Center	FIN25-220 and Council Priority	Planning and Environment	2026 Q4 Service Review	

The 2026 Town of Banff Council Workplan				
Council Matter	Related Motion/ Direction	Department	Scheduled Review Date	Anticipated report format/ Status update
Council Priority for 2027 addressing: •Sub-class taxation options for vacant lands within the townsite; and •Business Licence fee options for Accessory Guest Accommodations to differentiate residential properties solely used for dwelling from properties also used for short-term paid accommodation, that would be directed to the Community Housing Reserve.	FIN26-080	Planning and Environment	2026 Q4 Service Review	New Council Priority to be included in 2027 Service Review Process Documents
New Service Level Request for a full circular economy hub concept in the Industrial Compound.	FIN25-213	Planning and Environment	2026 Q4 Service Review	
Administration to return to a future meeting of Council with a briefing presenting the Traffic Impact Analysis (TIA) for the 50 Wolf Street development, as requested by Municipal Planning Commission by way of approved Motions MPC25-50 and MPC25-51, from their September 17, 2025, Regular Meeting. And further, this briefing be included as part of the next scheduled Council meeting following the completion of the TIA.	COU26-050	Community Services	2026	Briefing update to return to Council once TIA has been completed
Creation of a Destination Stewardship Council focused on regional human use management within the Bow Valley (including Terms of Reference, list of potential partners, and budget implications)	2025 Council Priority and COU26-158	Planning and Environment	2026	Report brought to Council on May 26, 2026 - Administration to work with the Town of Canmore to procure contracted services to facilitate foundational work on establishing a Destination Stewardship Council, by allocating up to \$25,000, to be funded through the Budget Stabilization, and report back to Council with next steps
Bylaw 11-6, Banff Municipal Emergency Organization	Scheduled Review and COU26-041	Emergency and Protective Services	2026 Q2	Council approved Bylaw 11-7 as part of the June 09, 2026, Regular Meeting of Council

2026 Town of Banff Council Workplan Colour Code
2026 Q1
2026 Q2
2026 Q3
2026 Q4
2026 Q4 Service Review
2026 - No Specified Date
2027 - No Specified Date
Complete - Remains on Workplan for One Meeting Following Completion



MINUTES OF THE REGULAR MEETING OF COUNCIL
of the Town of Banff in the Province of Alberta
Tuesday, June 09, 2026, at 02:00 PM

COUNCIL MEMBERS PRESENT

Mayor Corrie DiManno
Councillor Barb Pelham, Deputy Mayor
Councillor Brian Standish, Acting Mayor
Councillor Michelle Backhouse
Councillor David Fullerton
Councillor Marc Ledwidge

COUNCIL MEMBERS ABSENT

Councillor Kaylee Ram

ADMINISTRATION PRESENT

Kelly Gibson, Town Manager
Lauren Aebig, Director, Corporate Services
Jason Darrah, Director, Marketing and Communications
Darren Enns, Director, Planning and Environment
Pierre-Hugues Gagnon, Acting Director, Engineering
Alison Gerrits, Director, Community Services
Paul Godfrey, Director, Operations
Katherine Severson, Director, Emergency and Protective Services
Jessica LaBonté, Community Development Coordinator
Renée Lavergne, Information Governance Coordinator
Libbey McDougall, Municipal Clerk

1. CALL TO ORDER

Deputy Mayor Pelham called the June 09, 2026, Regular Meeting of Council to order at 2:01 p.m.

Present in Chamber at Call to Order: (5): Deputy Mayor Pelham, Councillor Backhouse, Councillor Fullerton, Councillor Ledwidge, Councillor Standish

Absent at Call to Order: (1): Mayor DiManno

Absent for Meeting: (1): Councillor Ram

2. CONFIRMATION OF AGENDA

2.1 Agenda for the June 09, 2026, Regular Meeting of Council

COU26-164

Moved By Councillor Backhouse

That the Agenda for the June 09, 2026, Regular Meeting of Council be confirmed.

For (5): Councillor Pelham, Councillor Standish, Councillor Backhouse,
Councillor Fullerton, and Councillor Ledwidge

Absent (2): Mayor DiManno, and Councillor Ram

MOTION CARRIED

2.2 2026 Council Workplan

COU26-165

Moved By Councillor Standish

That Council receive the 2026 Council Workplan for the Corporate Record.

For (5): Councillor Pelham, Councillor Standish, Councillor Backhouse,
Councillor Fullerton, and Councillor Ledwidge

Absent (2): Mayor DiManno, and Councillor Ram

MOTION CARRIED

3. CONFIRMATION OF MINUTES

3.1 Minutes of the May 26, 2026, Regular Meeting of Council

COU26-166

Moved By Councillor Ledwidge

That the Minutes of the May 26, 2026, Regular Meeting of the Council be confirmed.

For (5): Councillor Pelham, Councillor Standish, Councillor Backhouse,
Councillor Fullerton, and Councillor Ledwidge

Absent (2): Mayor DiManno, and Councillor Ram

MOTION CARRIED

4. INVITED PRESENTATIONS

4.1 Bow Valley Immigration Partnership (BVIP) Update to Council

Mayor DiManno assumed the Chair at 2:11 p.m. and Councillor Pelham returned to her normal seat in Council.

COU26-167

Moved By Mayor DiManno

That with respect to Item 4.1, Bow Valley Immigration Partnership (BVIP) Update to Council, the following be adopted:

That Council receive the Bow Valley Immigration Partnership (BVIP) Update to Council, provided by Natasha Lay, BVIP Executive Director, and Tineke Van Der Merwe, BVIP Communications and Engagement Specialist, for the Corporate Record.

For (6): Mayor DiManno, Councillor Pelham, Councillor Standish, Councillor Backhouse, Councillor Fullerton, and Councillor Ledwidge

Absent (1): Councillor Ram

MOTION CARRIED

5. PUBLIC INPUT ON APPROVED AGENDA ITEMS

5.1 Written Submissions

No Written Submissions relating to approved Agenda items scheduled as part of this meeting were received.

5.2 Verbal Submissions

No Written Submissions relating to approved Agenda items scheduled as part of this meeting were received.

6. UNFINISHED BUSINESS

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

7. ADMINISTRATIVE REPORTS

7.1 Corrected Request for Decision: Proposed Bylaw 502 – Amending Bylaw to Schedule B of the Road, Sidewalk and Trail Use Bylaw 16-9 (Amendments to Bus Routes)

A clerical correction was noted to the Cover Report for Item 7.1: Request for Decision: Proposed Bylaw 502 - Amending Bylaw to Schedule B of the Road, Sidewalk and Trail Use Bylaw 16-9 (Amendments to Bus Routes), on page 2 of 3, point 2.g. by deleting the word "Badget" preceding the words "Street Between Banff Avenue" and substituting with the word "Badger", so that this point reads as follows (emphasis added):

Badger Street between Banff Avenue and Cougar Street.

COU26-168

Moved By Mayor DiManno

That with respect to Item 7.1, Corrected Request for Decision: Proposed Bylaw 502 – Amending Bylaw to Schedule B of the Road, Sidewalk and Trail Use Bylaw 16-9 (Amendments to Bus Routes), the following be adopted:

That Bylaw 502 be introduced and read a first time.

For (6): Mayor DiManno, Councillor Pelham, Councillor Standish, Councillor Backhouse, Councillor Fullerton, and Councillor Ledwidge

Absent (1): Councillor Ram

MOTION CARRIED

COU26-169

Moved By Councillor Pelham

That with respect to Item 7.1, Corrected Request for Decision: Proposed Bylaw 502 – Amending Bylaw to Schedule B of the Road, Sidewalk and Trail Use Bylaw 16-9 (Amendments to Bus Routes), the following be adopted, **as amended**:

That Bylaw 502 be read a second time, **as amended by Motion COU26-170**.

For (6): Mayor DiManno, Councillor Pelham, Councillor Standish, Councillor Backhouse, Councillor Fullerton, and Councillor Ledwidge

Absent (1): Councillor Ram

MOTION CARRIED

Amendment:

COU26-170

Moved By Councillor Standish

That Bylaw 502 be amended in Schedule B, Bus Route, by including Cougar Street, between Badger Street and Fox Street, and Fox Street, between Cougar Street and Banff Avenue, as a bus route.

For (6): Mayor DiManno, Councillor Pelham, Councillor Standish, Councillor Backhouse, Councillor Fullerton, and Councillor Ledwidge

Absent (1): Councillor Ram

MOTION CARRIED

COU26-171

Moved By Councillor Backhouse

That with respect to Item 7.1, Corrected Request for Decision: Proposed Bylaw 502 – Amending Bylaw to Schedule B of the Road, Sidewalk and Trail Use Bylaw 16-9 (Amendments to Bus Routes), the following be adopted, **as amended**:

That authorization now be given to read Bylaw 502, **as amended by Motion COU26-170, a third time.**

For (6): Mayor DiManno, Councillor Pelham, Councillor Standish, Councillor Backhouse, Councillor Fullerton, and Councillor Ledwidge

Absent (1): Councillor Ram

MOTION CARRIED UNANIMOUSLY

COU26-172

Moved By Councillor Standish

That with respect to Item 7.1, Corrected Request for Decision: Proposed Bylaw 502 – Amending Bylaw to Schedule B of the Road, Sidewalk and Trail Use Bylaw 16-9 (Amendments to Bus Routes), the following be adopted, **as amended**:

That Bylaw 502 be read a third time, **as amended by Motion COU26-170.**

For (6): Mayor DiManno, Councillor Pelham, Councillor Standish, Councillor Backhouse, Councillor Fullerton, and Councillor Ledwidge

Absent (1): Councillor Ram

MOTION CARRIED

COU26-173

Moved By Councillor Ledwidge

That with respect to Item 7.1, Corrected Request for Decision: Proposed Bylaw 502 - Amending Bylaw to Schedule B of the Road, Sidewalk and Trail Use Bylaw 16-9 (Amendments to Bus Routes), the following Motion Arising be adopted:

That Council direct Administration to return to a future meeting of Council, through the Governance and Finance Committee, no later than Q4 2026, with a review of Bylaw 16-9, the Road, Sidewalk, and Trail Use.

For (6): Mayor DiManno, Councillor Pelham, Councillor Standish, Councillor Backhouse, Councillor Fullerton, and Councillor Ledwidge

Absent (1): Councillor Ram

MOTION CARRIED

7.2 Request for Decision: Proposed Bylaw 11-7, The Banff Municipal Emergency Management Bylaw

COU26-174

Moved By Councillor Standish

That with respect to Item 7.2, Request for Decision: Proposed Bylaw 11-7, The Banff Municipal Emergency Management Bylaw, the following be adopted:

That Bylaw 11-7 be introduced and read a first time.

For (6): Mayor DiManno, Councillor Pelham, Councillor Standish, Councillor Backhouse, Councillor Fullerton, and Councillor Ledwidge

Absent (1): Councillor Ram

MOTION CARRIED

COU26-175

Moved By Councillor Fullerton

That with respect to Item 7.2, Request for Decision: Proposed Bylaw 11-7, The Banff Municipal Emergency Management Bylaw, the following be adopted:

That Bylaw 11-7 be read a second time.

For (6): Mayor DiManno, Councillor Pelham, Councillor Standish, Councillor Backhouse, Councillor Fullerton, and Councillor Ledwidge

Absent (1): Councillor Ram

MOTION CARRIED

COU26-176

Moved By Councillor Pelham

That with respect to Item 7.2, Request for Decision: Proposed Bylaw 11-7, The Banff Municipal Emergency Management Bylaw, the following be adopted:

That authorization now be given to read Bylaw 11-7 a third time.

For (6): Mayor DiManno, Councillor Pelham, Councillor Standish, Councillor Backhouse, Councillor Fullerton, and Councillor Ledwidge

Absent (1): Councillor Ram

MOTION CARRIED UNANIMOUSLY

COU26-177

Moved By Councillor Backhouse

That with respect to Item 7.2: Request for Decision: Proposed Bylaw 11-7, The Banff Municipal Emergency Management Bylaw, the following be adopted:

That Bylaw 11-7 be read a third time.

For (6): Mayor DiManno, Councillor Pelham, Councillor Standish, Councillor Backhouse, Councillor Fullerton, and Councillor Ledwidge

Absent (1): Councillor Ram

MOTION CARRIED

7.3 Request for Decision: Reconsideration of the Amended 2026 Council and Committee Meeting Calendar for Meetings Scheduled on June 23, 2026

COU26-178

Moved By Councillor Pelham

That with respect to Item 7.3, Request for Decision: Reconsideration for the Amended 2026 Council and Committee Meeting Calendar for Meetings Scheduled on June 23, 2026, the following be adopted:

That Council, pursuant to Section 9.22 of Procedures Bylaw 44-8, revisit Motion COU26-017, adopted as part of the January 13, 2026, Regular Meeting of Council, to approve the Amended 2026 Council and Committee Meeting Calendar.

For (6): Mayor DiManno, Councillor Pelham, Councillor Standish, Councillor Backhouse, Councillor Fullerton, and Councillor Ledwidge

Absent (1): Councillor Ram

MOTION CARRIED

COU26-179

Moved By Councillor Standish

That with respect to Item 7.3, Request for Decision: Reconsideration for the Amended 2026 Council and Committee Meeting Calendar for Meetings Scheduled on June 23, 2026, the following be adopted:

That Council further amend the amended 2026 Council and Committee Meeting Calendar by:

- Canceling the Tuesday, June 23, 2026, Regular Meeting of the Governance and Finance Committee scheduled to commence at 9:00 a.m. in the Council Chamber; and
- Rescheduling the start time of the Tuesday, June 23, 2026, Banff Housing Corporation Shareholders' Annual General Meeting from 8:30 a.m. to 9:00 a.m. in the Council Chambers.

For (6): Mayor DiManno, Councillor Pelham, Councillor Standish, Councillor Backhouse, Councillor Fullerton, and Councillor Ledwidge

Absent (1): Councillor Ram

MOTION CARRIED

COU26-180

Moved By Councillor Backhouse

That with respect to Item 7.3, Request for Decision: Reconsideration for the Amended 2026 Council and Committee Meeting Calendar for Meetings Scheduled on June 23, 2026, the following be adopted, **after amendment:**

That Council approve the Amended 2026 Council and Committee Meeting Calendar, **as further amended by Motion COU26-179.**

For (6): Mayor DiManno, Councillor Pelham, Councillor Standish, Councillor Backhouse, Councillor Fullerton, and Councillor Ledwidge

Absent (1): Councillor Ram

MOTION CARRIED

8. NOTICES OF MOTION

No Notices of Motion were scheduled as part of this meeting.

9. COMMITTEE REPORTS

Council, by way of unanimous consent, received the following Committee Reports for the Corporate Record:

- 9.1 Confirmed Minutes of the April 15, 2026, Regular Meeting of the Municipal Planning Commission
- 9.2 Confirmed Minutes of the May 13, 2026, Regular Meeting of the Bow Valley Regional Transit Services Commission

10. NEW/URGENT BUSINESS

No items of New/ Urgent Business were included as part of this meeting.

11. CONFIDENTIAL ITEMS

Councillor Backhouse declared a pecuniary conflict of interest with respect to some of the discussions and decisions relating to Confidential Item 11.1, 2026 Town of Banff Grant Allocations, specifically discussions and deliberations relating to allocating Municipal Wellbeing Grants as she is employed by an organization that applied for funding through this grant. Councillor Backhouse further stated that she would not take part in any confidential discussions, or public deliberations, relating to allocating grants for the Municipal Wellbeing, but that she would participate in discussions and deliberations relating to allocating FCSS Building Bridges Grants and Positive Environment Impact Grants as she has no pecuniary conflict of interest relating to either.

Councillor Backhouse left the meeting at 3:09 p.m. prior to Council moving into its closed meeting discussions and rejoined the closed meeting at 3:45 p.m. after Council had concluded its confidential discussions relating to the Municipal Wellbeing Grants.

COU26-181

Moved By Mayor DiManno

That Council, pursuant to Sections 17 (Disclosure harmful 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 3:09 p.m., to reconvene in a closed meeting, to be conducted in the Council Chamber and a confidential Zoom meeting environment, to consider confidential matters with respect to Item 11.1, Confidential Request for Decision: 2026 Town of Banff Grant Allocations.

For (5): Mayor DiManno, Councillor Pelham, Councillor Standish, Councillor Fullerton, and Councillor Ledwidge

Declared Conflict of Interest (1): Councillor Backhouse

Absent (1): Councillor Ram

MOTION CARRIED

Council reconvened in closed meeting at 3:14 p.m. with Mayor DiManno in the Chair.

Council recessed in closed meeting at 4:38 p.m.

Council reconvened in public meeting at 4:39 p.m. with Mayor DiManno in the Chair.

COU26-182

Moved By Mayor DiManno

That Council rise and report on Item 11.1, Confidential Request for Decision: 2026 Town of Banff Grant Allocations.

For (6): Mayor DiManno, Councillor Pelham, Councillor Standish, Councillor Backhouse, Councillor Fullerton, and Councillor Ledwidge
Absent (1): Councillor Ram

MOTION CARRIED

11.1 Confidential Request for Decision: 2026 Town of Banff Grant Allocations

Individuals in attendance during the closed meeting discussions with respect to Item 11.1, Confidential Request for Decision: 2026 Town of Banff Grant Allocations:

Members of Administration:

Clerks: L. McDougall (Municipal Clerk)

Advice: K. Gibson (Town Manager), A. Gerrits (Director, Corporate Services), J. LaBonté (Community Development Coordinator)

Councillor Backhouse declared a pecuniary conflict of interest with respect to some of the discussions and decisions relating to Confidential Item 11.1, 2026 Town of Banff Grant Allocations, specifically discussions and deliberations relating to allocating Municipal Wellbeing Grants as she is employed by an organization that applied for funding through this grant. Councillor Backhouse further stated that should would not take part in any confidential discussions or public deliberation relating to allocating grants for the Municipal Wellbeing, but that she would participate in discussions and deliberations relating to allocating FCSS Building Bridges Grants or Positive Environment Impact Grants as there would be no pecuniary conflict of interest relating to either.

Councillor Backhouse left the meeting at 4:39 p.m. prior to Council moving, debating, and voting on Motion COU26-185.

COU26-183

Moved By Mayor DiManno

That with respect to Item 11.1, Confidential Request for Decision: 2026 Town of Banff Grant Allocations, the following be adopted:

That Council adopt the recommendation of the Community Grants Committee to allocate \$11,660 in Municipal Wellbeing Grants as follows:

Applicant	Project	Amount
Homelessness Society of the Bow Valley	Banff - Canmore Transportation Access Program	\$950
St. George in the Pines Anglican Church	Banff Food & Friends	\$4,460
Rocky Mountain Adaptive Sports Centre	Rocky Mountain Adaptive Summer Staff Training & Certification	\$1,000
The Daycare Society of Banff	Elements Childcare – Start Up Development Support	\$2,000
Bowstrings Heritage Foundation	Banff's Indigenous Experiences School Day Trip	\$1,500
Banff Public Library	Banff Community Women's Health Series: Knowledge, Connection & Care	\$1,000
ACFA Canmore - Banff	Bridging Together & Celebrating Francophone Culture Through Culinary Traditions	\$750
	Total	\$11,660

For (5): Mayor DiManno, Councillor Pelham, Councillor Standish, Councillor Fullerton, and Councillor Ledwidge

Declared Councillor Backhouse

Conflict of Interest (1):

Absent (1): Councillor Ram

MOTION CARRIED

Councillor Backhouse returned to the meeting at 4:41 p.m. after debate and voting on Motion COU26-183 had concluded.

COU26-184

Moved By Councillor Pelham

That with respect to Item 11.1, Confidential Request for Decision: 2026 Town of Banff Grant Allocations, the following be adopted:

That Council adopt the recommendation of the Community Grants Committee to allocate \$6,950 in FCSS Building Bridges Grants as follows:

Applicant	Project	Amount
Rundle Women's Hockey League	Rundle Women's Hockey League	\$2,000
Mo Valley	Mo Valley Mile & 5K	\$2,000
Bow Valley Bells	Community Handbell Choir Growth	\$1,250
Flo with Ro	Flowing & Growing Circus Arts & Hula Hoop Lessons	\$1,700
	Total	\$6,950

For (6): Mayor DiManno, Councillor Pelham, Councillor Standish, Councillor Backhouse, Councillor Fullerton, and Councillor Ledwidge

Absent (1): Councillor Ram

MOTION CARRIED

COU26-185

Moved By Councillor Ledwidge

That with respect to Item 11.1, Confidential Request for Decision: 2026 Town of Banff Grant Allocations, the following be adopted:

That Council adopt the recommendation of the Community Grants Committee to allocate \$16,000 in Positive Environmental Impact Grants as follows:

Applicant	Project	Amount
Biosphere Institute of the Bow Valley	Mend in the Mountains Community Workshops	\$7,500
Banff Public Library	Borrow, Lear, Act: Empowering Sustainable Living in Banff	\$2,500
Overheard Media Inc.	Living in Balance: The Future of the Bow Valley	\$6,000
	Total	\$16,000

For (6): Mayor DiManno, Councillor Pelham, Councillor Standish, Councillor Backhouse, Councillor Fullerton, and Councillor Ledwidge
Absent (1): Councillor Ram

MOTION CARRIED

COU26-186

Moved By Mayor DiManno

That with respect to Item 11.1, Confidential Request for Decision: 2026 Town of Banff Grant Allocation, the following be adopted:

That Council direct that the Confidential Report and closed meeting discussions remain confidential pursuant to Sections 17 (Disclosure harmful to personal privacy), 19 (Confidential Evaluations), and 24 (Advice from officials) of the *Freedom of Information and Protection of Privacy Act*.

For (6): Mayor DiManno, Councillor Pelham, Councillor Standish, Councillor Backhouse, Councillor Fullerton, and Councillor Ledwidge
Absent (1): Councillor Ram

MOTION CARRIED

COU26-187

Moved By Councillor Fullerton

That with respect to Item 11.1, Confidential Request for Decision: 2026 Town of Banff Grant Allocations, the following Motion Arising be adopted:

That Council direct Administration to return to a future meeting of Council, through the Governance and Finance Committee, no later than Q4 2026, with a review of Council Policy C4005-01, Community Grants, that would include, but is not limited to, a review of the funding amounts and flexibility to reallocate unspent funds between the Municipal Community Wellbeing grant stream and FCSS Building Bridges grant stream.

For (6): Mayor DiManno, Councillor Pelham, Councillor Standish, Councillor Backhouse, Councillor Fullerton, and Councillor Ledwidge
Absent (1): Councillor Ram

MOTION CARRIED

12. CORRESPONDENCE

No items of Correspondence were received for this meeting.

13. ADJOURNMENT

COU26-188

Moved By Councillor Standish

That the June 09, 2026, Regular Meeting of Council adjourn at 4:44 p.m.

For (6): Mayor DiManno, Councillor Pelham, Councillor Standish, Councillor Backhouse, Councillor Fullerton, and Councillor Ledwidge

Absent (1): Councillor Ram

MOTION CARRIED

Corrie DiManno, Mayor

Libbey McDougall, Municipal Clerk



Introducing the Bow Valley Waste Management Commission



A Regional Services Commission

**TOWN OF BANFF
TOWN OF CANMORE
MD OF BIGHORN**





About BVWMC

- Our purpose? To provide solid waste management services to member municipalities, residents and businesses throughout our service area
- Established by Ministerial Order in 1998
- Founding Members are MD of Bighorn, Town of Banff and Town of Canmore



BVWMC Governance

- Governed by MGA
- CAO Andrew Calder
- Board of 6 Directors (2 representatives from each member council)
 - Banff David Fullerton and Michelle Backhouse
 - MD Bighorn Jen Smith and Steve Fitzmorris
 - Canmore Jeff Mah and Wade Graham
- Administrative liaison from each member municipality



Board Responsibilities

Board members are required to act in the best interests of the Commission and Region, not their individual municipality

- Key Board responsibilities include
 - setting of strategic direction for BVWMC
 - review and approval of annual operating and capital budgets
 - review and approval of audited financial statements annually
 - review of CAO performance



Board Meetings

- All BVWMC meetings are public
- Regular Board meetings held once a month
- Meeting minutes are distributed to member administrations as information for council agenda packages



Mission

'We provide and promote environmentally responsible waste management solutions'

Visionary Concepts

- The Commission is a leader in responsible waste management in Alberta
- The Commission has a solid, practical business plan, and is financially self-sustaining
- The Commission has effective internal and external partnerships



About BVWMC

- Francis Cooke regional landfill and recycling centre plays an essential role in the local economy
- BVWMC manages funds for regional waste infrastructure projects e.g. waste transfer stations, bear bins, recycling equipment
- BVWMC also provides waste management advice and support to local communities through regional co-ordinator and construction waste ambassador positions
- Francis Cooke site employs approximately 12 FTE staff



Welcome to Francis Cooke landfill – our operational base





Francis Cooke Class III Regional Landfill

- Regulated by Alberta Environment and Protected Areas
- Mainly manage Class III waste (dry, inert waste)
- Also manage industrial waste from local lime industry
- Each year around 10,000 tonnes of waste is landfilled, and around 10,000 tonnes of waste is segregated for recycling
- Recycling program includes diversion of wood, scrub and brush waste, yard and garden waste, drywall, tyres, metal, concrete and asphalt, mattresses and electronic waste
- Operations include a Class II compost facility where yard and garden wastes are composted in an open windrow process



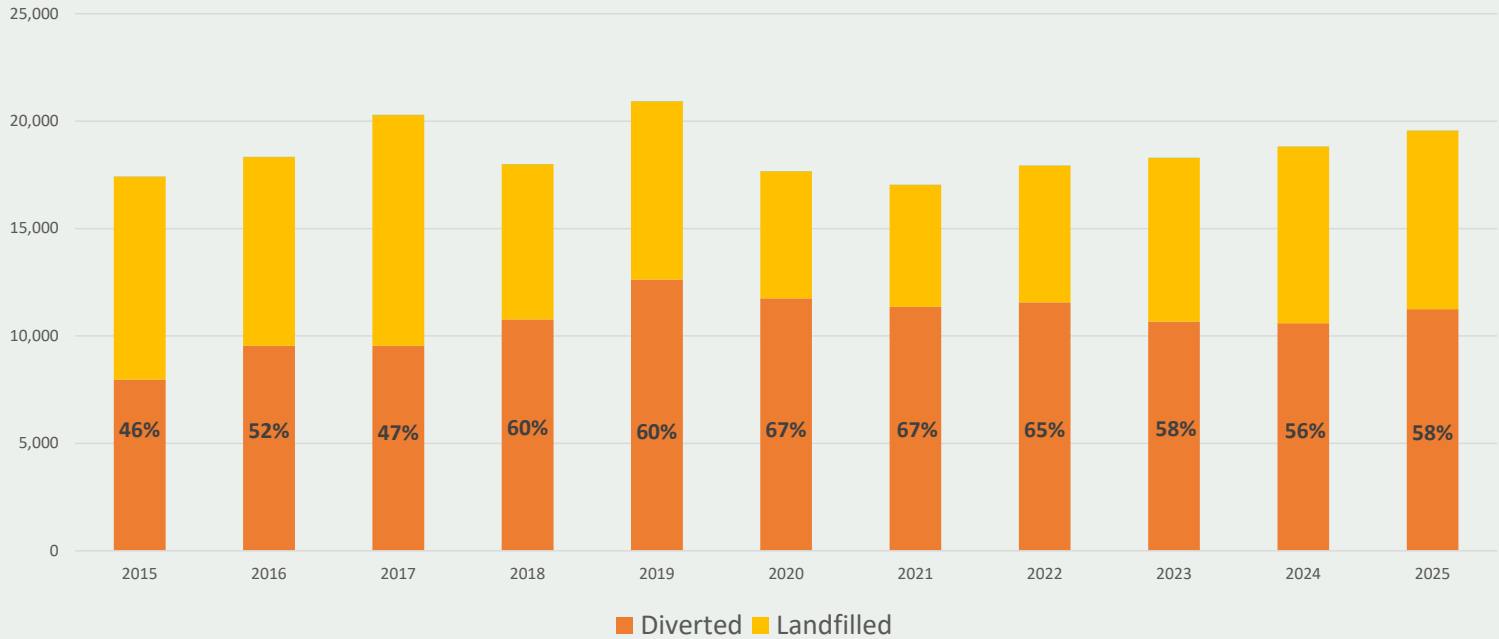
Operations

- Bulk of revenue raised through material tipping fees
- Some revenue from excavation and sale of excavated material
- Some sales of landscape rock, topsoil/compost blend, recycled asphalt paving, crushed concrete help diversify revenues
- Commission owns a variety of heavy equipment, excavators and loaders, screeners and crushers/shredders
- Some material processing done in-house, some contracted or hauled out for processing



Recycling v. Landfilling

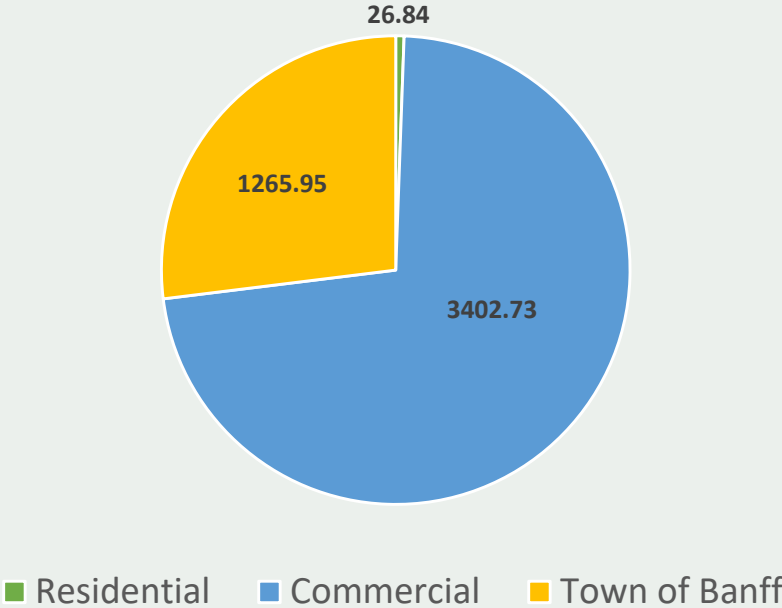
Construction Waste Diversion 2015-2025





Class III waste generated in Banff

Town of Banff 2025 Tonnage Breakdown (MT)





BVWMC Future

- Ongoing monitoring of closure and post-closure costs
- Refining long term operations plans for the site
- Closure of current lime cell and install of RORO infrastructure
- Development of new cells in North section of FCRL
- Ongoing membership of SAEWA
- Continued expansion of markets for recycled products
- Reviewing strategies to increase waste diversion



RESPONSIBLE WASTE MANAGEMENT PROGRAMS

Bow Valley Waste Management Commission
PO Box 8144
Canmore, Alberta T1W 2T9

Andrew Calder
Chief Administrative Officer
403-688-1538

andrew@bvwaste.ca

Come for a visit @ www.bvwaste.ca



June 16, 2026

Town of Banff Council
RE: Waiving Outdoor Seating Fees 2026

Dear Mayor & Council

Thank you for your consideration of continued support for the businesses of Caribou Street West. We fully acknowledge this construction project was a necessary one and that our downtown, street and small restaurant community will be all the better for it once all is said and done.

In the meantime, challenges to Tooloulou's, and we assume all the businesses affected, have been arduous throughout last fall and again this spring. We have not only suffered significant revenue losses but also of formidable concern was supporting and retaining staff during these construction periods.

Tooloulou's fully supports the Motion to Waive Outdoor Seating Fees for 2026 for affected Caribou Street businesses. A positive decision would be a much appreciated thank-you gesture for weathering our Caribou Street transformation.

Sincerely
Catherine Sinclair Smythe
Steve Smythe
Owners / Tooloulou's Banff

Tooloulou's Restaurant
204 Caribou Street P.O. Box 2601 Banff Alberta T1L 1C3
403-762-2633 tooloulous@telus.net www.tooloulous.ca
GST#846155877RT0001

Final Agenda for the Tuesday, June 23, 2026, Regular Meeting of Council

Tooloulou's Restaurant
204 Caribou Street P.O. Box 2601 Banff Alberta T1L 1C3
403-762-2633 tooloulous@telus.net www.tooloulous.ca
GST#846155877RT0001

Final Agenda for the Tuesday, June 23, 2026, Regular Meeting of Council

From: noreply@civicplus.com
To: {Municipal Clerk - Website Mailbox}
Subject: Online Form Submission #37972 for Public Submissions to Council
Date: Wednesday, June 17, 2026 8:44:21 PM

Public Submissions to Council

Collection of Personal Information	I have read and understood that my name, contact info, and comments will be made publicly available in the Council/Committee agenda.
First Name	Natsumi
Last Name	Tajima
How do you pronounce your name? (Phonetic Spelling of First and/or Last Name)	Natsumi
Pronouns (he/him, she/her, they/them)	<i>Field not completed.</i>
Are you speaking on behalf of a group or community organization?	No
What do you wish to do?	Submit a comment in writing on a topic on an upcoming approved agenda
What approved agenda item do you wish to comment on?	Motion to Waive 2026 Sidewalk Seating Fees - June 23
Date of Meeting	Jun23rd 2026
Submit A Document with your Comments	<i>Field not completed.</i>
Or	
Submit Your Comments	Dear Mayor and Council, We would like to express our support for the proposed motion to waive the 2026 sidewalk seating and outdoor merchandise fees for businesses impacted by construction in the Caribou Street area. Our restaurant has also been significantly affected by the

ongoing construction, including reduced foot traffic and a delayed patio season start, which has had a noticeable impact on our business operations.

We fully support this measure as a fair and appropriate response to the challenges local businesses have been facing.

Thank you for your consideration.

Sincerely,

Your Email

banffsushibistro@hotmail.com

Email not displaying correctly? [View it in your browser.](#)



June 17, 2026

Dear Mayor and Council,

I am writing in support of the Notice of Motion to waive sidewalk patio fees for businesses on Caribou Street for the 2026 season.

We recognize the importance of the infrastructure improvements taking place and appreciate the Town's investment in the long-term vitality of our community. We also look forward to the completed streetscape and the opportunities it will create for businesses and visitors alike.

However, the reconstruction process has had a significant impact on our restaurant. Repeated sidewalk closures, restricted access from Banff Avenue, and ongoing construction have disrupted customer traffic and resulted in a substantial decline in sales over many months. Throughout this period, our local businesses have continued to operate under challenging conditions while supporting the project and serving residents and visitors.

Waiving the sidewalk patio fee this year would be a meaningful gesture of support and recognition for the businesses that have borne the economic impact of this essential public work. It is a modest measure that would help offset some of the losses experienced during construction while allowing us to fully embrace the renewed public space once the project is complete.

I respectfully ask Council to support this motion and waive the sidewalk patio fees for Caribou Street businesses for the 2026 season.

Thank you for your consideration and for your continued commitment to a vibrant and resilient downtown Banff.

Sincerely,

Two handwritten signatures in black ink. The first signature appears to be "K. Johnson" and the second is a more stylized signature, likely "L. Johnson".

Kathy and Lucas Johnson
Coyotes

June 18, 2026

Dear Mayor and Council,

As the Caribou Street reconstruction nears completion, I wanted to take a moment to share some feedback on the past ten months of this project.

First and foremost, I want to say that all things considered, the experience has gone remarkably well given the scope and complexity of the work. Through the digging, vibrations, noise, dust, and the occasional unexpected challenge, our business community demonstrated patience, understanding, and resilience. In fact, my sense is that there was noticeably less frustration with this project than was experienced during the Bear Street reconstruction. The construction crew was efficient, communication was timely and clear, and we always felt we had accessible points of contact for questions or concerns. In particular, Marie-Eve deserves recognition for her outstanding communications work throughout the duration of the project.

As was anticipated, however, we did experience financial losses, reduced business presence, and staffing shortfalls during the construction period. We are very much looking forward to resuming full-scale operations from July 1st onward, which will help us address a precarious cash flow situation and restore full hours for our staff.

We are also excited to introduce a new patio layout. However, it should be noted that resuming patio operations at this time of year carries inherent weather risk. As Council may recall, last summer brought a prolonged rainy start to the season, which significantly reduced patio sales. The subsequent early patio closure, necessitated by the start of reconstruction, compounded what was already a very difficult summer for patio-related revenue.

In light of this, I would respectfully ask Council to consider waiving patio fees for the businesses impacted by the Caribou Street reconstruction. This gesture would help offset some of the costs we have absorbed during this period, including expenses related to new accessories required for our updated patio configurations.

Thank you for your time and consideration. We remain grateful for the Town's efforts in undertaking this important infrastructure investment and look forward to a strong season ahead.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephane Prevost".

Stephane Prevost

Chef / Managing Partner
Block Kitchen + Bar
banffblockchef@gmail.com
403.760.1039

BRIEFING

Subject: Construction, Renovation and Demolition Waste Update



Presented to: Council - Regular

Date: June 23, 2026

Submitted by: Shannon Ripley, Environmental Coordinator
Planning and Environment-2026-009

This Briefing is submitted for acceptance into the Corporate Record.

BACKGROUND

Reason for Report

The purpose of this report is to share data on current diversion levels for construction, renovation and demolition (CRD) materials originating in Banff, and to update Council on internal processes and regional efforts to foster CRD material reuse and recycling.

Summary of Issue

The Town of Banff has set a goal of 70% waste diversion by 2028, and zero waste to landfill by 2050. The Zero Waste Action Plan (2023-2028) includes priority actions for waste prevention and diversion in the construction, renovation and demolition sector.

Materials generated by the CRD sector make up a significant volume of waste that could be reused or recycled, instead of being sent to landfill. Construction, renovation and demolition materials include items such as wood, asphalt, shingles, concrete, drywall and metal.

CRD sector materials are tracked and managed separately from municipal solid waste (MSW) by the Town. In the Bow Valley, many materials generated by the CRD sector are sent to the Francis Cooke Regional Resource Recovery Centre & Landfill (Francis Cooke), which is managed by the Bow Valley Waste Management Commission (BVWMC). The Francis Cooke landfill is a Class III landfill, and can only accept dry, inert materials. It cannot accept or handle municipal solid waste (MSW).

In 2025, the Bow Valley Waste Management Commission guided the development of a regional CRD Waste Implementation Plan for the Bow Valley, in close partnership with the Town of Banff, Town of Canmore and Municipal District of Bighorn. There were multiple engagement sessions with regional builders, contractors and the Bow Valley Builders and Developers Association (BOWDA) during the process to develop the regional CRD Waste Implementation Plan. The objective of this report was to provide a roadmap for clear, consistent and effective regional efforts to reduce the amount of landfilled CRD materials. The full report can be found on the BVWMC website [here](#), and the Executive Summary is attached to this briefing. Since the creation

of this report, the BVWMC and member municipalities have been meeting regularly to collaborate to implement report recommendations.

In May 2026, the BVWMC hired a ‘Construction Waste Ambassador’ who will focus on expanding education and communication to advance CRD material diversion, including visits to CRD sites. The Construction Waste Ambassador is already working closely with Town of Banff administration to support Town efforts to foster CRD material diversion.

CRD Waste Data

Figure 1 shows the quantity of CRD materials originating in the town of Banff that were managed at Francis Cooke in relation to the quantity of municipal solid waste (MSW) managed by the Town. MSW is not sent to Francis Cooke for handling or disposal. For MSW generated in Banff, garbage is sent to Spyhill Landfill in Calgary for disposal, and recyclable and compostable materials are sent to recycling and compost facilities.

Both the CRD and MSW figures in Figure 1 include materials that were recycled and materials disposed of in the landfill.

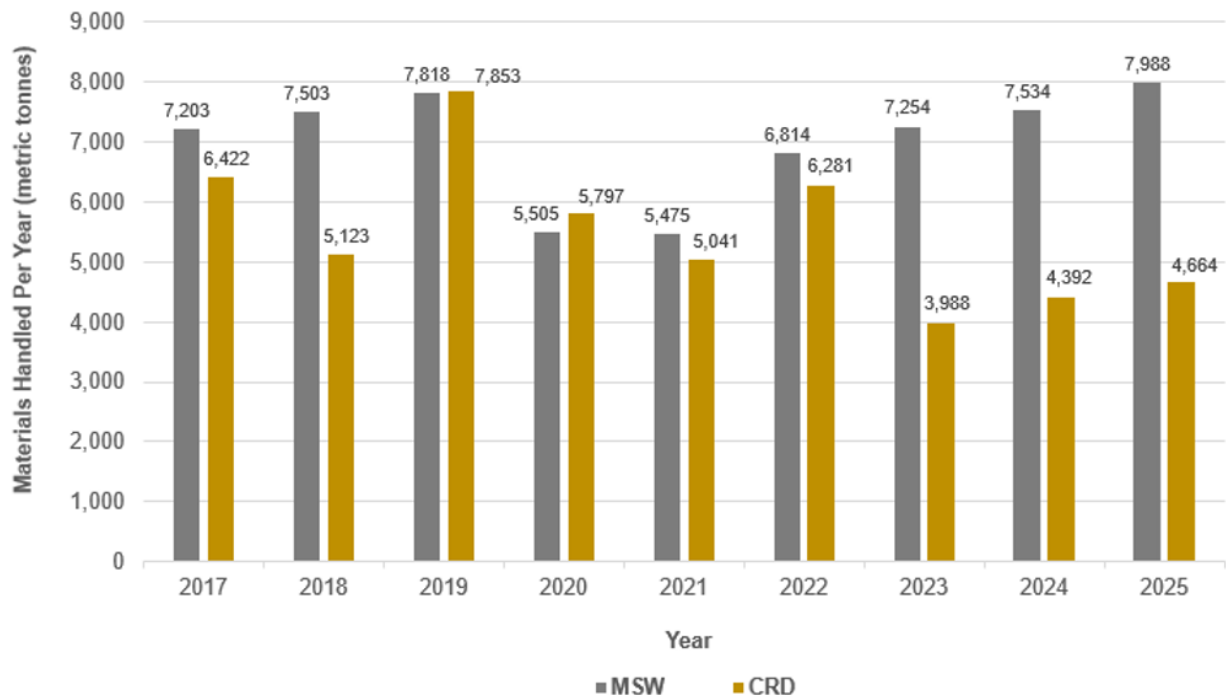


Figure 1. Quantity of materials handled as MSW by the Town of Banff in comparison with CRD materials originating in Banff and handled at Francis Cooke.

These data under-report CRD materials generated in Banff, as they do not include CRD materials that were hauled from Banff project sites to other landfills and recycling facilities apart from Francis Cooke. Also, the MSW stream includes small amounts of CRD materials that are illegally

dumped into non-residential and residential garbage bins. The decline in CRD materials from Banff being handled at Francis Cooke over the past three years is likely due to an increase in CRD materials being transported out of the Bow Valley to be recycled or landfilled at facilities elsewhere in Alberta.

CRD materials significantly increase the ‘waste resource footprint’ of the town, underlining the importance of fostering reuse and recycling in this sector.

CRD Material Diversion Rate

In 2025, the CRD material diversion rate was 50% for projects in the town of Banff that transported materials to the Francis Cooke Facility (Figure 2). The CRD material diversion rate for Banff projects has declined over the past three years, from a high of 68% diversion in 2022.

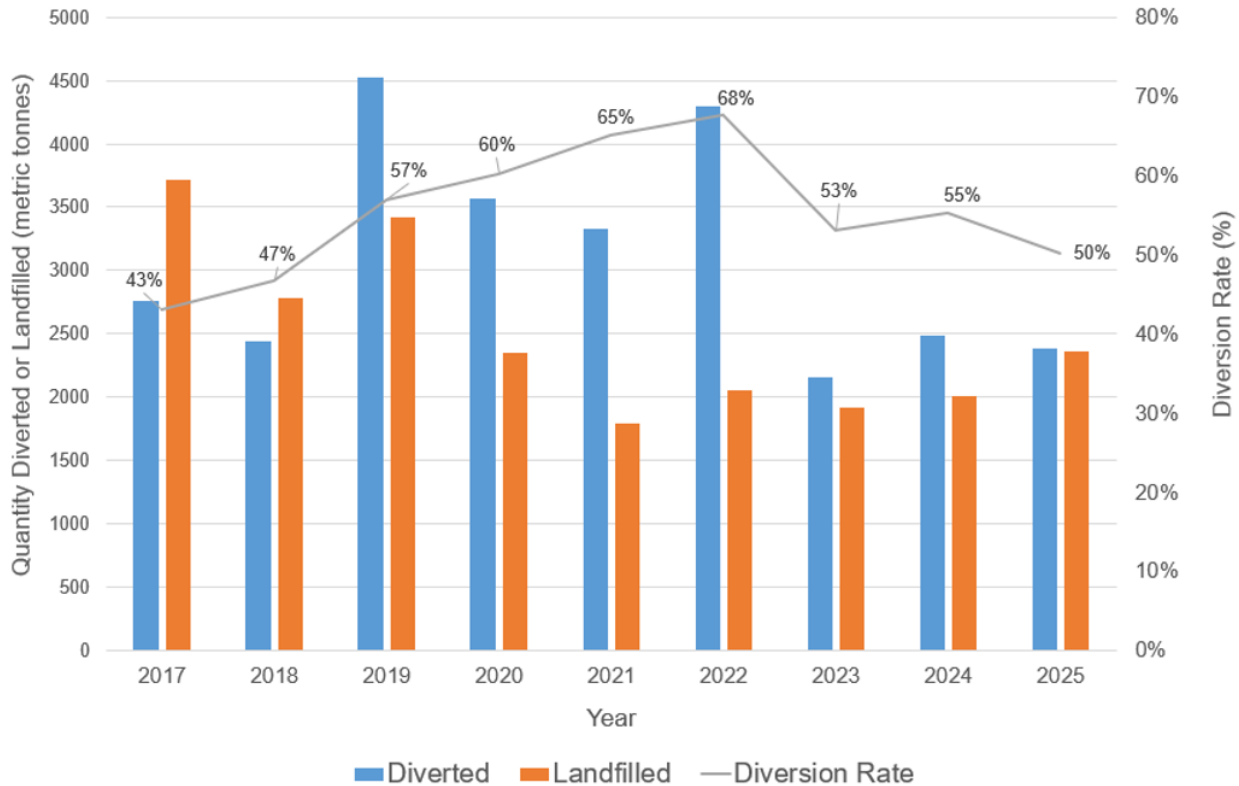


Figure 2. Quantity of CRD materials from the town of Banff that were diverted from and landfilled at Francis Cooke, and the annual CRD material diversion rate from 2017 to 2025.

Some Alberta-based construction companies have set internal CRD waste diversion goals and regularly achieve more than 80% diversion on CRD projects. In 2023, Alberta-based Chandos Construction achieved 92.7% waste diversion across all its construction projects throughout Canada.^[1] In a 2019 policy guide on CRD waste management, the Canadian Council of Ministers

of the Environment (CCME) noted that numerous CRD projects across Canada have diverted 95% of CRD materials through reuse and recycling.^[2]

In 2019, CANA Construction carried out the redevelopment of the Homestead Inn (now Peaks Hotel) in Banff. CANA has strict internal procedures on CRD waste diversion and tracking, and the Homestead Inn set a CRD material diversion target of 75% for their redevelopment project. In the demolition phase alone, CANA Construction achieved a 95% CRD material diversion rate and shared its diversion data with the Town of Banff.

These examples show that much higher CRD diversion rates are achievable than what is currently occurring in Banff.

Policies and Procedures to Foster CRD Material Reuse and Recycling

The Town of Banff has implemented several requirements and procedures to foster the reuse and recycling of CRD materials.

- 2021 – The Non-Residential Waste Bylaw 377 and Residential Waste Bylaw 376 were amended to require that recoverable CRD materials (i.e. asphalt, concrete, drywall, wood, metal, etc.) be separated for reuse or recycling.
- 2022 – CRD waste diversion planning and reporting requirements were added to the development and building permit processes, in conjunction with industry engagement and outreach.

Currently, project proponents that apply for a development permit or building permit that involves the generation of CRD materials are required to complete a CRD waste plan detailing what types of materials will be generated, and how and where recoverable CRD materials will be diverted. Project proponents are asked to complete a voluntary CRD waste compliance report at the end of their project, showing the project waste diversion rate. To date, more than 55 CRD waste plans have been received and reviewed by administration. One project proponent has submitted documentation to report their waste diversion rate at the completion of their project.

On March 14, 2022, administration presented a 'Zero CRD Waste Compliance Reporting' briefing to Council and explored the idea of adding a CRD waste diversion performance bond to the building permit process to financially incentivize CRD material diversion. This performance bond has not yet been implemented. Administration plans to strengthen and simplify the CRD waste management planning and data tracking process prior to further exploring performance bonds.

CRD Waste Management Plans & Reports – Online Tracking Pilot Project

In 2026-27, administration plans to pilot an online CRD waste management planning and reporting software tool called '[Green Halo Systems](#)'. This online tool enables project proponents to create CRD waste management plans, upload scale tickets (from recycling facilities and landfill sites), and to track project diversion rates.

Administration expects this pilot project to:

- make it easier for project proponents to submit CRD waste management plans;
- make it easier for municipal staff to review and provide feedback on CRD waste management plans;
- make it easier for project proponents to submit scale tickets documenting the quantity of materials reused, recycled and sent to landfill; project diversion rates will be calculated automatically;
- increase the quality of CRD material data for projects – including the proportion of materials sent to Francis Cooke and other regional recycling facilities and landfills;
- increase our understanding of CRD material diversion rates for specific projects; and,
- through increased data quality, facilitate potential future implementation of a performance bond system to provide additional financial incentives for diversion.

Administration has been working closely with staff at the BVWMC to research CRD waste tracking software tools and options. This one-year pilot project will be funded through existing already-approved operating budgets from Environment (\$2,200) and Resource Recovery (\$2,200), along with a financial contribution from the BVWMC (\$3,450). No new funding is required.

The City of Aspen and Pitkin County Colorado have been using the Green Halo CRD waste tracking software to facilitate the implementation of their construction and demolition diversion regulations and performance bond system. Aspen and Pitkin County are a mountain town and neighbouring county with CRD waste challenges very similar to those in the Bow Valley. Pitkin County has had a CRD material recovery bylaw since 2020; enforcement of the bylaw began in 2025 following extensive education and outreach. The combined use of the waste tracking software, CRD diversion regulation and performance bonds has led to a 76% CRD material recovery rate in Pitkin County.^[1] The City of Aspen passed its CRD diversion requirements in 2025 and is in the early stages of measuring the impact on diversion.

Administration will return to Council with an update on outcomes from this CRD material tracking software pilot project at the 2027 Service Review.

^[1] Chandos Construction. 2026. [Chandos Construction – Sustainability](#).

^[2] CCME. 2019. [Guide for identifying, evaluating and selecting policies for influencing construction, renovation and demolition waste management](#).

[\[1\]](#)Garcia, Cameron. 2025. Waste Diversion and Recycling Supervisor, Pitkin County. Mountain Communities 2030 webinar 'Aspen's new demolition and construction waste recycling program', July 2025.

Response Options

This Briefing has been submitted for Council's information.

OTHER INFORMATION

Budget

n/a

Internal Resources

n/a

Communication

Administration will communicate with businesses in the CRD sector to inform them of the Green Halo pilot project and will hold in-person and online information sessions to describe how the Green Halo CRD material tracking system works and answer questions.

Public Input

Administration will collect feedback from project proponents, regional waste haulers and the Bow Valley Waste Management Commission throughout implementation of the Green Halo pilot project. This feedback will be shared in future reports on the pilot project.

Banff Community Plan

- Waste and Circular Economy

Council Strategic Priorities

- 2023-2026 Council Strategic Plan
 - Lead Climate Action: Nurturing a Model Environmental Community

Environmental Master Plan

- Targets:
 - 70% community-wide waste diversion by 2028
 - 90% community-wide waste diversion by 2045
 - Zero waste sent to landfill by 2050

Legislation/Policy

n/a

Other

n/a

ATTACHMENTS

Attachment: Construction, Renovation, and Demolition Waste Implementation Plan for the Bow Valley – Executive Summary

Circulation date: June 5, 2026

Submitted By: Shannon Ripley
Environmental Coordinator

Reviewed By: Kelly Gibson
Town Manager



Executive Summary

The Bow Valley Waste Management Commission (BVWMC), in partnership with the Towns of Canmore and Banff, and the Municipal District of Bighorn No.8 has commissioned the development of a regional implementation plan to reduce the amount of landfilled Construction, Renovation, and Demolition (CRD) waste. The CRD waste implementation Plan's approach aims to provide a clear, consistent, and effective regional implementation plan across the three municipalities in the region.

The approach used to develop the plan included:

1. A review of best practices for reducing CRD waste in Alberta.
2. Engagement of relevant interest holders in the region to share information and obtain feedback. Workshops were held with municipalities and industry, individual industry meetings were held with various companies / organizations and the Bow Valley Builders and Developers Association (BOWDA) Sustainability Committee, while First Nations received an engagement invitation.
3. Based on the results of this research and engagement with interest holders, an actionable suite of tools and programming options was developed as the basis of a regional implementation plan as follows:

<u>Information Package & Training</u>	CRD waste diversion opportunities information package and associated training, such as deconstruction.
<u>CRD Waste Reduction Ambassador</u>	A BVWMC staff member that can educate and encourage CRD waste diversion regionally.
<u>Local Hauler Engagement</u>	Inform and educate local waste haulers on CRD waste diversion opportunities in the region.
<u>Encourage Home Relocation</u>	Promote home relocation, rather than demolition, within the region through an improved demolition permit process and incentives.
<u>Reuse Centre</u>	Regional facility where material can be donated and salvage opportunities exist.
<u>Francis Cooke Operational Review</u>	Higher standards and financial incentives to further encourage properly source separated loads of divertible and/or reusable materials.
<u>Waste Management Plan</u>	Builders must complete a plan that demonstrates how CRD waste is going to be managed and diverted throughout the duration of construction.
<u>Mandatory Sorting / "On-site" Recycling</u>	CRD materials must be source separated on-site, or mixed loads sent for sorting, for recycling or reuse.
<u>Performance Deposit Option</u>	Building on the Waste Management Plan, a refundable deposit is required to incentivize compliance and reporting.
<u>Building Design for Circularity</u>	Educate and promote building design for future circularity and reuse



sonnevera international corp.

The proposed timeline for this plan, with vertical order of options reflecting programming prioritization, follows:



Measurement and monitoring will be required to track project performance and progress, using both quantitative and qualitative measures, with metrics such as:

Qualitative:

- Culture shift
- Participation
- Collaboration

Quantitative:

- Waste generation
- Waste diversion
- Cost
- Compliance

CORRECTED REQUEST FOR DIRECTION

Subject: Scheduled Review of Business Licence Bylaw 22-11 and Response to Motion FIN26-065 – Proposed Bylaw 22-12, the Business Licence Bylaw



Presented to: Council - Regular
Date: June 23, 2026

Submitted by: Darren Enns, Director, Planning & Environment, and Brooke Clark, Planning Technician

Planning and Environment-2026-008

ADMINISTRATIVE RECOMMENDATION

That Council give three readings to the proposed Business Licence Bylaw 22-12 (Attachment 1).

BACKGROUND

Reason for Report

The Business Licence Bylaw is scheduled for its regular four-year review. This Bylaw provides for the regulation and licensing of all business carried on within the municipality and is used as a financing vehicle for destination marketing.

At the April 28, 2026, meeting of Governance and Finance Committee a second draft of the bylaw was reviewed, and the following motion was passed:

FIN26-065 Moved by Councillor Ledwidge

That with respect to Item 7.1, Request for Direction: Scheduled Review of Business Licence Bylaw 22-11 and Response to Motion FIN26-004, the following be approved:

- b) A new Business Licence Bylaw, based on the wording contained in Attachment 3; and
- b) An Amending Bylaw to the 2026 Fees and Charges Bylaw 388-10, to revise Schedule F, based on wording contained in Attachment 4.

For: (6): Mayor DiManno, Councillor Pelham, Councillor Fullerton, Councillor, Councillor Ledwidge, and Councillor Standish, Councillor Ram

Summary of Issue

Governance and Finance Committee reviewed the draft changes to the Business Licence Bylaw on February 10, 2026, and April 28, 2026. As a result of Governance and Finance Committee's recommendations, Administration has attached:

- Attachment 1: Business Licence Bylaw 22-12, which includes:
 - Amendments to wording around the receipt of required fees;
 - A requirement for employee reporting as part of the business licence application;
 - Clarity and options to lower barriers for Indigenous Owned Businesses.
- Attachment 2: Red line version of Business Licence Bylaw
 - Shows the edits made to the previous Business Licence Bylaw 22-11 that are proposed in the updated Business licence Bylaw 22-12.

Recommended Changes

In addition to the changes presented at Governance and Finance, Administration is also proposing that the wording of proposed Section 22 (Indigenous Owned Business) be amended to mirror the language in Section 21 (Gross Revenue Deduction), which allows for a "...statutory declaration **or otherwise**". This reflects direction from Section 5.a of Banff's Indigenous Framework which states "Update and amend plans, policies, procedures, and bylaws to reflect the Indigenous relations lens where required."

Additional Considerations

Any amendments to the Business Licence Bylaw would typically come into effect on the date when third reading is passed by Council. Administration would suggest that since most Business Licence applications and renewals occur in January, that a January 1, 2027, effective date would provide for time to prepare for changes and create a uniform licensing environment for 2026.

Response Options

Council may consider the following response options:

1. Give all three readings to the Business Licence Bylaw 22-12, as presented;
2. Give first reading to proposed Business Licence Bylaw 22-12, and propose additional amendments prior to giving second and third reading as amended;
3. Give first reading to proposed Business Licence Bylaw 22-12 and direct Administration to return to Council with further modifications to the Bylaw as specified by Council.
4. Choose not to proceed with first reading of business Licence Bylaw 22-12 and take no further action at this time.

OTHER INFORMATION

Budget

Proposed changes to the Town of Banff Business Licence Bylaw would be reflected in the Fees and Charges Bylaw when next updated. Business licence fees are reviewed annually and will return in Q4.

Internal Resources

The review of the Business Licence Bylaw is undertaken by the Planning & Environment Department.

Communication

New and revised bylaws are posted on the Town of Banff website.

Public Input

Town of Banff Administration reviewed the proposed changes made from the January 2026 version with Banff Lake Louise Tourism (BLLT).

Banff Community Plan

n/a

Local Economy

Commercial Development Indicators

- *Employment by industry*

Social

n/a

Environmental

n/a

Council Strategic Priorities

n/a

Legislation/Policy

n/a

Other

n/a

ATTACHMENTS

Attachment 1: Proposed Business Licence Bylaw 22-12

Attachment 2: Red line Version of Business Licence Bylaw

Circulation date:	June 2, 2026
Submitted By:	Brooke Clarke Planning Technician
Submitted By:	Darren Enns Director, Planning & Environment
Reviewed By:	Kelly Gibson Town Manager

BYLAW 22-12
BEING A BYLAW OF THE TOWN OF BANFF, IN THE PROVINCE OF ALBERTA,
TO PROVIDE FOR LICENSING OF BUSINESSES OPERATING WITHIN THE
TOWN OF BANFF

WHEREAS the Council of the Town of Banff deems it necessary to provide for the regulation and Licensing of all Business carried on within the municipality;

AND WHEREAS Banff is, first and foremost, a town within a National Park and World Heritage Site whose purposes and objectives are set out in the *Banff National Park of Canada Management Plan* and *Banff Incorporation Agreement*;

AND WHEREAS the Council of the Town of Banff has dedicated a certain proportion of Business Licence fees levied against Businesses in the Town for the purpose of marketing the Town as a tourist destination area;

AND WHEREAS Sections 7 and 8 of the *Municipal Government Act*, RSA 2000, Chapter M-26 authorizes a Council to give the Council authority to pass such a Bylaw;

NOW THEREFORE, the Council of the Town of Banff, in the Province of Alberta, duly assembled, enacts as follows:

CITATION

1. This Bylaw may be cited as the “Business Licence Bylaw.”

DEFINITIONS

2. In this bylaw:
 - a) Any reference to a named act is a reference to an Act of the Legislature of Alberta, as amended from time to time;
 - b) Any reference to a Town of Banff staff position, department or committee, the reference is deemed to be to the current name that the staff position, department or committee is known by.
 - c) The definitions in Schedule “A” will apply to the corresponding words if the first letter of that word is capitalized in this bylaw:

LICENSING REQUIREMENTS

3. Except as otherwise provided for in this Bylaw, a Licence is required to carry on or operate any of the following Businesses:
 - a) Resident Business

b) Non-Resident Business

4. Without limitation to the definitions in Schedule “A” to this Bylaw, the following shall constitute carrying on a Business within the Town of Banff for the purposes of this Bylaw:
 - a) Conducting any one or more transactions, or making any one or more offers to conduct a transaction, within the Town of Banff; or
 - b) Advertising a Business where, in the opinion of the Licence Inspector, there is an intent for the Business to be carried out within the Town of Banff.
5. Residents and non-residents of the Town shall be entitled to equal rights in all matters relating to the issuance of Licences.
6. Separate Licences are required if two or more owners are operating Businesses from the same Business Premises.
7. No Licence shall be required to carry on or operate any Business that is exempt under the provisions of any Statute of Canada or the Province of Alberta. The onus of proving that a Business is exempt from requiring a Licence is on the Business alleging the exemption.
8. No Licence shall be required by the operator or participants to carry on or operate a craft sale, a rummage sale, busking, a flea market or a residential garage sale where the duration of the activity is less than seven consecutive days.
9. No Licence shall be required by vendors in a temporary Farmers Market or Seasonal Market, where the market/event organizer holds a Business Licence and Special Event Licence.
10. No Licence shall be required by performers/entertainers, where the event organizer holds a Business Licence and Special Event Licence.
11. No Licence shall be required by a Non-Resident Business to deliver goods within the Town when those goods are purchased by the recipient from a place or business outside the Town.
12. No Licence shall be required as a Non-Resident Business to transport passengers to the Town, provided the passengers' trip originated from a location outside the Town. Picking up new passengers within the Town would require a licence.
13. No Licence shall be issued to a Business carried on or to be carried on partly in the Town and partly elsewhere in Banff National Park unless a Licence has first been issued by His Majesty the King in right of Canada or his designate.
14. No Licence shall be issued until such time as the Applicant holds current and valid Municipal, Provincial or Federal permits, approvals licences or clearances as required by the relevant Municipal, Provincial, or Federal bylaws, statutes or regulations, including a valid Town of Banff development permit where applicable.
15. No Licence shall be issued to a Business which, in the opinion of the Licence Inspector, is not necessary to meet the purposes and objectives of the Town as are set out in the "Town of Banff

Incorporation Agreement" made between the Government of Canada and the Government of the Province of Alberta as of the 12th day of December, 1989 and further referred to in the Town of Banff Land Use Bylaw, the Banff Community Plan, and Banff National Park of Canada Management Plan.

16. No Licence shall be issued for Hawkers.

LICENCE APPLICATION AND FEES

17. Every Applicant for a Licence, for renewal of a Licence, or for a transfer of Licence:

- a) must provide the following information, in the form prescribed by the Licence Inspector:
 - i. The civic and legal address for the proposed place of Business;
 - ii. The trade name under which the proposed Business will operate;
 - iii. Where the Applicant is a sole proprietorship or partnership, the full name, mailing address and telephone number of the Applicant or Applicants;
 - iv. Where the Applicant is a corporation, the full name and mailing address of the principal managing employee or employees and the telephone number of the Business;
 - v. Any certificate, authority, Licence or other document of qualification under this or any other Bylaw, or under any Statute of Canada or the Province of Alberta that may be required in connection with the carrying on of the Business;
 - vi. A current number of employees of the Business that work in the Town of Banff and/or Banff National Park, categorized into Full Time Equivalents;
 - vii. Such other information as the Licence Inspector may reasonably require.

18. An Application for a Licence, or for a renewal of a Licence, shall not be considered by the Licence Inspector until the Base fee plus the fee amounts for each Business Sector in which the Business operates as set out in the Fees and Charges Bylaw have been received by the Town, unless listed separately.

19. Any Non-Resident Business that is engaged in class 400, 401 or 500 may be issued up to two (2) temporary Business licences per calendar year, valid for twenty-four hours, 2-4 days, or 30 consecutive days from issue from the Licence Inspector and associated fees as set out in the Fees and Charges Bylaw.

20. Any Non-Resident Business who has held a temporary Business Licence in accordance with section 16 or section 17 and who subsequently applies for an annual Licence within the same calendar year shall be credited with the fee amount already received.

21. Notwithstanding the fees set out in this bylaw, if an Applicant for a Resident Business Licence satisfies the Licence Inspector by way of statutory declaration or otherwise that the gross annual revenue of the Business is \$30,000 or less, the total Business Licence fee shall be as set out in the Fees and Charges Bylaw, with 50% of the fee allocated towards destination marketing.

22. Notwithstanding the fees set out in this bylaw, if an Applicant for a business that is wholly owned and the annual revenue of the Business is \$30,000 or less, and satisfies the Licence Inspector by way of statutory declaration or otherwise, the Business shall be exempt from Business Licence fees.
23. When a Licence is issued to a Business to carry on operations in two or more Business Sectors from the same Business Premises, the Licence fee shall be calculated as the base fee plus the fee amounts for each Business Sector Fee in which the Business operates set out in the *Fees and Charges Bylaw*.
24. Temporary Sales located in an established commercial premises will be subject to a Licence fee as set out in the Fees and Charges Bylaw .
25. The Business Licence Fee, pursuant to the *Fees and Charges Bylaw*, for each Hotel, and Bed and Breakfast Inn, shall be determined by the Town each year in accordance with the following:
- a) Every Hotel and Bed and Breakfast Inn shall provide to the Licence Inspector, or to any person authorized by the Licence Inspector, on or before November 15, of each year, with the information specified in Section 22(b) of this Bylaw;
 - b) Commencing January 1, of each year, the Business Licence Fee shall be an amount equal to two percent (2%) of Room Revenue of that Hotel, or Bed and Breakfast Inn, for the prior year, subject to any acceptable adjustments thereto as reported in an acceptable form to the Licence Inspector by that business or their authorized agent which shall include any Chartered Professional Accountant authorized on behalf of such businesses to provide this information to the Licence Inspector. For the purposes of this Section:
 - i. “Accommodation” means Lodging by a Hotel, Bed and Breakfast Inn;
 - ii. “Room Revenue” means the actual monetary consideration received by a Hotel or Bed and Breakfast Inn for overnight Accommodation excluding:
 - 1. GST,
 - 2. Alberta Tourism Levy; and,
 - 3. all other goods or services not attributable to Accommodation alone.
 - c) Any amendment to this bylaw provision shall not be operative until the expiry of 12 consecutive months commencing as of the first day of the January following the year in which any such amendment is passed by Council.
26. All Business licence fees are due and payable:
- a) For all Business except for Hotels, and Bed and Breakfast Inns, thirty days after the date invoices are sent to Licensees.

- i. Notwithstanding section 23(a), All Business except for Hotels, and Bed and Breakfast Inns, may enter into a payment plan with the Town to make three equal payments due on March 31, June 30, and September 30 of each calendar year, providing:
 - The Licensee's account with the Town is in good standing,
 - The Business Licence for which the fee is due is active from January 1 to December 31 of the calendar year, and
 - The Licence Inspector has not approved a reduction of the fee in accordance with section 19 of this bylaw.
- ii. If a Licensee who has entered the payment plan in accordance with section 23(i) fails to make two consecutive payments, the full amount owing is due and payable and the Licensee is ineligible for the payment plan for the next calendar year.
- b) For Hotels and Bed and Breakfast Inns, following issue of an invoice, in accordance with the following:

Percentage of Annual Fee	Date Payment is Due
20%	March 31
25%	June 30
40%	September 30
15%	December 31

27. Charitable and Non-Profit Organizations and Family Day Homes, as defined in this Bylaw, are exempt from all requirements of this Bylaw.
28. If a Hotel or Bed and Breakfast Inn ceases operations for any reason within a licensing year, the Business licence fee up to the date the Business ceases operations is due and payable.
29. Any Resident or Non-Resident Business which commences Business or operation after January 1st and has not previously been in operation in that calendar year shall pay prorated amount of the appropriate Licence fees provided for in this bylaw, which amount shall be prorated on a quarterly basis.
30. The Licence Inspector may allow any Business closed for a renovation for which a development permit or a building permit has been issued to pay a prorated Licence Fee, based on the period of time the Business is closed due to the renovations.
31. Licence fees must be paid in full by the due date. Post-dated cheques must be valid the date on which payment is due. A Licence fee is non-refundable. Unpaid Licence fees are a debt owed to the Town.
32. Where a Licence fee has been paid by an uncertified cheque the Licence:
 - a) may be issued subject to the cheque being accepted and cashed by the bank, and

- b) will be automatically revoked if the cheque is not accepted and cashed by the bank on which it is issued.
33. The fee to replace a lost licence is \$25.
34. A Licensee may transfer a Licence issued to him to another person or to another Business Premises, or change the information contained on the Licence upon approval of the Licence Inspector.
35. All Licence fees shall be used:
- a) for the administration and enforcement of this Bylaw, for visitor experience project funding, and for other municipal services, and
 - b) in the case of Schedule “B” for the marketing and promotion of the Town as a tourist destination area.

TERM OF LICENCE

36. Every annual Licence issued under the provisions of this Bylaw, unless revoked, cancelled or surrendered, shall terminate at midnight on the 31st day of December of the year in which said Licence was issued.
37. Notwithstanding Section 33, unless the Town is notified in writing of surrender or cancellation, a Business holding a valid Licence on December 31st is deemed to wish to renew that Licence for a subsequent year, and the Town will issue an invoice to that Business for the fee owing in accordance with this bylaw. If the Licence fee is not received by the Town within the time periods provided for in Section 23, the fee will be subject to monthly interest charges, until such time that it is paid or is determined by the Licence Inspector that the licence is surrendered or cancelled. Where interest is charged, it shall be charged on the outstanding balance each month and the monthly rate of interest used to calculate the interest owing shall be as per the Fees and Charges Bylaw.
38. Where the Town has approved a quarterly payment structure for Business licence fees, the Licence will be considered surrendered if any of the four payments is not received in full by the Town within thirty days of the due date provided for in this Bylaw.

POSTING OR PRODUCTION OF LICENCE

39. A Licensee shall:
- a) post the Licence in a prominent visible location in the Business Premises; or
 - b) if it is not practical to post the Licence, produce the Licence forthwith upon demand by a Licence Inspector or Bylaw Enforcement Officer.

NATIONAL PARK REGULATIONS

40. The granting of a Licence pursuant to this Bylaw does not of itself establish that the holder of the Licence is a "Resident" as defined in the National Parks Lease and Licence of Occupation Regulations (Canada) as amended.

CONSULTATIONS

41. The Licence Inspector may consult, prior to issuing or renewing a Licence, with the Province of Alberta, the RCMP, Parks Canada, Alberta Health Services, and any Town Department to determine whether they are in possession of information which, in the opinion of the Licence Inspector, renders it inappropriate for an Applicant to be issued a Licence.
42. The Licence Inspector may determine that it is inappropriate to issue a Licence to an Applicant where the safety, health or welfare of the public may be at risk due to the issuance of a Licence.
43. With respect to Licence renewal, the Licence Inspector may renew the Licence without consulting the Town Planning and Environment department, if the Town Planning and Environment department has previously confirmed that all necessary approvals required under the Town's Land Use Bylaw have been obtained, and,
- a) There has not been a change in the Business ownership since the Town Planning and Environment department gave approval, and,
 - b) The Business has been carried on continuously at the same Business Premises and in the same manner.
44. Subject to the provisions of this Bylaw, upon receipt of an Application for a Licence, the Licence Inspector may,
- a) Grant a Licence, or
 - b) Refuse a Licence, if the Applicant is in breach of this or any other Bylaw of the Town, does not have occupancy (if required pursuant to the Town's Building Permit Bylaw), has not met the requirements of this Bylaw, or in the Licence Inspector's opinion, there are other just and reasonable grounds for the refusal of the Application.

INSPECTIONS

45. Where a Business requires a Business licence or is Licensed, then the Business Premises and surrounding lot may be inspected by a Licence Inspector or Bylaw Enforcement Officer, who shall at all reasonable times have the right to enter upon any Business Premises required to be Licensed under the provisions of this Bylaw for the purpose of inspection or for the purpose of ascertaining if the provisions of this or any other Bylaw of the Town are being complied with.
46. A Licence Inspector or Bylaw Enforcement Officer may inspect a Business Premises or site at which a contractor is working for the purpose of ascertaining if the provisions of this or any other Bylaw of the Town are being complied with.

47. A person whom a Licence Inspector reasonably believes is carrying on a Business requiring a Business Licence, or who is an Applicant, shall,
- a) permit and assist in all inspections requested by a Licence Inspector or Bylaw Enforcement Officer;
 - b) furnish to a Licence Inspector or Bylaw Enforcement Officer all identification, information, or documentation related to the inspection or Licensing requirement; and
 - c) not provide to a Licence Inspector or Bylaw Enforcement Officer false or misleading information or information intended to mislead with regard to any matter or thing arising in connection with the Licensing of the Business.
48. No person shall attempt to prevent, obstruct or hinder a Licence Inspector or Bylaw Enforcement Officer from making an inspection authorized by this Bylaw.
49. During an inspection authorized under this Bylaw, a Licence Inspector or Bylaw Enforcement Officer may examine any Business record or document for the purpose of enforcing this Bylaw, remove any relevant record or document from the Business Premises for the purpose of copying it, and will provide a receipt for any document or record so removed.

REFUSAL, REVOCATION, SUSPENSION

50. A Licence Inspector shall refuse an Application if, in the opinion of the Licence Inspector, any Licensing requirements of this bylaw have not been met or the Licence Inspector has reasonable grounds to believe that operation of the Business poses a danger to the safety, health or welfare of the public.
51. A Licence Inspector may suspend or revoke a Licence if:
- a) The Licensee fails to comply with the Licensing requirements of this bylaw; or
 - b) The Licence Inspector has reasonable grounds to believe that operation of the Business poses a danger to the safety, health or welfare of the public.
52. The Licence Inspector may make inquiries and receive information, including information from the Applicant, to determine whether there are just and reasonable grounds for the refusal of an Application, or a revocation, or a suspension of a Licence.
53. A suspension of a Licence may be:
- a) for a period of time not exceeding the unexpired term of the Licence; or
 - b) where the suspension is for non-compliance with the licensing requirements of this bylaw, until the holder of the suspended Licence proves compliance to the satisfaction of the Licence Inspector.
54. A Licence may be revoked or suspended for non-compliance with any law or regulation notwithstanding that the holder of the Licence has not been prosecuted for a contravention of

that law, where the Licence Inspector has reasonable grounds to believe that the Licensee poses a danger to the safety, health or welfare of the public, to the protection of property.

55. When an Application for a Licence is refused, or when a Licence is revoked or suspended, the Licence Inspector shall notify the Applicant or Licensee, in writing, of the refusal, revocation or suspension and the reasons for it:
- a) by delivering a notice to the Applicant or Licensee personally; or
 - b) by delivering a notice by registered mail to the Applicant's or Licensee's most recent place of Business or residence as shown on the Licence or Application.
56. After the delivery of a notice of the refusal of an Application or a suspension or revocation of a Licence, the Business shall not be carried on until such time as a Licence is issued or the suspended Licence is reinstated.

APPEALS

57. Where an Application for a Licence has been refused, a Licence revoked or suspended or an exemption has been refused, the Application may appeal the decision to Council. All appeals shall be made in writing addressed to the Licence Inspector of the Town and received by the Town within 45 days of the date of issue of refusal, revocation or suspension.
58. Any Applicant for a License may appeal to Council the License fee imposed or the Business Sector of Business applied to the Applicant. All appeals of Licence fee or Business Sector shall be made in writing addressed to the Licence Inspector of the Town and received by the Town, on or before the due date for payment of the Licence fee.
59. Upon receipt of any appeal under Section 54 or 55 Council, or a Committee appointed by Council, shall:
- a) Schedule and hold an appeal hearing not more than thirty days following receipt of appeal;
 - b) Advertise the date, time and details of the appeal hearing at least once a week for two consecutive weeks in at least one newspaper or other publication circulating in the area to which the appeal relates;
 - c) Allow any third party to make written or oral representation in support of or in opposition to the appeal at its first regular meeting following receipt of the recommendation;
 - d) If a Committee hears the appeal, make a written recommendation to Council within fifteen days of the hearing following which Council shall make a decision upon the appeal;
 - e) If Council hears an appeal, make a decision on the appeal.
60. Council may extend the time frames referred to in Section 54 and 56 of this Bylaw, but any such extension shall not exceed fifteen (15) days in total.

VIOLATIONS

61. Any Person who contravenes a provision of this bylaw or the terms of any permit issued pursuant to this bylaw is guilty of an offence and is liable for the penalty set out in Schedule "B", or if no

penalty is specified in Schedule “B” for the offence, for the penalty in accordance with Section 61 of this bylaw.

62. When a corporation commits an offence under this bylaw, every principal, director, manager, employer or agent of the corporation who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.
63. If a partnership is guilty of an offence under this bylaw, each partner in that partnership who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence.
64. Violation tickets:
 - a) Where a Licence Inspector reasonably believes that a person has contravened any provision of this bylaw, the Licence Inspector or Bylaw Enforcement Officer may serve upon the person a Violation Ticket, allowing payment of the specified penalty set out in Schedule “B” for the offence, and the recording of such payment by the Court shall constitute acceptance of a guilty plea and the imposition of a fine in the amount of the specified penalty.
 - b) This section shall not prevent any Licence Inspector or Bylaw Enforcement Officer from issuing a ticket requiring a court appearance of the defendant, pursuant to the provisions of the Provincial Offences Procedure Act or from laying an information in lieu of issuing a Violation Ticket.
65. Except as otherwise provided in this Bylaw, a person who is guilty of an offence under this Bylaw for which a penalty is not otherwise provided, is liable to a fine of not less than \$500.00 and not more than \$1,000.00.
66. The imposition of a fine either by issuance of a Violation Ticket or by summary conviction in court shall not relieve any person so fined from any debt owing to the Town for an unpaid Business Licence.

TRANSITION

67. If any clause in this Bylaw is found to be invalid, it shall be severed from the remainder of the Bylaw and shall not invalidate the whole Bylaw.
68. Schedules “A” and “B” form part of this Bylaw.
69. This Bylaw comes into force when it receives third reading and is signed by the Mayor and the Town Manager or designates.

PROPOSED

Item 7.2

Attachment 1

READ A FIRST TIME this XXth day of _____, 2026.

READ A SECOND TIME this XX^h day of _____, 2026.

READ A THIRD TIME this XXth day of _____, 2026.

SIGNED AND PASSED this XXth day of _____, 2026.

Corrie DiManno
Mayor

Kelly Gibson
Town Manager

SCHEDULE “A” – DEFINITIONS

1. **Applicant** means a person who applies for a Licence or the renewal of a Licence required by this Bylaw.
2. **Application** means a written Application for a Business licence or renewal thereof required under this Bylaw.
3. **Business** means:
 - a) a commercial, merchandising or industrial activity or undertaking;
 - b) a profession, trade, occupation, calling or employment, or
 - c) an activity providing goods or services,

whether or not for profit and however organized or formed, including a co-operative or association of persons.
4. **Business Licence and License, Licensed and Licensing** means a Licence issued pursuant to this Bylaw.
5. **Business Premises** includes any store, office, dwelling, warehouse, yard, building, enclosure or other place occupied, or capable of being occupied, for the purpose of carrying on a Business and in which place the carrying on of a Business is a permitted or discretionary use under the Town’s Land Use Bylaw.
6. **Business Sector and Business Sectors** means any one of the following: lodging, restaurants/bars, retail, transportation/attractions/entertainment, or service.
7. **Bylaw Enforcement Officer** means an employee of the Town who has been appointed to the position of Bylaw Enforcement Officer pursuant to the Bylaw Enforcement Officers Bylaw.
8. **Carry on, carrying on, carried on and carries on** means to conduct, operate, perform, keep, hold, occupy, deal in or use, for a fee or exchange of benefits, whether as principal or agent.
9. **Charitable Organization** means:
 - a) any incorporated or unincorporated organization that is formed for a charitable purpose, including a philanthropic, benevolent, educational, health, humane, religious, cultural, artistic or recreational purpose, so long as the purpose is not part of a Business, or
 - b) a person who makes solicitations for contributions to be used for a charitable purpose and who is not connected to any incorporated or unincorporated organization that is formed for the charitable purpose for which the solicitation is made.
10. **Development Officer** means a person appointed as Development Officer to fulfil the duties specified in the Town of Banff Land Use Bylaw.

11. **Family Day Home** means the accessory use of a dwelling, operated under contract with a Family Day Home Agency to provide care and supervision on an ongoing basis of six or fewer children including, where applicable, the provider's own children.
12. **Family Day Home Agency** means an individual, partnership, group of individuals or a corporation that contracts with the Ministry of Children and Family Services to administer a family day home service, which may include provider recruitment, selection, training, and monitoring; assistance to parents with choosing a home; enrolment and placement of children in homes; and may also include the collection of parent fees and payment of providers.
13. **Hawker** means any person who:
 - a) goes from house to house selling or offering any merchandise or service, or both, to any person, and who is not a wholesale or retail dealer and direct seller in that merchandise or service, and not having a permanent place of business in the municipality, or
 - b) sells or offers merchandise, advertises, or sells a service, or all of these, on the streets or roads or elsewhere than at a building that is their permanent place of business.
14. **Licencee** means the holder of a valid and subsisting Licence issued pursuant to the provisions of this Bylaw.
15. **Licence Inspector** means the Town's Manager of Corporate Services or any other person as may be authorized by Council to enforce the provisions of this Bylaw.
16. **Lodging** means a person, corporation or organization resident in Banff engaged in the rental of accommodation on a short term basis, including hotels, motels, hostels, bed & breakfast inns and accessory guest accommodation.
17. **Non-Profit Organization** means a club, society, or association that's organized and operated solely for social welfare, civic improvement, pleasure or recreation, or any other purpose except profit.
18. **Non-Resident Business** means a Business that is carried on, in whole or in part, within the Town, but neither maintains a permanent place of Business within the incorporated boundaries of the Town nor is listed on any current Town tax assessment roll.
19. **Resident Business** means any Business that locates or maintains a permanent place of Business within the incorporated boundaries of the Town, including commercial operations, licensed home occupations, accessory guest accommodation and bed and breakfast operations.
20. **Restaurant/Bar** means a person, corporation or organization resident in Banff engaged in the retail sale of food or beverage to the public for consumption within the premises or off the site, and, without limiting the foregoing, includes licensed drinking establishments, restaurants, cafes, delicatessens, ice cream shops, tea rooms, lunchrooms and take-out restaurants.
21. **Retail** means the sale or offering for sale of tangible personal property from a premises in the Town of Banff to a consumer for purposes of use and not for resale, and without limiting the foregoing includes the retail sale of groceries, beverages, baked goods, household goods, clothing,

jewellery, furniture and appliances, hardware, printed matter, confectionery, gifts and souvenirs, tobacco, pharmaceutical and personal care items, automotive parts and accessories, office equipment, stationery and similar goods, minor public services, such as postal services and film processing depots, and convenience retail stores from within an enclosed building.

22. **Service** means a person, corporation or organization engaged in the operation of a business in Banff which primarily serves residents or businesses defined as Lodging, Restaurants/Bars, Retail, Ski area or Transportation/Attraction/Entertainment; and without limiting the forgoing includes; agency sales or distributors, automotive, banks, full service banking machines (when no local branch), brokerages, business support services, car washes, cleaning services, contractors, currency exchanges, educational services, financial institutions, garages, laundry and linen supplies, marriage commissioners, newspapers, personal services including massage and spa, printing businesses including publishers, designers and websites, property development firms, property management companies, repair services, service stations, towing companies, trades, travel agencies, and wholesalers.
23. **Town** means the Corporation of the Town of Banff and, where the context requires, the land included within the boundaries of the Town of Banff.
24. **Transportation/Attraction/Entertainment** means a person, corporation or organization resident in the Town of Banff engaged in the operation of public transportation, a photography, film or video production business, a tour and/or guide business, or in the operation of a business which primarily operates as a business encouraging patrons to use its facilities and, without limiting the foregoing, includes movie theatres, live theatres, bowling alleys, pool rooms, museums, gondola lifts, arcades, rentals, golf courses and tennis courts; or in the business of selling, providing or distributing tour packages, tour arrangements and reservation services.
25. **Temporary Sales** means the selling of goods or services, including food and beverages from a temporary location in any place where the public has an expected right of access, but not including sales to a wholesale or retail dealer in any such goods.
26. **Violation Ticket** means any ticket or tag in a form approved by the Town of Banff, authorized under the Provincial Offences Procedures Act, issued for any offence for which a penalty may be paid out of court in lieu of appearing to answer a summons.

PROPOSED

Item 7.2

Attachment 1

SCHEDULE “B” – SPECIFIED PENALTIES

Section	Description	Amount
3	Carrying on or operating a Business within or partially within the Town without a valid and subsisting Business Licence.	\$1,000.00 plus \$100.00 per day for each day the offence continues
45	Refusing a Licence Inspector or Bylaw Enforcement Officer from conducting any inspection authorized by this bylaw	\$1,000.00
36	Failing to post the Business Licence in a conspicuous place on the Business premises of the Licensee	\$500.00

Attachment 2

WHEREAS the Council of the Town of Banff deems it necessary to provide for the regulation and Licensing of all Business carried on within the municipality;

AND WHEREAS Banff is, first and foremost, a town within a National Park and World Heritage Site whose purposes and objectives are set out in the Banff National Park of Canada Management Plan and Banff Incorporation Agreement;

AND WHEREAS the Council of the Town of Banff has dedicated a certain proportion of Business Licence fees levied against Businesses in the Town for the purpose of marketing the Town as a tourist destination area;

AND WHEREAS Sections 7 and 8 of the Municipal Government Act, RSA 2000, Chapter M-26 authorizes a Council to give the Council authority to pass such a Bylaw;

NOW THEREFORE, the Council of the Town of Banff, in the Province of Alberta, duly assembled, enacts as follows:

CITATION

1. This Bylaw may be cited as the “Business Licence Bylaw.”

DEFINITIONS

2. In this bylaw:
 - a) Any reference to a named act is a reference to an Act of the Legislature of Alberta, as amended from time to time;
 - b) Any reference to a Town of Banff staff position, department or committee, the reference is deemed to be to the current name that the staff position, department or committee is known by.
 - c) The definitions in Schedule “A” will apply to the corresponding words if the first letter of that word is capitalized in this bylaw:

LICENSING REQUIREMENTS

3. Except as otherwise provided for in this Bylaw, a Licence is required to carry on or operate any of the following Businesses:
 - a) Resident Business
 - b) Non-Resident Business

4. ~~4.~~ Without limitation to the definitions in Schedule “A” to this Bylaw, the following shall constitute carrying on a Business within the Town of Banff for the purposes of this Bylaw:

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Attachment 2

- a) Conducting any one or more transactions, or making any one or more offers to conduct a transaction, within the Town of Banff; or
- b) Advertising a Business where, in the opinion of the Licence Inspector, there is an intent for the Business to be carried out within the Town of Banff.

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~~4.5.~~ Residents and non-residents of the Town shall be entitled to equal rights in all matters relating to the issuance of Licences.

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~~2.6.~~ Separate Licences are required if two or more owners are operating Businesses from the same Business Premises.

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~~3.7.~~ No Licence shall be required to carry on or operate any Business that is exempt under the provisions of any Statute of Canada or the Province of Alberta. The onus of proving that a Business is exempt from requiring a Licence is on the Business alleging the exemption.

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~~4.8.~~ No Licence shall be required by the operator or participants to carry on or operate a craft sale, a rummage sale, busking, a flea market or a residential garage sale where the duration of the activity is less than seven consecutive days.

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~~4.9.~~ No Licence shall be required by vendors in a temporary Farmers Market or Seasonal Market, where the market/event organizer holds a Business Licence and Special Event Licence.

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10. No Licence shall be required by performers/entertainers, where the event organizer holds a Business Licence and Special Event Licence.

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11. No Licence shall be required by a Non-Resident Business to deliver goods within the Town when those goods are purchased by the recipient from a place or business outside the Town.

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~~5.12.~~ No Licence shall be required as a Non-Resident Business to transport passengers to the Town, provided the passengers' trip originated from a location outside the Town. Picking up new passengers within the Town would require a licence.

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~~6.13.~~ No Licence shall be issued to a Business carried on or to be carried on partly in the Town and partly elsewhere in Banff National Park unless a Licence has first been issued by His Majesty the King in right of Canada or his designate.

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~~7.14.~~ No Licence shall be issued until such time as the Applicant holds current and valid Municipal, Provincial or Federal permits, approvals licences or clearances as required by the relevant Municipal, Provincial, or Federal bylaws, statutes or regulations, including a valid Town of Banff development permit where applicable.

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~~8.15.~~ No Licence shall be issued to a Business which, in the opinion of the Licence Inspector, is not necessary to meet the purposes and objectives of the Town as are set out in the "Town of Banff Incorporation Agreement" made between the Government of Canada and the Government of the Province of Alberta as of the 12th day of December, 1989 and further referred to in the Town of Banff Land Use Bylaw, the Banff Community Plan, and Banff National Park of Canada Management Plan.

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16. No Licence shall be issued for Hawkers.

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LICENCE APPLICATION AND FEES

~~40-17.~~ Every Applicant for a Licence, for renewal of a Licence, or for a transfer of Licence:

- a) must provide the following information, in the form prescribed by the Licence Inspector:
 - i. The civic and legal address for the proposed place of Business;
 - ii. The trade name under which the proposed Business will operate;
 - iii. Where the Applicant is a sole proprietorship or partnership, the full name, mailing address and telephone number of the Applicant or Applicants;
 - iv. Where the Applicant is a corporation, the full name and mailing address of the principal managing employee or employees and the telephone number of the Business;
 - v. Any certificate, authority, Licence or other document of qualification under this or any other Bylaw, or under any Statute of Canada or the Province of Alberta that may be required in connection with the carrying on of the Business;
 - ~~vi.~~ A current number of employees of the Business that work in the Town of Banff and/or Banff National Park, categorized into Full Time Equivalents;
 - ~~vii.~~ Such other information as the Licence Inspector may reasonably require.

~~18.~~ An Application for a Licence, or for a renewal of a Licence, shall not be considered by the Licence Inspector until the Base fee plus the fee amounts for each Business Sector in which the Business operates, as set out in the Fees and Charges Bylaw, have been paid to and received by the Town, unless listed separately.

~~following fees as set out in the Fees and Charges Bylaw this bylaw have been received by the Town:~~

~~Resident base fee~~

~~11. . Unless otherwise indicated in this bylaw, the fees shall be:~~

- ~~a) \$230; and~~
- ~~b) the amounts in Schedule "B;" and~~
- ~~c) in the case of a Non-Resident Business, \$230.~~

~~12.~~ Any Non-Resident Business in the Service sector may be issued up to two (2) temporary Business licences per calendar year, which shall be valid for thirty (30) consecutive days from issue, upon approval from the Licence Inspector for a Licence fee of:

- ~~a) 220.00; plus~~
- ~~b) \$180.00, allocated as a Schedule B fee;~~

~~13.~~ Any Non-Resident Business that is engaged in class 400, 401 or 500 may be issued up to two (2) temporary Business licences per calendar year a temporary Licence, valid for twenty-four hours, 2-4 days, or 30 consecutive days from issue from the Licence Inspector for a Licence fee of:

- ~~a) \$154.00; plus~~
- ~~b) 19. \$126.00, allocated as a Schedule B fee; and associated fees as set out in the Fees and Charges Bylaw.~~

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~~44.20.~~ Any Non-Resident Business who has held a temporary Business Licence in accordance with section 16 or section 17 and who subsequently applies for an annual Licence within the same calendar year shall be credited with the fee amount already received.

~~21.~~ Notwithstanding the fees set out in this bylaw, if an Applicant for a Resident Business Licence satisfies the Licence Inspector by way of statutory declaration or otherwise that the gross annual revenue of the Business is \$30,000-00 or less, ~~or that the business is wholly Indigenous owned,~~ the total Business Licence fee shall be as set out in the Bylaw 388 (Fees and Charges Bylaw) Fees and Charges Bylaw \$230, with 50% of the fee allocated as a Schedule "B" fee towards destination marketing.

~~45.22.~~ Notwithstanding the fees set out in this bylaw, if an Applicant for a business that is wholly Indigenous owned and the annual revenue of the Business is \$30,000 or less, and satisfies the Licence Inspector by way of statutory declaration or otherwise, the Business shall be exempt from Business Licence fees.

~~46.~~ When a Licence is issued to a Business to carry on operations in two or more Business Sectors from the same Business Premises, the Licence fee shall be calculated as BASE the base fee (sees per Fees and Charges Bylaw bylaw 388) \$230 plus the fee amounts in Schedule "B" (as per Fees and Charges Bylaw) for each Business Sector Fee in which the Business operates set out in the Fees and Charges Bylaw.

~~23.~~

~~47.~~ Temporary Sales located in an established commercial premises will be subject to a daily Licence fee as set out in the Fees and Charges Bylaw ~~of:~~

~~24.~~

- ~~a) \$230/day if already licensed elsewhere in Banff for the same category;~~
- ~~b) \$910/day if not licensed elsewhere in Banff for the same category.~~

~~48.25.~~ The Business Licence Fee, pursuant to Schedule "B" the Fees and Charges Bylaw, for each Hotel, Bed and Breakfast Home, and Bed and Breakfast Inn, with greater than four rooms shall be determined by the Town each year in accordance with the following:

- a) Every Hotel; Bed and Breakfast Home and Bed and Breakfast Inn, greater than four (4) rooms, shall provide to the Licence Inspector, or to any person authorized by the Licence Inspector, on or before November 15, of each year, with the information specified in Section 22(b) of this Bylaw;
- b) Commencing January 1, of each year, 2025, the Business Licence Fee shall be an amount equal to two percent (2%) of Room Revenue of that Hotel, Bed and Breakfast Home, or Bed and Breakfast Inn with greater than four (4) rooms, for the prior year, subject to any acceptable adjustments thereto as reported in an acceptable form to the Licence Inspector by that business or their authorized agent which shall include any Chartered Professional Accountant authorized on behalf of such businesses to provide this information to the Licence Inspector. For the purposes of this Section:

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- i. “Accommodation” means Lodging by a Hotel, Bed and Breakfast Inn, ~~or Bed and Breakfast Home with greater than four rooms;~~
- ii. “Room Revenue” means the actual monetary consideration received by a Hotel ~~or;~~ Bed and Breakfast Inn; ~~or Bed and Breakfast Home with greater than four rooms~~ for overnight Accommodation excluding:

- 1. GST,
- 2. Alberta Tourism Levy; and,
- 3. all other goods or services not attributable to Accommodation alone.

- c) Any amendment to this bylaw provision shall not be operative until the expiry of 12 consecutive months commencing as of the first day of the January following the year in which any such amendment is passed by Council.

~~49.26.~~ All Business licence fees are due and payable:

- a) For all Business except for Hotels, ~~Bed and Breakfast Homes,~~ and Bed and Breakfast Inns, ~~with greater than four rooms,~~ thirty days after the date invoices are sent to Licensees.

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- i. Notwithstanding section 23(a), All Business except for Hotels, ~~Bed and Breakfast Homes~~, and Bed and Breakfast Inns, ~~with greater than four rooms~~ may enter into a payment plan with the Town to make three equal payments due on March 31, June 30, and September 30 of each calendar year, providing:
- The Licensee's account with the Town is in good standing,
 - The Business Licence for which the fee is due is active from January 1 to December 31 of the calendar year, and
 - The Licence Inspector has not approved a reduction of the fee in accordance with section 19 of this bylaw.
- ii. If a Licensee who has entered the payment plan in accordance with section 23(i) fails to make two consecutive payments, the full amount owing is due and payable and the Licensee is ineligible for the payment plan for the next calendar year.
- b) For Hotels, ~~Bed and Breakfast Homes~~, and Bed and Breakfast Inns ~~with greater than four rooms~~, following issue of an invoice, in accordance with the following:

Percentage of Annual Fee	Date Payment is Due
20%	March 31
25%	June 30
40%	September 30
15%	December 31

~~20-27.~~ Charitable and Non-Profit Organizations and Family Day Homes, as defined in this Bylaw, are exempt from all requirements of this Bylaw.

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~~24-28.~~ If a Hotel, ~~Bed and Breakfast Home~~, or Bed and Breakfast Inn ~~with greater than four rooms~~ ceases operations for any reason within a licensing year, the Business licence fee up to the date the Business ceases operations is due and payable.

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~~22-29.~~ Any Resident or Non-Resident Business which commences Business or operation after January 1st and has not previously been in operation in that calendar year shall pay prorated amount of the appropriate Licence fees provided for in this bylaw, which amount shall be prorated on a quarterly basis.

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~~23-30.~~ The Licence Inspector may allow any Business closed for a renovation for which a development permit or a building permit has been issued to pay a prorated Licence Fee, based on the period of time the Business is closed due to the renovations.

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~~24-31.~~ Licence fees must be paid in full by the due date. Post-dated cheques must be valid the date on which payment is due. A Licence fee is non-refundable. Unpaid Licence fees are a debt owed to the Town.

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~~25-32.~~ Where a Licence fee has been paid by an uncertified cheque the Licence:

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- a) may be issued subject to the cheque being accepted and cashed by the bank, and
- b) will be automatically revoked if the cheque is not accepted and cashed by the bank on which it is issued.

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~~26-33.~~ The fee to replace a lost licence is \$25.

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~~27-34.~~ A Licensee may transfer a Licence issued to him to another person or to another Business Premises, or change the information contained on the Licence upon approval of the Licence Inspector.

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~~28-35.~~ All Licence fees shall be used:

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- a) for the administration and enforcement of this Bylaw, for visitor experience project funding, and for other municipal services, and
- b) in the case of Schedule "B" for the marketing and promotion of the Town as a tourist destination area.

TERM OF LICENCE

~~29-36.~~ Every annual Licence issued under the provisions of this Bylaw, unless revoked, cancelled or surrendered, shall terminate at midnight on the 31st day of December of the year in which said Licence was issued.

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~~6-37.~~ Notwithstanding Section 33, unless the Town is notified in writing of surrender or cancellation, a Business holding a valid Licence on December 31st is deemed to wish to renew that Licence for a subsequent year, and the Town will issue an invoice to that Business for the fee owing in accordance with this bylaw. If the Licence fee is not received by the Town within the time periods provided for in Section 23, the fee will be subject to monthly interest charges, until such time that it is paid or is determined by the Licence Inspector that the licence is surrendered or cancelled. Where interest is charged, it shall be charged on the outstanding balance each month and the monthly rate of interest used to calculate the interest owing shall be ~~one and one half percent (1.5%)~~ as per the Fees and Charges Bylaw.

~~30-38.~~ Where the Town has approved a quarterly payment structure for Business licence fees, the Licence will be considered surrendered if any of the four payments is not received in full by the Town within thirty days of the due date provided for in this Bylaw.

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POSTING OR PRODUCTION OF LICENCE

~~34-39.~~ A Licensee shall:

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- a) post the Licence in a prominent visible location in the Business Premises; or
- b) if it is not practical to post the Licence, produce the Licence forthwith upon demand by a Licence Inspector or ~~Bylaw Services~~ Bylaw Enforcement Officer.

Attachment 2

NATIONAL PARK REGULATIONS

~~32-40.~~ The granting of a Licence pursuant to this Bylaw does not of itself establish that the holder of the Licence is a "Resident" as defined in the National Parks Lease and Licence of Occupation Regulations (Canada) as amended.

CONSULTATIONS

~~33-41.~~ The Licence Inspector may consult, prior to issuing or renewing a Licence, with the Province of Alberta, the RCMP, Parks Canada, Alberta Health Services, and any Town Department to determine whether they are in possession of information which, in the opinion of the Licence Inspector, renders it inappropriate for an Applicant to be issued a Licence.

~~34-42.~~ The Licence Inspector may determine that it is inappropriate to issue a Licence to an Applicant where the safety, health or welfare of the public may be at risk due to the issuance of a Licence.

~~35-43.~~ With respect to Licence renewal, the Licence Inspector may renew the Licence without consulting the Town Planning and ~~Development-Environment~~ department, if the Town Planning and ~~Development-Environment~~ department has previously confirmed that all necessary approvals required under the Town's Land Use Bylaw have been obtained, and,

- a) There has not been a change in the Business ownership since the Town Planning and ~~Development-Environment~~ department gave approval, and,
- b) The Business has been carried on continuously at the same Business Premises and in the same manner.

~~36-44.~~ Subject to the provisions of this Bylaw, upon receipt of an Application for a Licence, the Licence Inspector may,

- a) Grant a Licence, or
- b) Refuse a Licence, if the Applicant is in breach of this or any other Bylaw of the Town, does not have occupancy (if required pursuant to the Town's Building Permit Bylaw), has not met the requirements of this Bylaw, or in the Licence Inspector's opinion, there are other just and reasonable grounds for the refusal of the Application.

INSPECTIONS

~~37-45.~~ Where a Business requires a Business licence or is Licensed, then the Business Premises and surrounding lot may be inspected by a Licence Inspector or ~~Bylaw Services~~ Bylaw Enforcement Officer, who shall at all reasonable times have the right to enter upon any Business Premises required to be Licensed under the provisions of this Bylaw for the purpose of inspection or for the purpose of ascertaining if the provisions of this or any other Bylaw of the Town are being complied with.

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~~38-46.~~ A Licence Inspector or ~~Bylaw Services~~Bylaw Enforcement Officer may inspect a Business Premises or site at which a contractor is working for the purpose of ascertaining if the provisions of this or any other Bylaw of the Town are being complied with.

~~39-47.~~ A person whom a Licence Inspector reasonably believes is carrying on a Business requiring a Business Licence, or who is an Applicant, shall,

- a) permit and assist in all inspections requested by a Licence Inspector or ~~Bylaw Services~~Bylaw Enforcement Officer;
- b) furnish to a Licence Inspector or ~~Bylaw Services~~Bylaw Enforcement Officer all identification, information, or documentation related to the inspection or Licensing requirement; and
- c) not provide to a Licence Inspector or ~~Bylaw Services~~Bylaw Enforcement Officer false or misleading information or information intended to mislead with regard to any matter or thing arising in connection with the Licensing of the Business.

~~40-48.~~ No person shall attempt to prevent, obstruct or hinder a Licence Inspector or ~~Bylaw Services~~Bylaw Enforcement Officer from making an inspection authorized by this Bylaw.

~~41-49.~~ During an inspection authorized under this Bylaw, a Licence Inspector or ~~Bylaw Services~~Bylaw Enforcement Officer may examine any Business record or document for the purpose of enforcing this Bylaw, remove any relevant record or document from the Business Premises for the purpose of copying it, and will provide a receipt for any document or record so removed.

REFUSAL, REVOCATION, SUSPENSION

~~42-50.~~ A Licence Inspector shall refuse an Application if, in the opinion of the Licence Inspector, any Licensing requirements of this bylaw have not been met or the Licence Inspector has reasonable grounds to believe that operation of the Business poses a danger to the safety, health or welfare of the public.

~~43-51.~~ A Licence Inspector may suspend or revoke a Licence if:

- a) The Licensee fails to comply with the Licensing requirements of this bylaw; or
- b) The Licence Inspector has reasonable grounds to believe that operation of the Business poses a danger to the safety, health or welfare of the public.

~~44-52.~~ The Licence Inspector may make inquiries and receive information, including information from the Applicant, to determine whether there are just and reasonable grounds for the refusal of an Application, or a revocation, or a suspension of a Licence.

~~45-53.~~ A suspension of a Licence may be:

- a) for a period of time not exceeding the unexpired term of the Licence; or
- b) where the suspension is for non-compliance with the licensing requirements of this bylaw, until the holder of the suspended Licence proves compliance to the satisfaction of the Licence Inspector.

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~~46-54.~~ A Licence may be revoked or suspended for non-compliance with any law or regulation notwithstanding that the holder of the Licence has not been prosecuted for a contravention of that law, where the Licence Inspector has reasonable grounds to believe that the Licensee poses a danger to the safety, health or welfare of the public, to the protection of property.

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~~47-55.~~ When an Application for a Licence is refused, or when a Licence is revoked or suspended, the Licence Inspector shall notify the Applicant or Licensee, in writing, of the refusal, revocation or suspension and the reasons for it:

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- a) by delivering a notice to the Applicant or Licensee personally; or
- b) by delivering a notice by registered mail to the Applicant's or Licensee's most recent place of Business or residence as shown on the Licence or Application.

~~48-56.~~ After the delivery of a notice of the refusal of an Application or a suspension or revocation of a Licence, the Business shall not be carried on until such time as a Licence is issued or the suspended Licence is reinstated.

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APPEALS

~~49-57.~~ Where an Application for a Licence has been refused, a Licence revoked or suspended or an exemption has been refused, the Application may appeal the decision to Council. All appeals shall be made in writing addressed to the Licence Inspector of the Town and received by the Town within 45 days of the date of issue of refusal, revocation or suspension.

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~~50-58.~~ Any Applicant for a License may appeal to Council the License fee imposed or the Business Sector of Business applied to the Applicant. All appeals of Licence fee or Business Sector shall be made in writing addressed to the Licence Inspector of the Town and received by the Town, on or before the due date for payment of the Licence fee.

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~~51-59.~~ Upon receipt of any appeal under Section 54 or 55 Council, or a Committee appointed by Council, shall:

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- a) Schedule and hold an appeal hearing not more than thirty days following receipt of appeal;
- b) Advertise the date, time and details of the appeal hearing at least once a week for two consecutive weeks in at least one newspaper or other publication circulating in the area to which the appeal relates;
- c) Allow any third party to make written or oral representation in support of or in opposition to the appeal at its first regular meeting following receipt of the recommendation;
- d) If a Committee hears the appeal, make a written recommendation to Council within fifteen days of the hearing following which Council shall make a decision upon the appeal;
- e) If Council hears an appeal, make a decision on the appeal.

~~52-60.~~ Council may extend the time frames referred to in Section 54 and 56 of this Bylaw, but any such extension shall not exceed fifteen (15) days in total.

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VIOLATIONS

Attachment 2

~~53-61.~~ Any Person who contravenes a provision of this bylaw or the terms of any permit issued pursuant to this bylaw is guilty of an offence and is liable for the penalty set out in Schedule “~~EB~~”, or if no penalty is specified in Schedule “~~EB~~” for the offence, for the penalty in accordance with Section 61 of this bylaw.

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~~54-62.~~ When a corporation commits an offence under this bylaw, every principal, director, manager, employer or agent of the corporation who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.

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~~55-63.~~ If a partnership is guilty of an offence under this bylaw, each partner in that partnership who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence.

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~~56-64.~~ Violation tickets:

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- a) Where a Licence Inspector reasonably believes that a person has contravened any provision of this bylaw, the Licence Inspector or ~~Bylaw Services~~ Bylaw Enforcement Officer may serve upon the person a Violation Ticket, allowing payment of the specified penalty set out in Schedule “~~EB~~” for the offence, and the recording of such payment by the Court shall constitute acceptance of a guilty plea and the imposition of a fine in the amount of the specified penalty.
- b) This section shall not prevent any Licence Inspector or ~~Bylaw Services~~ Bylaw Enforcement Officer from issuing a ticket requiring a court appearance of the defendant, pursuant to the provisions of the Provincial Offences Procedure Act or from laying an information in lieu of issuing a Violation Ticket.

~~57-65.~~ Except as otherwise provided in this Bylaw, a person who is guilty of an offence under this Bylaw for which a penalty is not otherwise provided, is liable to a fine of not less than ~~\$200~~500.00 and not more than ~~\$500~~1,000.00.

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~~58-66.~~ The imposition of a fine either by issuance of a Violation Ticket or by summary conviction in court shall not relieve any person so fined from any debt owing to the Town for an unpaid Business Licence.

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TRANSITION

~~59-67.~~ If any clause in this Bylaw is found to be invalid, it shall be severed from the remainder of the Bylaw and shall not invalidate the whole Bylaw.

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~~60-68.~~ Schedules “A,” and “B,” ~~and “C,”~~ form part of this Bylaw.

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~~64-1.~~ Bylaw 22-11 is repealed upon this Bylaw coming into force.

~~62-69.~~ This Bylaw comes into force when it receives third reading and is signed by the Mayor and the Town Manager or designates.

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SCHEDULE “A” – DEFINITIONS

1. **Applicant** means a person who applies for a Licence or the renewal of a Licence required by this Bylaw.
2. **Application** means a written Application for a Business licence or renewal thereof required under this Bylaw.
3. **Business** means:
 - a) a commercial, merchandising or industrial activity or undertaking;
 - b) a profession, trade, occupation, calling or employment, or
 - c) an activity providing goods or services,

whether or not for profit and however organized or formed, including a co-operative or association of persons.

4. **Business Licence and License, Licensed and Licensing** means a Licence issued pursuant to this Bylaw.
5. **Business Premises** includes any store, office, dwelling, warehouse, yard, building, enclosure or other place occupied, or capable of being occupied, for the purpose of carrying on a Business and in which place the carrying on of a Business is a permitted or discretionary use under the Town's Land Use Bylaw.
6. **Business Sector and Business Sectors** means any one of the following: lodging, restaurants/bars, retail, transportation/attractions/entertainment, or service.

7. ~~Bylaw Services~~**Bylaw Enforcement -Officer** means ~~an employee of the Town who has been appointed to the position of Bylaw Enforcement Officer pursuant to the Bylaw Enforcement Officers Bylaw~~an employee of the Town who has been appointed to the position of Bylaw Enforcement Officer or Bylaw Services~~Bylaw Enforcement Officer pursuant to Bylaw Enforcement Officer Bylaw 5-2.~~

7.

8. **Carry on, carrying on, carried on and carries on** means to conduct, operate, perform, keep, hold, occupy, deal in or use, for a fee or exchange of benefits, whether as principal or agent.

9. **Charitable Organization** means:

- a) any incorporated or unincorporated organization that is formed for a charitable purpose, including a philanthropic, benevolent, educational, health, humane, religious, cultural, artistic or recreational purpose, so long as the purpose is not part of a Business, or
- b) a person who makes solicitations for contributions to be used for a charitable purpose and who is not connected to any incorporated or unincorporated organization that is formed for the charitable purpose for which the solicitation is made.

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10. **Development Officer** means a person appointed as Development Officer to fulfil the duties specified in the Town of Banff Land Use Bylaw.
11. **Family Day Home** means the accessory use of a dwelling, operated under contract with a Family Day Home Agency, to provide care and supervision on an ongoing basis of six or fewer children including, where applicable, the provider's own children.
12. **Family Day Home Agency** means an individual, partnership, group of individuals or a corporation that contracts with the Ministry of a-Children and Family Services Authority to administer a family day home service, which may include provider recruitment, selection, training, and monitoring; assistance to parents with choosing a home; enrolment and placement of children in homes; and may also include the collection of parent fees and payment of providers.
13. **Hawker** means any person who:
- a) goes from house to house selling or offering for sale any merchandise or service, or both, to any person, and who is not a wholesale or retail dealer and direct seller in that merchandise or service, and not having a permanent place of business in the municipality, or
 - b) sells or offers merchandise, advertises, or sells a service, or both all of these, on the streets or roads or elsewhere than at a building that is his-their permanent place of business.
14. **Licensee** means the holder of a valid and subsisting Licence issued pursuant to the provisions of this Bylaw.
15. **Licence Inspector** means the Town's Manager of Corporate Services or any other person as may be authorized by Council to enforce the provisions of this Bylaw.
16. **Lodging** means a person, corporation or organization resident in Banff engaged in the rental of accommodation on a short term basis, including hotels, motels, hostels, ~~and~~ bed & breakfast inns and accessory guest accommodations.
17. **Non-Profit Organization** means a club, society, or association that's organized and operated solely for social welfare, civic improvement, pleasure or recreation, or any other purpose except profit.
18. **Non-Resident Business** means a Business that is carried on, in whole or in part, within the Town, but neither maintains a permanent place of Business within the incorporated boundaries of the Town nor is listed on any current Town tax assessment roll.
19. **Resident Business** means any Business that locates or maintains a permanent place of Business within the incorporated boundaries of the Town, including commercial operations, licensed home occupations, accessory guest accommodation -and bed and breakfast inn operations.
20. **Restaurant/Bar** means a person, corporation or organization resident in Banff engaged in the retail sale of food or beverage to the public for consumption within the premises or off the site, and, without limiting the foregoing, includes licensed drinking establishments, restaurants, cafes, delicatessens, ice cream shops, tea rooms, lunchrooms and take-out restaurants.

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21. **Retail** means the sale or offering for sale of tangible personal property from a premises in the Town of Banff to a consumer for purposes of use and not for resale, and without limiting the forgoing includes the retail sale of groceries, beverages, baked goods, household goods, clothing, jewellery, furniture and appliances, hardware, printed matter, confectionery, gifts and souvenirs, tobacco, pharmaceutical and personal care items, automotive parts and accessories, office equipment, stationery and similar goods, minor public services, such as postal services and film processing depots, and convenience retail stores from within an enclosed building.
22. **Service** means a person, corporation or organization engaged in the operation of a business in Banff which primarily serves residents or businesses defined as Lodging, Restaurants/Bars, Retail, Ski area or Transportation/Attraction/Entertainment; and without limiting the forgoing includes; agency sales or distributors, automotive, banks, full service banking machines (when no local branch), brokerages, business support services, car washes, cleaning services, contractors, currency exchanges, educational services, financial institutions, garages, laundry and linen supplies, marriage commissioners, newspapers, personal services including massage and spa, printing businesses including publishers, designers and websites, property development firms, property management companies, repair services, service stations, towing companies, trades, travel agencies, and wholesalers.
23. **Town** means the Corporation of the Town of Banff and, where the context requires, the land included within the boundaries of the Town of Banff.
24. **Transportation/Attraction/Entertainment** means a person, corporation or organization resident in the Town of Banff engaged in the operation of public transportation, a photography, film or video production business, a tour and/or guide business, or in the operation of a business which primarily operates as a business encouraging patrons to use its facilities and, without limiting the foregoing, includes movie theatres, live theatres, bowling alleys, pool rooms, museums, gondola lifts, arcades, rentals, golf courses and tennis courts; or in the business of selling, providing or distributing tour packages, tour arrangements and reservation services.
25. **Temporary Sales** means the selling of goods or services, including food and beverages from a temporary location in any place where the public has an expected right of access, but not including sales to a wholesale or retail dealer in any such goods.
26. **Violation Ticket** means any ticket or tag in a form approved by the Town of Banff, authorized under the Provincial Offenses Procedures Act, issued for any offence for which a penalty may be paid out of court in lieu of appearing to answer a summons.

Attachment 2

SCHEDULE "B" — 2024 BUSINESS LICENCE FEES

		2025 Fee
~~Resident Business Licence Fee (base amount) — Section 15(a)~~	~~per licence + schedule~~	~~\$230.00~~
~~Non-Resident Business Licence Fee (base amount) — Section 15(e)~~	~~per licence + schedule~~	~~\$230.00~~
~~Non-Resident Service Sector 30 Day Temporary Licence — Section 16~~	~~per licence~~	~~\$400.00~~
~~Non-Resident Class 400,401,500 One-Day — Section 17~~	~~per licence~~	~~\$280.00~~
~~Resident Business with Gross Revenue Deduction — Section 19~~	~~per licence~~	~~\$230.00~~
~~Multiple Business on One Premise — Section 20~~	~~per licence~~	~~\$230.00~~
~~Temporary Retail Sales — licensed elsewhere — Section 21(a)~~	~~per licence/per day~~	~~\$230.00~~
~~Temporary Retail Sales — not licensed elsewhere — Section 21(b)~~	~~per licence/per day~~	~~\$910.00~~
Business Sector	Class	2025 Fee
Sector I — Lodging		
~~Lodging — Hotels, B&B Homes, and B&B Inns with greater than four (4) rooms~~	~~400~~	~~Fee determined annually in accordance with Section 22 of the Bylaw~~
~~Lodging — B&B Homes with four (4) rooms or less (per pillow)~~	~~401~~	~~\$49.39~~
Sector II — Restaurant/Bar		
~~Restaurant/Bar (per seat)~~	~~200~~	~~\$41.80~~
Sector III — Retail		
~~Retail Sales (per square foot)~~	~~300~~	~~\$2.26~~
~~Cannabis Retail (per square foot)~~	~~300~~	~~\$2.26~~
Sector IV — Transportation, Attractions and Entertainment		
~~Photographers/Videos~~	~~400~~	~~\$570.70~~
~~Activities/Guiding/Reservations/DMC/Event Planners~~		
~~Owner/Operator or one employee~~	~~401A~~	~~\$570.70~~
~~Two to five employees~~	~~401B~~	~~\$697.53~~
~~Six to nineteen employees~~	~~401C~~	~~\$824.36~~
~~Twenty or over employees~~	~~401D~~	~~\$951.19~~
~~Heli Skiing/Heli Hiking~~	~~402~~	~~\$4,312.03~~
~~Horse Livery~~	~~403~~	~~\$8,370.38~~
~~Movie Theatres (per screen)~~	~~404~~	~~\$1,395.07~~

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Attachment 2

Motor Vehicles		
~~1~~ 2 Vehicles	405A	\$1,268.24
~~3~~ 6 Vehicles	405B	\$1,902.36
~~7~~ 19 Vehicles	405C	\$3,804.73
~~20~~ 25 Vehicles	405D	\$6,341.20
~~26~~ 30 Vehicles	405E	\$11,414.18
~~31~~ 35 Vehicles	405F	\$13,950.67
~~36~~ 40 Vehicles	405G	\$17,762.35
~~41~~ 45 Vehicles	405H	\$20,201.88
~~46~~ 50 Vehicles	405I	\$22,828.35
~~Over 50 Vehicles~~	405J	\$25,364.41
Rental Cars	406	\$2,536.50
Sector V – Service		
Agency or Sales Business, Business Support, Contractors, Automotive Repair, Service or other		
Owner/Operator or one employee employee	500A	\$570.70
Two to five employees	500B	\$697.53
Six to nineteen employees	500C	\$824.36
Twenty or over employees	500D	\$951.19
Bank/Financial Institution	504	\$6,594.85
Banking Machines / Full Service ATM (per ATM)	505	\$1,915.04
Newspapers	506	\$3,551.09
**Minimum Business Licence Fee		\$570.70

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SCHEDULE “~~CB~~” – SPECIFIED PENALTIES

Section	Description	Amount
3	Carrying on or operating a Business within or partially within the Town without a valid and subsisting Business Licence.	~~\$1,0~~ 500.00 plus \$100.00 per day for each day the offence continues ~~after conviction~~
45	Refusing a Licence Inspector or ~~Bylaw Services~~ Bylaw Enforcement Officer from conducting any inspection authorized by this bylaw	~~\$500~~ 1,000.00
36	Failing to post the Business Licence in a conspicuous place on the Business premises of the Licensee	~~\$200~~ 500.00

Attachment 2

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REQUEST FOR DECISION

Subject: Proposed Policy C3003, Parking Cash-In-Lieu

Presented to: Council - Regular

Date: June 23, 2026



Submitted by: Kiersten McDonald, Legislative Advisor
Planning and Environment-2026-006

GOVERNANCE AND FINANCE COMMITTEE RECOMMENDATION

That Council approve proposed policy C3003, Parking Cash-In-Lieu (Attachment1).

BACKGROUND

Reason for Report

As part of the February 10, 2026, Regular Meeting of Council, review of this policy was added to Council's Workplan.

COU26-040 **Moved by** Councillor Fullerton

That Council amend the Proposed 2026 Council Workplan (Attachment 3) by including Council Policy C017 Parking Cash-in-Lieu, to be reviewed no later than Q3 2026.

MOTION CARRIED

Summary of Issue

The Governance and Finance Committee reviewed and recommended amendments to proposed policy C3003, Parking Cash-In-Lieu, at the May 26, 2026, Regular Meeting. The following amendment was approved:

GFC26-077 **Moved By** Councillor Fullerton

That Proposed Council Policy C3003, Attachment 3, be amended by deleting Section 2.6 in its entirety and substituting with the following:

Reserve Outflow: The Cash-In-Lieu Parking Reserve will be used to fund parking infrastructure, projects, and technologies that directly optimize the supply, management, and efficiency of the town's parking inventory.

MOTION CARRIED

Administration has updated the proposed policy to include this recommended wording (Attachment 1). Approval of this policy will repeal and replace policy C17, Parking Cash-In-Lieu (Attachment 3).

Response Options

Council may:

1. Ppprove proposed Council Policy C3003, Parking Cash-In-Lieu, as presented (Attachment 1);

OR

2. Approve additional amendments to proposed Council Policy C3003, Parking Cash-In-Lieu (Attachment 1), and approve as amended.

OTHER INFORMATION

Budget

There are no budgetary implications associated with approving this policy, apart from potential increased revenue associated with a higher cash-in-lieu rate. With respect to the increased cash-in-lieu rate, Administration will return at a later date to move this from its current location within the policy, to within the Fees and Charges Bylaw which is a more appropriate location. This will be done in conjunction with a number of other changes to the Fees and Charges Bylaw which are pending.

Internal Resources

This policy will be implemented by the Planning and Environment Department.

Communication

Any new development permit applications affected by this policy will have the changes communicated to them by the Planning and Environment department.

Public Input

In accordance with sections 12.1, 12.3, and 12.4 of Council's Procedures Bylaw, members of the public may provide Written or Verbal Submissions on Council Agenda Items.

Banff Community Plan

4.5 Moving People Sustainably

4.5.2 Transportation Choice

Objectives

- Prioritize investments in pedestrian pathways, cycling routes, and accessible public transit options to ensure a seamless and compelling alternative to automobile dependence.
- Reduce reliance on personal vehicles to get to Banff and to move around the townsite.

Council Strategic Priorities

Better Banff For Residents

- Create the conditions that will provide a mix of affordable housing options to ensure those working in Banff can live in Banff.

Lead Climate Action

- Demonstrate leadership by making decisions on Town policies, bylaws and operations based on the greatest feasible benefit to environmental protection and resilience

Moving Into The Future

- Implement strategies to reduce reliance on personal vehicles to get to Banff and to move around town.
- Develop new and enhanced active mode infrastructure and initiatives.

Legislation/Policy

Approval of this policy will repeal and replace Policy C17, Parking Cash-In-Lieu.

Proposed Policy C3003 will return to Council to remove the Parking Cash-in-Lieu rate from the policy and place it within the Fees and Charges Bylaw. At the May 26, 2026, Regular Meeting, the Governance and Finance Committee directed Administration to set the per stall rate at \$40,000.

Other

n/a

ATTACHMENTS

Attachment 1 – Proposed Policy C3003, Parking Cash-In-Lieu

Attachment 2 – Governance and Finance Committee Request for Direction: Parking Cash-In-Lieu

Attachment 3 – Policy C17, Parking Cash-In-Lieu

Circulation date: May 29, 2026

Submitted By: Kiersten McDonald
Legislative Advisor

Reviewed By: Kelly Gibson
Town Manager

PROPOSED

Item 7.3

Attachment 1

POLICY Parking Cash-In-Lieu



Policy C3003

Adopted by Council:	X. 2026	Administrative Responsibility:	Planning & Environment Department
Council Resolution #:	COU26-	Last Review Date:	
Modified by Resolution:		Next Review Date:	2030
Replaces:	C017		

1.0 POLICY

The Town of Banff will collect Cash-In-Lieu for required non-residential parking within the townsite that reflects a shared responsibility for providing transportation solutions which is balanced between user, taxpayer, and other funding sources.

2.0 PRINCIPLES

- 2.1 Council believes that a cash-in-lieu system for parking requirements is a logical, fair and equitable alternate process for the unique Banff situation.
- 2.2 Arbitrary relaxations for individual developments are not appropriate except where allowed by the Land Use Bylaw. All developments must be treated equally.
- 2.3 As an alternative to providing required parking spaces in accordance with requirements of the Land Use Bylaw, cash-in-lieu may be paid at a rate of \$40,000 per stall, which increases annually based on the Calgary Non-Residential Building Construction Price Index.
- 2.4 Cash-in-lieu for non-residential parking will be applicable in Land Use Districts as set out in the Land Use Bylaw.
- 2.5 Cash Inflows: Revenue from cash-in-lieu of parking will be held in the Cash-In-Lieu of Parking Reserve.
- 2.6 Reserve Outflows: The Cash-In-Lieu Parking Reserve will be used to fund parking infrastructure, projects, and technologies that directly optimize the supply, management, and efficiency of the town's parking inventory.

3.0 PROCEDURES

3.1 The parking requirements for a renovation, redevelopment or development will be calculated based on the proposed gross floor area requirement for a development, minus any existing gross floor area. The method of calculation shall be as follows:

- a) Calculate the parking requirements of the proposed development from drawings provided, as per formulas in the Land Use Bylaw.
- b) Calculate the parking requirements for the existing buildings and uses on the site as per the Land Use Bylaw. Developers wishing to provide cash-in-lieu for parking shall supply proof of the existing gross floor area and uses at the time of development permit, in a form acceptable to the Development Approving Authority.
- c) Determine the net parking demand required as part of the proposed development, including additional net gross floor area and any existing parking stalls being demolished.
- d) If all required parking spaces are not provided as per Land Use Bylaw requirements, then cash-in-lieu may be applied to the residual amount required.
- e) Determine all parking stalls considered for cash-in-lieu and assess each parking space the cash-in-lieu value described by this policy.
- f) Credits will only be allotted when evidence of previous cash-in-lieu for the property can be illustrated.
- g) If cash-in-lieu is provided, the full payment must be received prior to the issuance of a Certificate of Occupancy and / or completion of the commercial development as determined by the Development Approving Authority, except as noted below:

A Development Agreement between the applicant(s) and the Town of Banff may be entered into for cash-in-lieu which stipulates a staged payment schedule not to exceed three years. The Development Agreement must be registered on title at the expense of the applicant(s), and make provisions for the following:

- A schedule of payments within the three (3) year window, with the initial payment due at Development Permit issuance, and subsequent payments scheduled to coincide with Business License renewals;
- Assignability of responsibility to the property owner for outstanding payments in the case of default or change of ownership or provision of a bank guarantee such as an Irrevocable Letter of Credit;

Attachment 3

- A discontinuance of use or deintensification within the three-year payment window will result in credit for payments made to date, which may be applied to subsequent development on the same site. No payment will be refunded.
- Assignability of "credit" for the parking (e.g. an understanding that the credit runs with the land and not the applicant);

4.0 DEFINITIONS:

- 4.1 Cash-In-Lieu Parking - a monetary payment, at a rate established through the Fees and Charges Bylaw, as an alternate means to providing required physical parking stalls for a Development Permit application.

Corrie DiManno
Mayor

Kelly Gibson
Town Manager

Attachment 2

REQUEST FOR DIRECTION

Subject: **Proposed Policy C3003, Parking Cash-In-Lieu**

Presented to: Governance and Finance Committee

Date: May 26, 2026



Submitted by: Kiersten McDonald, Legislative Advisor
Planning and Environment-2026-005

ADMINISTRATIVE RECOMMENDATION

That the Governance and Finance Committee direct Administration to return to a future meeting of Council with Proposed Policy C3003, Parking Cash-In-Lieu, and direct Administration to return to a future meeting of Council with an amendment to the Fees and Charges Bylaw indicating a parking cash-in-lieu rate of \$35,000.

BACKGROUND

Reason for Report

The intent of a parking cash-in-lieu policy is to set the principles and procedures on a cash-in-lieu system for non-residential development and/or intensification as set out in Section 8.16 of the Land Use Bylaw (attachment 4).

As part of the February 10, 2026, Regular Meeting of Council, review of this policy was added to Council's Workplan.

COU26-040 **Moved by** Councillor Fullerton

That Council amend the Proposed 2026 Council Workplan (Attachment 3) by including Council Policy C017 Parking Cash-in-Lieu, to be reviewed no later than Q3 2026.

MOTION CARRIED

Administration is proposing that Policy C17 Parking Cash-In-Lieu be repealed and replaced with Proposed Policy C3003 Parking Cash-In-Lieu. Proposed Policy C3003 addresses motions made by the Governance and Finance Committee when this was last before them and clarifies this reserve's inflows and outflows.

Summary of Issue

Parking requirements apply to non-residential uses. Cash-in-lieu of parking is an option that is limited to specific situations as outlined in Section 8.16 of the Land Use Bylaw (Attachment 4). Below are the sections referencing the situations in which parking cash-in-lieu may be accepted:

8.16.10

Where the parking requirement results in a fractional number of 0.5 parking stalls or greater, the parking requirement shall be rounded up to the nearest whole number, unless the Development Approving Authority accepts cash in-lieu of parking pursuant to s.8.16.11, in which case the cash payment may be determined by multiplying the fractional number by the rate established by Council.

8.16.11

Notwithstanding Section 8.16.12, the Development Approving Authority may, at its discretion, accept payment in lieu of the required parking for commercial uses in the CD District, and bus parking stalls within the CD, CA and PS Districts, at the rate established by Council.

8.16.12

The Development Approving Authority shall accept cash-in-lieu of parking where the parking requirement results in a fractional number less than 0.5 parking stalls.

8.16.13

In the CD District, payment in lieu is required for a minimum of 90% of the required parking. The difference may be provided in constructed stalls and / or payment in lieu. This does not apply to Hotels in the CD land use district, except for accessory uses located within a Hotel.

The Parking Cash-In-Lieu Policy does not set out high-level goals or define an aspirational future state. It is best described as an operational policy intended to clarify how to apply a specific, existing regulatory tool.

Section 8.16.0 (Off-Street Parking) of the Land Use Bylaw does the following:

1. Sets the ratios for required parking associated with various uses;
2. Defines processes for technical issues (e.g. net new development; waiving requirements; addressing undefined uses; calculating fractional amounts);
3. Defines what land use districts cash-in-lieu can be provided;
4. Requires cash-in-lieu in the downtown;
5. Defines parking space and aisle dimensions; and,
6. Regulates where on-site parking may and may not be located

The three approaches to required parking in Banff are as follows:

1. Construct the required parking in conjunction with the development (e.g. a new hotel is built and an associated on-site parkade is constructed);
2. Pay cash-in-lieu at a per stall rate to the Town (e.g. a retail store converts to a restaurant and pays the Town cash-in-lieu); or,
3. Use existing on-site credits to meet parking requirements (e.g. if a change of use has occurred in the past with a lower parking requirement then the associated credits are banked on site for use).

Approaches 2 and 3 are rooted in parking ratios set out in the Land Use Bylaw. The ratios vary by land use and district. A change from one use to another could result in intensification or de-intensification. E.g. a restaurant would have a higher parking requirement (4.0 parking stalls per 100 m² of gross floor area) than a retail store (2.5 parking stalls per 100 m² of gross floor area). A restaurant becoming a retail store would result in credits on site for future uses, whereas a retail store becoming a restaurant would require parking to be built or cash-in-lieu to be paid. These ratios are described in detail in Section 8.16 of the Land Use Bylaw (Attachment 4). A report on parking ratios is set to come to a future meeting of Council.

Development Permit Data Review, 2016-2022

Below is a diagram illustrating how Change of Use applications between 2016 and 2022 satisfied the requirements of the Land Use Bylaw with respect to Required Parking. As indicated, 25% of these applications paid cash in lieu, 15% made use of existing prior credits, and 60% of these applications resulted in either no new parking requirements or a reduction in parking requirements resulting in a credit.



Rate

Council's Parking Cash-In-Lieu Policy C17 was first introduced in 1990 after incorporation of the Town. The rate was set at \$13,000 per stall until Council raised it in 1999 to \$21,000 per stall. Policy C3003 proposes to increase the per stall rate to \$35,000.

Rate set by Council	Current value
\$13,000 (1990)	\$27,937 (2026)
\$21,000 (1999)	\$38,034 (2026)

*Values generated by the Bank of Canada Inflation Calculator

Jurisdictional Scan

The following table contains parking cash-in-lieu rates of nearby/similar municipalities. Parking cash-in-lieu does not exist in every municipality. It is a strategy that some municipalities can use to manage transportation demands.

Municipality	Per Stall Rate
Jasper	\$9,820

Cochrane	\$20,000
Okotoks	\$8,500
Whistler	\$20,000
Canmore	\$40,000
Vail (Charged on residential not commercial)	\$25,441 Cad
Aspen	\$51,982 Cad
Telluride (commercial)	\$53,013 Cad

For Committee's information, Administration estimates that the cost to build a surface parking stall is \$8,000 and up to \$80,000 for a parking stall in an above-ground structure (parkade).

Funds

Council's Parking Cash-In-Lieu policy originally dedicated outflows from cash-in-lieu towards parking infrastructure. In May 2012, Council considered and adopted amendments to the policy to expand the purposes of the reserve and the related outflows to include the then new Roam transit system, as well as capital projects relating to walking or cycling:

June 11, 2012, Council Meeting:

2. PURPOSE/BACKGROUND

Council believes that a cash-in-lieu system for parking requirements is a logical, fair and equitable alternate process for the unique Banff situation, and should be used to finance parking improvements within the Town, or improvements to the ROAM transit system within the Town of Banff.

Cash-in-lieu for parking will be applicable primarily in only to the CD (Commercial Downtown) Land Use District, but will be considered on a case-by-case basis in other Land Use Districts by the Development Approving Authority.

Cash-in-lieu for parking will be directed towards:

- The parking reserve;
- The transit reserve (subject to the funds being spent on public transit within the town of Banff); or,
- Capital projects relating to transport infrastructure for walking or cycling.

Later in 2012, these amendments were adopted by Council and form part of the current policy.

In 2019, Visitor Pay Parking Operating and Capital reserves were introduced, with the associated outflows closely mirroring the Parking Cash-In-Lieu policy.

Parking Cash-In-Lieu Reserve outflow	Visitor Pay Parking Reserve outflow
• The parking reserve; • The transit reserve (subject to the funds being spent on public transit within the town of Banff); or,	• Roadway and parking improvements; • Transit operations, enhancements, and infrastructure; • Snow clearing enhancements; or

- | | |
|---|---|
| <ul style="list-style-type: none"> • Capital projects relating to transport infrastructure for walking or cycling. | <ul style="list-style-type: none"> • Cycling or Other active transportation initiatives. |
|---|---|

The last six years of revenue from cash-in-lieu payments, including interest accrued on the balance in the reserve, are detailed in the table below:

2020	2021	2022	2023	2024	2025	2026 (YTD)	Total
\$155,704	\$79,676	\$24,758	\$33,817	\$31,213	\$162,120	NIL	\$1,463,181.92

The 2025 year-end balance in this reserve is **\$1,463,181.92**.

In accordance with Policy C017, these funds are currently earmarked for the parking reserve, the transit reserve (subject to the funds being spent on public transit within the town of Banff), or capital projects relating to transport infrastructure for walking or cycling. Administration's records indicate that this reserve has been used once since 2008 for a minor expenditure. There are no other records of funds being withdrawn from this reserve.

Proposed Updates to Policy C3003

June 12, 2023, Governance and Finance Committee Decisions:

This policy was last brought before the Governance and Finance Committee at the June 12, 2023, Regular Meeting. The following motions were approved:

Motion from the June 12, 2023, Regular Meeting of the Governance and Finance Committee	Where it is address in Proposed Policy C3003
FIN23-104 Moved by Mayor DiManno That the Governance and Finance Committee direct Administration to return to a future meeting of the Governance and Finance Committee with a policy amendment to Council Policy C17, Cash-In-Lieu, that would address changes to the philosophy that underpins the Parking Cash-In-Lieu rate by indicating: The rate should represent a shared responsibility for providing transportation solutions which is balanced between user, taxpayer, and other funding sources. MOTION CARRIED	<i>Section 1.0 Policy</i> <i>The Town of Banff will collect a Cash-In-Lieu rate for required non-residential parking within the townsite that reflects a shared responsibility for providing transportation solutions which is balanced between user, taxpayer, and other funding sources.</i>

FIN23-104 Moved by Councillor Olver That the Governance and Finance Committee direct Administration to return to a future meeting of the Governance and Finance Committee with a policy amendment to Council Policy C17, Cash-In-Lieu, that would set the Cash-In-Lieu rate at \$35,000. MOTION CARRIED	Proposed Policy C3003 removes the rate from the policy and places it within the Fees and Charges Bylaw that is reviewed annually in Q4. This rate will come as an amendment to the Fees and Charges bylaw at \$35,000 unless Committee passes a motion indicating a different rate. <i>Section 2.3:</i> <i>As an alternative to providing required parking spaces in accordance with requirements of the Land Use Bylaw, cash-in-lieu may be paid at a rate set out in the Fees and Charges Bylaw, which increases annually based on the Calgary Non-Residential Building Construction Price Index.</i>
FIN23-106 Moved by Councillor Olver That the Governance and Finance Committee direct Administration to return to a future meeting of the Governance and Finance Committee with a policy amendment to Section 2.6 of the Council Policy C17, Cash-In-Lieu, that would indicate that the annual increase to the Cash-In-Lieu rate would be calculated based on the Calgary Non-Residential Building Construction Price Index as opposed to Alberta's Non-Residential Building Construction Price Index. MOTION CARRIED	<i>Section 2.3:</i> <i>As an alternative to providing required parking spaces in accordance with requirements of the Land Use Bylaw, cash-in-lieu may be paid at a rate set out in the Fees and Charges Bylaw, which increases annually based on the Calgary Non-Residential Building Construction Price Index.</i>
FIN23-107 Moved by Mayor DiManno That the Governance and Finance Committee direct Administration to return to a future meeting of the Governance and Finance Committee with wording for potential amendments to both the Parking Cash in Lieu Policy and the Land Use Bylaw to indicate that Cash in Lieu for parking will be applicable in all Land Use Districts. MOTION CARRIED	Administration is proposing that the Land Use Districts be removed from the policy. These districts are listed in the Land Use Bylaw. An amendment to the Land Use Bylaw would be needed to expand the districts in which parking cash-in-lieu is accepted. <i>Section 2.4:</i> <i>Cash-In-Lieu for non-residential parking will be applicable in Land Use Districts as set out in the Land Use Bylaw.</i>
FIN23-108 Moved by Councillor Pelham	Bylaw 482 decoupled parking from residential development

That the Governance and Finance Committee direct Administration to return to a future meeting of the Governance and Finance Committee with wording for a potential amendment to the Parking Cash in Lieu Policy that would set the relative rate for residential properties at one third of the Council approved rate. MOTION CARRIED	
FIN23-109 Moved by Councillor Olver That the Governance and Finance Committee direct Administration to return to a future meeting of the Governance and Finance Committee with a policy amendment to Council Policy C17, Cash-In-Lieu, that would address a more appropriate name, such as "Sustainable Transportation and Parking Cash-In-Lieu, for this policy. MOTION CARRIED	Administration is proposing that the title of this policy remain Parking Cash-In-Lieu. Administration is proposing changes that will enhance clarity on this reserve's outflows. Proposed policy C3003 removes reference to the transit reserve and transportation infrastructure for walking and cycling. As there are no proposed changes to this policy that highlight sustainable transportation, Administration is not proposing a name change.
FIN23-110 Moved by Mayor DiManno That the Governance and Finance Committee direct Administration to return to a future meeting of Council with a report outlining the potential positive and negative impacts of decoupling parking from housing. MOTION CARRIED	Bylaw 482 decoupled parking from residential development
FIN23-111 Moved by Councillor Olver That the Governance and Finance Committee direct Administration to return to a future Meeting of Council, no later than 2023 Q3, with a report addressing the possibilities of exploring: • Existing parking ratios; and • Required Parking and the connection to new housing.	A report on parking ratios will return to Council. Bylaw 482 decoupled parking and residential housing

MOTION CARRIED	
-----------------------	--

Administration is proposing:

1. To remove technical language from the policy. The Land Use Districts in which parking cash-in-lieu can be charged and the amount of parking that can be built on a site is better placed in the Land Use Bylaw. These points are clearly stated in the Land Use Bylaw;
2. Revising the intended outflows of the policy to return to a parking infrastructure funding mechanism; and,
3. Clarity around reserve inflow and outflow

What's next:

- **Rate:** At the 2023 meeting Committee moved to increase the rate from \$21,000 to \$35,000. If this rate still reflects what Committee would like to see, the Municipal Clerk has a motion ready. Should Committee like to see a different rate listed in the Fees and Charges Bylaw, putting forth a motion indicating an alternate rate would be appropriate. As this fee will live within the Fees and Charges Bylaw, Administration can bring back an amending bylaw to a future meeting of Council to update the rate.
- **Reserve Policies:** The Finance Team will be bringing reserve policies before Committee later this year. Proposed policy C3003 clarifies inflows and outflows which will be reflected in the updated reserve policies.
 - **Parking Cash-in-Lieu Inflows:** The current policy notes that cash inflows from parking cash-in-lieu fees will be directed to the Transit Reserve and the Parking Cash in Lieu (CIL) Reserve, without specifying allocations. Administration is recommending that this be amended to direct all cash inflows to the Parking CIL Reserve for clarity and simplicity. This is also consistent with past practice where all cash inflows have historically been held in the Parking CIL Reserve
 - **Reserve Outflows:** As described above, the VPP Operating and Capital Reserves now fund transportation infrastructure and initiatives for active transportation (e.g., walking and cycling). Given the relatively low and unpredictable amount of funding flowing into the Parking CIL Reserve, coupled with the existing funding for similar outflows, Administration is recommending a narrowing of purpose to focus this reserve on saving for strategic future parking initiatives.
- **Districts:** The districts in which parking cash-in-lieu is accepted are listed within the Land Use Bylaw. An amending Bylaw to the Land Use Bylaw would be necessary to expand the districts. Committee can direct Administration to return to a future meeting of Council with information on appropriate districts for parking cash-in-lieu.
- **Ratio Report:** A report on parking ratios is scheduled for a future meeting of Council. The parking cash-in-lieu funds are based on these ratios that are listed in the Land Use Bylaw.

Response Options

The Governance and Finance Committee may:

1. Direct Administration to return to a future meeting of Council with Proposed Policy C3003, Parking Cash-In-Lieu;

and

Direct Administration to return to a future meeting of Council with an amendment to the Fees and Charges Bylaw indicating a parking cash-in-lieu rate of \$35,000;

Or

2. Direct Administration to return to a future meeting of Council with Proposed Policy C3003, Parking Cash-In-Lieu as amended by the Governance and Finance Committee; or
3. Direct Administration to return to a future meeting of the Governance and Finance Committee with more information.

OTHER INFORMATION

Communication

Any new development permit applications affected by this policy will have the changes communicated to them by the Development Officer.

Public Input

In accordance with sections 12.1, 12.3, and 12.4 of Council's Procedure's Bylaw, members of the public may provide Written or Verbal Submissions on Governance and Finance Committee and Council Agenda Items. As this policy will come before the Governance and Finance Committee and Council, members of the public will have opportunities at each meeting to provide input.

Banff Community Plan

4.5 Moving People Sustainably

4.5.2 Transportation Choice

Objectives

- Prioritize investments in pedestrian pathways, cycling routes, and accessible public transit options to ensure a seamless and compelling alternative to automobile dependence.
- Reduce reliance on personal vehicles to get to Banff and to move around the townsite.

Council Strategic Priorities

Better Banff For Residents

- Create the conditions that will provide a mix of affordable housing options to ensure those working in Banff can live in Banff.

Lead Climate Action

- Demonstrate leadership by making decisions on Town policies, bylaws and operations based on the greatest feasible benefit to environmental protection and resilience

Moving Into The Future

- Implement strategies to reduce reliance on personal vehicles to get to Banff and to move around town.
- Develop new and enhanced active mode infrastructure and initiatives.

Legislation/Policy

Amending the cash-in-lieu fee requires an amendment to the Fees and Charges Bylaw. To expand the Land Use Districts in which this fee is charged, an amending bylaw to the Land Use Bylaw is required. Amendments to the Land Use Bylaw would require three readings from Council and a Public Hearing. Land Use Bylaw amendments also require sign-off from the Minister of Environment and Climate Change or their designate.

Other

n/a

ATTACHMENTS

- Attachment 1 – Council Policy C17 Required Parking
- Attachment 2 – Redlined -Council Policy C17 Required Parking
- Attachment 3 – Proposed Policy C3003, Sustainable Transportation and Parking Cash-In-Lieu
- Attachment 4 – Land Use Bylaw Section 8.16.0 Off-Street Parking
- Attachment 5 – Town of Banff Land Use Districts

Circulation date:

May 2, 2026

Submitted By:

Kiersten McDonald

Legislative Advisor

Reviewed By:

Kelly Gibson

Town Manager



POLICY Parking Cash-In-Lieu

Policy C17

1.0 POLICY

The parking requirements for a renovation, redevelopment or development will be calculated based on the proposed gross floor area requirement for a development, minus any existing gross floor area. Parking credits prior to Incorporation will not be recognized by the Town of Banff and will be treated as a zero balance.

2.0 PRINCIPLES

- 2.1 Council believes that a cash-in-lieu system for parking requirements is a logical, fair and equitable alternate process for the unique Banff situation, and should be used to finance parking improvements within the Town, improvements to the ROAM transit system within the Town of Banff or capital projects relating to transport infrastructure for walking and cycling.
- 2.2 Past studies have indicated that a shortfall exists in parking supply in the Town of Banff. Council feels that this shortfall is a collective responsibility of the community.
- 2.3 It is Council's intention that new development must provide the appropriate levels of parking to serve that additional development.
- 2.4 Arbitrary relaxations for individual developments are not appropriate except where allowed by the Land Use Bylaw. All developments must be treated equally.
- 2.5 As an alternative to providing required parking spaces in accordance with requirements of the Land Use Bylaw, cash-in-lieu may be paid at a rate of \$21,000.00 per required parking stall, subject to Section 2.6 of this policy. This amount recognizes that actual construction costs for a parking stall may be much higher than the cash-in-lieu rate \$21,000, and that the cost of providing future structured parking stalls will be shared between developer contributions and the community at large.
- 2.6 The cash-in-lieu rate will increase or decrease each year based on the past year's change in Alberta's *Non-Residential Building Construction Price Index*. The change in rate will be effective on the date this data is release for the previous calendar year by the Province.
- 2.7 The cash-in-lieu rate will be reviewed annually by Council in conjunction with the annual review of other municipal fees.
- 2.8 Cash-in-lieu for parking will be applicable primarily in the CD (Commercial Downtown) Land Use District, but will be considered on a case-by-case basis in other Land Use Districts by the Development Approving Authority.

2.9 Cash-in-lieu for parking will be directed towards:

- The parking reserve;
- The transit reserve (subject to the funds being spent on public transit within the town of Banff); or,
- Capital projects relating to transport infrastructure for walking or cycling.

2.10 In order to maximize investment in parking, transit, and pedestrian and cycling infrastructure, a maximum of 10% of required parking in the CD land use district may be constructed. This provision may be subject to Land Use Bylaw section 8.16.14 as amended by Bylaw 313. The remainder must be provided as cash-in-lieu. This provision will not apply to Hotels in the CD land use district, except for accessory uses (e.g. Eating and Drinking; Retail) located within a Hotel.

3.0 DEFINITIONS:

3.1 Cash-in-lieu Parking - a monetary payment, at a rate established by Council, as an alternate means to providing required physical parking stalls for a Development Permit application. When applied to parking improvements, cash-in-lieu is intended to contribute towards financing the design and construction costs of required parking stalls including their share of accessway, landscaping, lighting, signage and other works, and the maintenance cost of these works. Cash-in-lieu may also be directed towards the transit reserve (subject to the funds being spent on public transit within the Town of Banff) or, capital projects relating to transport infrastructure for walking or cycling.

4.0 PROCEDURES

4.1 The method of calculation shall be as follows:

- a) Calculate the parking requirements of the proposed development from drawings provided, as per formulas in the Land Use Bylaw.
- b) Calculate the parking requirements for the existing buildings and uses on the site as per the Land Use Bylaw. Developers wishing to provide cash-in-lieu for parking shall supply proof of the existing gross floor area and uses at the time of development permit, in a form acceptable to the Development Approving Authority.
- c) Determine the net parking demand required as part of the proposed development, including additional net gross floor area and any existing parking stalls being demolished.
- d) If all required parking spaces are not provided as per Land Use Bylaw requirements, then cash-in-lieu may be applied to the residual amount required.
- e) Determine all parking stalls considered for cash-in-lieu and assess each parking space the cash in lieu value described by this policy.
- f) No surplus credits will be created by this process. If the final figure is negative, the parking requirements net out at zero.
- g) No previous surplus credits will be considered in this calculation.

- h) If cash-in-lieu is provided, the full payment must be received prior to the issuance of a Certificate of Occupancy and / or completion of the commercial development as determined by the Development Approving Authority, except as noted below:

For required parking accruing from applications involving between 5m² and 150m² in total Gross Floor Area as determined by the Development Approving Authority, a Development Agreement between the applicant(s) and the Town of Banff may be entered into which stipulates a staged payment schedule not to exceed three years. The Development Agreement must be registered on title at the expense of the applicant(s), and make provisions for the following:

- A schedule of payments within the three (3) year window, with the initial payment due at Development Permit issuance, and subsequent payments scheduled to coincide with Business License renewals;
- Assignability of responsibility to the property owner for outstanding payments in the case of default or change of ownership or provision of a bank guarantee such as an Irrevocable Letter of Credit;
- A discontinuance of use or deintensification within the three year payment window will result in credit for payments made to date, which may be applied to subsequent development on the same site. No payment will be refunded.
- Assignability of “credit” for the parking (e.g. an understanding that the credit runs with the land and not the applicant);

Karen Sorensen
Mayor

Robert Earl
Town Manager

APPROVAL HISTORY

Amended:	2012.09.24	COU12-263
Amended:	1999.01.11	COU99-9
Amended:	1995.09.25	
Amended:	1993.09.13	
Amended:	1991.06.10	
Amended:	1991.05.27	
Amended:	1991.04.22	
Approved:	1990.02.06	

CORRECTED REQUEST FOR DIRECTION

Subject: Canoe Concession Contract Extension Request

Presented to: Council - Regular

Date: June 23, 2026



Submitted by: Lauren Aebig, Director, Corporate Services
Corporate Services-2026-016

ADMINISTRATIVE RECOMMENDATION

That Council:

1. Direct Administration to undertake the process to extend the Canoe Dock operations contract with Hydra River Guides & Banff Adventures Unlimited Inc. (The Banff Canoe Club) for a one-year period, to a new end date of October 15, **2028**;

Or

2. Direct Administration to take no action on the current contract and undertake a public tender process for the Canoe Dock operation contract in summer 2027 as originally planned;

And

3. Direct that the confidential Attachment and closed meeting discussions remain confidential pursuant to Sections 16 (Disclosure Harmful to business interests of a third party), 19 (Confidential evaluations), 24 (Advice from officials), and 25 (Disclosure harmful to economic and other interests of a public body) of the *Freedom of Information and Protection of Privacy Act*.

BACKGROUND

Reason for Report

On June 10, 2026, Administration received the attached written request (Confidential Attachment 1) from The Banff Canoe Club, which is currently contracted to provide canoe concession services for residents and visitors to the town. This request is to extend their contract for an additional one-year period due to operational impacts of the temporary dock installed following the failure of the previous retaining wall.

Summary of Issue

The Banff Canoe Club has been the contracted service provider for the canoe concession since 2013. The original agreement was a five-year term with an optional two-year extension, which was exercised in 2018. Following the end of that contract, a formal tender process was undertaken by the Town to select a canoe concession provider for the following seven-year term, with no option

for extension, from May 2021 to October 2027. The Banff Canoe Club was the successful bidder and has been granted the lease, license, permission and authority to operate during the contract period.

This item is before Council due to Section 7.2 of Council Policy C4003-1, which states:

- 7.2 If the Town and/or a tenant/licensee wish to extend the agreement past the expiration date of the existing agreement the interested party must request, in writing, approval of Council.

It is recommended that Council move into a confidential closed meeting to discuss the request in accordance with Sections 16 (Disclosure Harmful to business interests of a third party), 19 (Confidential evaluations), 24 (Advice from officials), and 25 (Disclosure harmful to economic and other interests of a public body) of the *Freedom of Information and Protection of Privacy Act*.

Response Options

Council may:

1. Direct Administration to enter into negotiations with The Banff Canoe Club with respect to extending the lease of the canoe concession contract for a one-year term, to end on October 15, 2028; or
2. Direct Administration to respond to the letter of request informing The Banff Canoe Club of Council's decision not to proceed with an extension to their contract for the canoe concession.

OTHER INFORMATION

Budget

Should Council direct Administration to proceed with a lease extension, a rate for the 2028 season will be established in collaboration with The Banff Canoe Club. Should Council decide to not proceed with the extension, a public procurement process will take place in the summer of 2027, and the license fee paid to the Town will be an evaluated aspect of the bid process.

Internal Resources

The contract for the canoe concession is managed by the Director, Corporate Services. Installation and management of the dock is the responsibility of the Engineering and Streets departments.

Communication

Should the extension be granted, the new end date would be shared with any persons inquiring about the contract.

Public Input

No public input has been obtained as part of this report.

Banff Community Plan & Council Strategic Priorities

There is no direct connection to strategic guiding documents.

Legislation/Policy

Management of contracts for licenses and leases must comply with Council Policy C4003 – Property Licensing and Leasing Policy.

ATTACHMENTS

Confidential Attachment 1: Letter Re. Extension of the Canoe Concession Contract, dated June 9, 2026

Attachment 2: Council Policy C4003-1 – Property Licensing and Leasing Policy

Circulation date:	June 10, 2026
Submitted By:	Lauren Aebig Director, Corporate Services
Reviewed By:	Kelly Gibson Town Manager

POLICY TOWN OF BANFF PROPERTY LICENSING AND LEASING



Policy C4003-1

Adopted by Council:	2025.06.09	Administrative Responsibility:	Corporate Services
Council Resolution #:	COU25-182	Last Review Date:	2025
Modified by Resolution #:		Next Review Date:	2029
Replaces:	C4003		

1.0 POLICY

This policy will apply to the License or Lease of Town-owned Property.

2.0 PURPOSE

This policy is intended to provide consistent and transparent guidelines to be followed by employees when leasing or licensing Town-owned Property.

3.0 DEFINITIONS

- 3.1 **Acquisition Lease:** A Lease where there is the option for the leasing party to purchase the subject of the Lease from the lessor.
- 3.2 **Encroachments on Municipal Right-of-Way:** the temporary occupation of any portion of the Street or other Public Place and includes the airspace over the right of way and any area beneath the surface of the right of way.
- 3.3 **Lease:** An agreement between a landlord and a tenant for exclusive occupation including grant of rights for a specific period of time.
- 3.4 **License:** An agreement between a landlord and a licensee for non-exclusive occupation including grant of rights for a specified period of time for a specified fee.
- 3.5 **Gross Lease/License:** An agreement in which the tenant/lease pays a fixed rate of rent/fee and the landlord pays all maintenance, utilities, taxes, and capital costs without further adjustment from the tenant/licensee.
- 3.6 **Property:** Land, buildings, structures, or any portions thereof plus any rights associated with the ownership of the property.

4.0 SCOPE

- 4.1 This policy applies to the leasing or licensing of Town of Banff Property. This policy does not apply to the following:
 - a) Encroachments on Municipal Right-of way

- b) Rentals that have Council approved rates
- c) Acquisition Leases

5.0 RESPONSIBILITIES

- 5.1 Department directors are responsible for initiating and negotiating Leases or Licenses within the scope of their department.
- 5.2 The Director, Corporate Services or designate is responsible for enforcing the policy.

6.0 AUTHORIZATION

- 6.1 Leases and Licenses must be authorized by the initiating director and the Director, Corporate Services.
- 6.2 Leases initiated by the Director, Corporate Services require the signature of the Town Manager as a second signature.

7.0 NOTICE OF LEASE/LICENSE

- 7.1 For a new or expiring Lease/License, unless there is a clause for an extension, the Lease/License must be offered out through a public process and advertised for a minimum of two (2) consecutive weeks in accordance with the Municipal Government Act and the Town Communications Policy. The advertisement will include the proposed term and whether or not an extension option is included, subject to negotiation.
- 7.2 If the Town and/or a tenant/licensee wish to extend the agreement past the expiration date of the existing agreement the interested party must request, in writing, approval of Council.

8.0 VALUE OF THE LEASE/LICENCE

- 8.1 Leases/Licenses will be at market value as determined by setting a minimum price with a comparison of comparable Leases/Licenses within the Town of Banff or an open public tender process.
- 8.2 Leases/Licenses below market value must be approved by Council.

9.0 ALLOCATION OF COSTS

- 9.1 The tenant shall be responsible for all operating costs including but not limited to taxes, utilities, maintenance, insurance and other related costs. If a Gross Lease is required, it will include an allocation for these costs.
- 9.2 All leasehold improvements to the Leased/License Property will be the responsibility of the tenant/licensee, either as an upfront capital contribution or recovered through rent payments.
- 9.3 Exceptions to 9.1 and 9.2 must be approved by the Town Manager.

10.0 PROPERTY TAXES

- 10.1 All leased/licensed Property will be subject to property taxes if it is occupied by a tenant/licensee that would otherwise be taxable if the tenant owned the land or owned the land conditional on the specific business terms of the license agreement.

11.0 RENT INCREASES

- 11.1 Leases/Licenses will be negotiated with appropriate terms that will allow the Town to increase rents/fees annually.
- 11.2 As a minimum standard, rent/fees will be increased annually at an amount equal to the market adjustment calculated by the Town as used for budgeting purposes.

12.0 INSURANCE

- 12.1 The Town will require all tenants/licensees to carry their own insurance as determined by the Director, Corporate Services including but not limited to property and liability coverage in amounts deemed appropriate for the business of the tenant/licensee.
- 12.2 All tenants/licensees will be required to name the Town as an additional insured.

13.0 TERMINATION

- 13.1 The Town will reserve the right to terminate all leases/licenses as specified in the terms of the individual agreements.

This policy shall be in effect on the date it is approved by resolution of Council.

On Original
Corrie DiManno
Mayor

On Original
Kelly Gibson
Town Manager

REQUEST FOR DIRECTION

Subject: Proposed Bylaw 350-3, the Council Committees Bylaw - 2026 Annual Review of Bylaw 350-2



Presented to: Council
Date: June 23, 2026

History
Presented to: Governance and Finance Committee
Date: May 26, 2026

Submitted by: Libbey McDougall, Municipal Clerk
Corporate Services-2026-006

GOVERNANCE AND FINANCE COMMITTEE RECOMMENDATION

That Council give three readings to proposed Bylaw 350-3, the Council Committees Bylaw (Attachment 1).

BACKGROUND

Reason for Report

Bylaw 350-2, Council Committees Bylaw, was adopted on September 09, 2024. It is scheduled for regular review in 2028. While the Bylaw is reviewed every four years, based on Council's Bylaw Review schedule, the schedules, based on past practice, are reviewed annually. This Report is being brought forward at this time to correspond with Council's annual review of Board, Committee, Commission, and Corporation Recruitment Questions and Profiles, and to satisfy the annual review of Bylaw 350-2's Schedules.

The Governance and Finance Committee reviewed the draft wording for the proposed Bylaw as part of its May 26, 2026, Regular Meeting and approved the following Motion:

GFC26-083

Moved By Councillor Backhouse

That with respect to Item 7.3, Request for Direction: 2026 Annual Review of Bylaw 350-2, Council Committees Bylaw, the following be approved:

That the Governance and Finance Committee direct Administration to prepare a Bylaw to repeal and replace Bylaw 350-2, based on Attachment 1 to this Report. And further direct that Administration return to a future meeting of Council, no later than June 2026, with this proposed amending bylaw for consideration of three readings.

For (7): Mayor DiManno, Councillor Pelham, Councillor Standish, Councillor Backhouse, Councillor Fullerton, Councillor Ledwidge, and Councillor Ram

MOTION CARRIED

Summary of Issue

Bylaw 350-2 established four Council Committees: the Governance and Finance Committee, the Council Compensation Review Committee, the Community Art Committee, and the Community Grants Committee. The Terms of Reference for these committee are contained in the Schedules A, B, C, and D to this Bylaw.

Administration has reviewed the Terms of References for these Committee and is proposing that following changes be considered:

Schedule A, Terms of Reference, Governance and Finance Committee (GFC)

For information, on February 22, 2010, Council passed a motion to establish a Finance Committee consisting of all members of Council who choose to attend as well as staff representatives, with the terms of reference to be established as their first order of business. The Finance Committee held its first meeting on September 13, 2010, but a formal Terms of Reference for the Committee was not adopted until September 21, 2015, when Council passed Bylaw 350, the Council Committees Bylaw.

Currently, based on Schedule A of Bylaw 350-2, the GFC is a committee of Council comprised of each "Member of Council, appointed by virtue of, and for the duration of, their term of Office". The Statement of Purpose, outlined in Section 2 of Schedule A, states in part that the GFC:

[...] enables Committee Members to maintain continuing oversight of the governance, policy and financial affairs of the Town of Banff where the focus is on broader more strategic items. [...]

Since 2013, the Finance Committee, now called the Governance and Finance Committee (GFC), has functioned to review and make recommendation to Council with regard to Town programs and services, through the annual Service Review process. Additionally, the GFC has also routinely approved the Town's annual financial plan. The Terms of Reference for this Committee does not currently reflect this. A council may by bylaw delegate any of its powers, duties and functions under the *Municipal Government Act* (MGA) or otherwise to a Council Committee or other person (MGA Section 203(1)). In this case the delegate is to a Council Committee. Although there are some restrictions on what a council may delegate in Section 203(2), none of the assumed functions of the GFC falls within the list of exceptions.

Based on this, and the current practice of the GFC, Administration is recommending that the current Section 3.1 of Schedule A be deleted and replaced with the following:

3.1 Subject to Subsection 3.2 below:

- a) The Governance and Finance Committee is advisory in nature, making recommendations to Council by way of resolution.
- b) The Governance and Finance Committee may provide recommendations to Council on any matter within Council's jurisdiction but no decisions will be made at a Governance and Finance Committee meeting.

In Schedule A, Administration is also proposing a new Section 3.2 be added as follows, with the remaining Sections renumbered accordingly:

- 3.2 The Governance and Finance Committee is authorized to make the following decisions:
- a) Approval of the Town of Banff's annual financial plan;
 - b) Direction to Administration to return to the annual service review process with information or new service level requests; and
 - c) Approval of Council Expectations, Strengths, Challenges, and Opportunities, and Council Priorities contained within the in the annual service review reports.

In Council Bylaw 350-2, section 3.3 states that:

- 3.3 The Town of Banff Procedures Bylaw shall govern those Committees established by this Bylaw unless a variance is specifically provided for in this Bylaw. Any such variance must be set out in the Committee Terms of Reference.

The Procedures Bylaw does not contemplate significant differences in how Council should operate as compared to a Council Committee, with the exception of certain things that may only happen at a Council meeting, such a Public Hearings. GFC meetings have always been intended to be a less formal opportunity for Committee to meet and discuss topics more in depth prior to the topic being introduced to Council. In practice, this is occurring. To better reflect that the GFC is not following different procedures than set out in the Procedures Bylaw, Administration is proposing a small amendment to Schedule A, Section 2.1, to delete the words "purposely kept informal" and substitute with "and are held" so that this section reads (emphasis add):

- 2.1 The Governance and Finance Committee enables Committee Members to maintain continuing oversight of the governance, policy, and financial affairs of the Town of Banff where the focus is on broader and more strategic items. These meetings serve as an opportunity for Committee Members to seek clarification on matters relating to Council business and are **held** to encourage deliberation of information and ideas.

However, if Council does not want the GFC to follow the procedures set out in the Town of Banff Procedure Bylaw for committees, that would need to be specifically addressed as contemplated

in Section 3.3 of the Bylaw. If there were any procedures for committees set out in the Procedure Bylaw which Council does not want to apply to the GFC, amendments would be required to Section 4.2 of Schedule A to state which procedures are not applicable. For example, time limitations on debate may be relaxed or limited. At this time, Administration is not proposing any such amendments.

Schedule B, Terms of Reference, The Council Compensation Review Committee (CCRC)

The CCRC was established to review and provide recommendations to the Town of Banff Council with respect to the Town of Banff Council Remuneration Policy for the next term of office.

In Schedule B, Administration is proposing that the following new Section 5.3 be included to provide clarity on meeting procedures:

The Committee meeting is to comply with the requirements of the *Municipal Government Act*, as amended, and the Procedures Bylaw of the Town of Banff, as amended or repealed and replaced from time to time.

Schedule C, Terms of Reference, Community Art Committee

The Community Art Committee was established to advise the Town of Banff Council on matters pertaining to public art. One of the goals of the Community Art Committee is to create and maintain a Public Art Policy for Council's approval. This policy was approved on December 09, 2025, and indicates that the Mission of the Community Art Committee is:

The Community Art Committee shall work to enhance the Banff town site with diverse art forms. To fulfill that objective, the Committee is charged with setting goals and making plans that articulate the vision and mission, engaging the community, and implementing through an integrated process, policies and procedures which identify and select new opportunities for Public Art.

Administration is proposing that this wording also be included as part of the Terms of Reference (new Section 2.2) for this Committee to ensure that the Policy and the formal Terms of Reference are in agreement. Administration is also proposing a new Section 2.3 to reiterate that the Public Art Policy is tied to this Committee:

The Community Art Committee shall have regard to the Public Art Policy.

Schedule D, Terms of Reference, The Community Grants Committee

The Community Grants Committee was established to review grant applications and to make a recommendation to Council.

Small changes have been proposed to this Terms of Reference to ensure consistent language is utilized across all Committees, where appropriate. Specifically, Administration is recommending that Section 1.2 be deleted and replace with the following wording which is used in the other Schedules:

Members of the Committee will be appointed by Council directly in accordance with the Town of Banff Procedures Bylaw and applicable Committee Appointments policies.

Overall Changes

Administration has also included various administrative amendments to the Bylaw for uniformity of terms and phrases incorporated into each of the Council Committees.

Lastly, Administration is recommending that Council formalize the review process of this Bylaw and its associated Schedules by indicating it is a Bylaw that should be reviewed annually as opposed to the current informal practice of reviewing only the Schedules each year. This change has also been noted within the Terms of Reference for each Committee under the header "Review". This will simplify and streamline the process and ensure that the main body of the Bylaw, which includes such things as authority and definitions, always aligns with the Schedules, as well as ensure that these Committees are routinely reviewed to ensure relevancy of their functions.

Response Options

The Governance and Finance Committee may:

1. Direct Administration as outlined in the Administrative Recommendation noted on page 1 of this Report;
2. Provide additional amendments to be included as part of an amending bylaw and direct Administration to return to a future meeting of Council with a proposed amending Bylaw based on this direction; or
3. Take no action at this time by accepting this Report for the Corporate Record (as information) thereby maintaining the *status quo* with respect to Bylaw 350-2.

OTHER INFORMATION

Budget

There are no budgetary implications associated with this Report.

Internal Resources

The Municipal Clerk's Office is responsible for providing administrative support to the Governance and Finance Committee and the Council Compensation Review Committee. Administrative support for the Community Art Committee and the Community Grants Committee is provided by staff within the Planning & Environment Department and the Community Services Department, respectively.

Communication

Active Bylaws are made available to the public. The Council Committees Bylaw is posted online at Banff.ca.

Public Input

There is no required public input for the review of this Bylaw.

Banff Community Plan

The Council Committees Bylaw does not have a direct link to the Banff Community Plan.

Council Strategic Priorities

Council has endorsed the Bylaw Review Schedule that suggests, where possible, Bylaws are reviewed every four years. In theory, this schedule ensures that each term of Council will review all active Bylaws within their four-year term. This Bylaw, originally approved in 2015, was reviewed in 2020 and 2024. It will next be reviewed, as a whole, in 2028. The Schedules of this Bylaw are reviewed every year.

Legislation/Policy

Section 145(2) of the *Municipal Government Act* (MGA), states that "A council may by bylaw, establish council committees and other bodies."

Section 145(3) of the MGA, states in part, that

[...] where a Council establishes a council committee or other body, the council may, by bylaw, establish the functions of the committee or body and the procedures to be followed by it.

Section 146 of the MGA states that with respect to the composition of Council Committees:

A council committee may consist entirely of councillors, entirely of persons who are not councillors or of both councillors and persons who are not councillors.

Other: Legal

Attachment 1 has been reviewed by the Town's legal counsel and no concerns were raised.

ATTACHMENTS

Attachment 1: Proposed Wording for an Amending Bylaw to Bylaw 350-2, the Council Committees Bylaw

Attachment 2: Redline Version of Bylaw 350-2

Attachment 3: Bylaw 350-2, The Council Committees Bylaw

Circulation date: April 06, 2026

Submitted By: Libbey McDougall
Municipal Clerk

Reviewed By: Kelly Gibson
Town Manager

PROPOSED

TOWN OF BANFF BYLAW 350- 3 COUNCIL COMMITTEES BYLAW

WHEREAS section 145 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, enables Council to pass bylaws in relation to establishing council committees;

NOW, THEREFORE, THE COUNCIL OF THE TOWN OF BANFF, IN THE PROVINCE OF ALBERTA, ENACTS AS FOLLOWS:

1.0 CITATION

1.1 This Bylaw may be cited as the Council Committees Bylaw.

2.0 DEFINITION

2.1 In this Bylaw,

- a) **Act** or **MGA** means the *Municipal Government Act*, R.S.A. 2000, c. M-26, and associated regulations, as amended;
- b) **Administration** means the administrative and operational arm of the Municipality, comprised of the various departments and includes all employees who operate under the leadership and supervision of the Town Manager;
- c) **Annual Organizational Meeting of Council** means the meeting held annually no later than fourteen days after the third Monday in October where Council, amongst other activities, appoints members to various Council Committees;
- d) **Chair** or **Chairperson** means the person elected to preside over meetings of Council or a Council Committee and includes the Mayor or Deputy Mayor when presiding a Council meeting;
- e) **Committee or Council Committee** means a committee, board or other body established by Council; but does not include an assessment review board, a development appeal board, or a joint jurisdiction committee where Council has appointed Members; and in a section of this bylaw relating to a specific Committee means that specific Committee;
- f) **Committee Terms of Reference** means the mandate, scope, role, objectives, and deliverables of the Council Committee;
- g) **Council** means the Council of the Town of Banff.

PROPOSED

- h) ***Freedom of Information and Protection of Privacy Act* or *FOIP*** means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, as amended, or any statute enacted in its place;
- i) **General Municipal Election** means an election held for all the Members of Council to fill vacancies caused by the passage of time, in accordance with the *Local Authorities Election Act*;
- j) **Majority Vote** means the vote of more than half of the Members present and voting at a properly called meeting at which a quorum is present;
- k) **Member** means an elected Member of Council or a voting Member of a Committee;
- l) **Town Manager** means a person appointed as Chief Administrative Officer by Council or the person designated by the Town Manager to carry out a particular duty; and
- m) **Vice-Chair or Vice-Chairperson** means the person elected to preside over a Committee meeting in the absence of the Chair or Chairperson.

3.0 ESTABLISHMENT

- 3.1 Council does hereby establish those Committees as set out in the Terms of Reference attached to and forming part of this Bylaw.
- 3.2 Each Committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council.
- 3.3 The Town of Banff Procedures Bylaw shall govern those Committees established by this Bylaw unless a variance is specifically provided for in this Bylaw. Any such variance must be set out in the Committee Terms of Reference.

4.0 SCHEDULES

- 4.1 Schedules A, B, C, and D form part of this Bylaw.

5.0 REPEAL

- 5.1 Committees Bylaw 350-2 is hereby repealed.

6.0 REVIEW

- 6.1 This Bylaw, including the Schedules, shall be reviewed annually to ensure they accurately reflect the various Committee mandates.

7.0 ENACTMENT

- 7.1 This Bylaw comes into force when it receives third reading and is signed by the Mayor and the Town Manager or designates.

PROPOSED

READ A FIRST TIME this xx day of XXXX, 202X.

READ A SECOND TIME this xx day of XXXX, 202X.

READ A THIRD TIME this xx day of XXXX, 202X.

SIGNED AND PASSED this xx day of XXXX, 202X.

Corrie DiManno
Mayor

Kelly Gibson
Town Manager

PROPOSED

Schedule A TOWN OF BANFF

Terms of Reference Governance and Finance Committee

1.0 COMPOSITION OF COMMITTEE

- 1.1 The Governance and Finance Committee is comprised of each Member of the Town of Banff Council, appointed by virtue of, and for the duration of, their term of office.
- 1.2 The Mayor shall be the Chair of the Governance and Finance Committee, unless the responsibility is delegated by the Mayor to another Committee Member.

2.0 STATEMENT OF PURPOSE

- 2.1 The Governance and Finance Committee enables Committee Members to maintain continuing oversight of the governance, policy, and financial affairs of the Town of Banff where the focus is on broader and more strategic items. These meetings serve as an opportunity for Committee Members to seek clarification on matters relating to Council business and are held to encourage deliberation of information and ideas.

3.0 DUTIES AND POWERS

- 3.1 Subject to Subsection 3.2 below:
 - a) The Governance and Finance Committee is advisory in nature, making recommendations to Council by way of resolution.
 - b) The Governance and Finance Committee may provide recommendations to Council on any matter within Council's jurisdiction but no decisions will be made at a Governance and Finance Committee meeting.
- 3.2 The Governance and Finance Committee is authorized to make the following decisions:
 - a) Approval of the Town of Banff's annual financial plan;
 - b) Direction to Administration to return to the annual service review process with information or new service level requests; and
 - c) Approval of Council Expectations, Strengths, Challenges, and Opportunities, and Council Priorities contained within the in the annual service review reports.
- 3.3 The function of the Governance and Finance Committee is to:

PROPOSED

- a) Review and make recommendations to Council on matters related to the budgeting process, the review and development of financial policies, audit, and long-range financial plans;
- b) Review and make recommendations to Council regarding the provision of core municipal services and programs for the Town of Banff through the annual service review process;
- c) Develop and recommend to Council a legislative and strategic agenda to encompass both strategic planning and priority setting;
- d) Receive updates on the progress of Council and administrative priorities, strategic initiatives, master plans, major projects (capital or operating) and other initiatives;
- e) Consider and discuss appropriate new policies/bylaws or policy/bylaw revisions prior to Council approval;
- f) Review and develop policy recommendations to council on other matters forwarded to it by the Town Manager or matters placed on the agenda by other members of Council.

4.0 MEETINGS

- 4.1 The Governance and Finance Committee will meet on an as-need basis, or at a pre-determined date and time. Meetings will be scheduled annually during Council's Annual Organizational Meeting.
- 4.2 The Committee meetings will comply with the requirements of the *Municipal Government Act*, as amended, and the Procedures Bylaw of the Town of Banff, as amended or repealed and replaced from time to time.

5.0 LIAISON

- 5.1 The Town Manager or designate shall attend Committee meetings. Other departmental representation shall attend Committee meetings as deemed necessary.
- 5.2 The Municipal Clerk shall provide administrative support to the Governance and Finance Committee.

6.0 REVIEW

- 6.1 The Committee Terms of Reference shall be reviewed on a regular basis to ensure that they reflect the current mandate of the Committee.

PROPOSED

Schedule B TOWN OF BANFF

Terms of Reference Council Compensation Review Committee

1.0 COMPOSITION OF COMMITTEE

- 1.1 The Council Compensation Review Committee (the “Committee”) is comprised of three (3) Members of the public eligible in accordance with the Town of Banff Committee Appointments Policy.
- 1.2 The Committee shall elect a chairperson at their first meeting.
- 1.3 Members of the Committee will be appointed by Council directly, according to the Town of Banff Committee Appointments Policy.
- 1.4 If a Member resigns or is unable to serve, a replacement may be appointed from the original list of applicants.

2.0 TERM OF OFFICE

- 2.1 At the mid-point of the Council term, the Committee is established as a temporary Council Committee. Committee members are to be appointed by Council as part of the Annual Organization Meeting two years prior to a General Municipal election.
- 2.2 The Committee shall terminate upon acceptance of the Committee’s final report by Council, which shall be completed on or before December 31st of the year prior to a General Municipal Election.
- 2.3 Subsection 2.2 is applicable only after the 2025 General Municipal Election. Prior to the 2025 General Municipal election, the Committee shall terminate upon acceptance of the Committee’s final report by Council, which shall be completed on or before June 30th, 2025.

3.0 STATEMENT OF PURPOSE

- 3.1 The purpose of the Committee shall be to review and provide recommendations to the Town of Banff Council (the “Council”) with respect to the Town of Banff Council Remuneration Policy for the next term of office.
- 3.2 The report may include, but is not limited to, recommendations with respect to:
 - a) Establishing a set of guiding principles for Council remuneration;
 - b) Establishing the appropriate remuneration to be paid to the Council including specific recommendations on base salary and per diem amounts;

PROPOSED

- c) Benefits offered;
- d) Allowances and expenses;
- e) Full time equivalent status;
- f) Options for making periodic adjustments to established remuneration; and
- g) The establishment of standards for remuneration review.

4.0 DUTIES AND POWERS

- 4.1 The Committee is advisory in nature, making recommendations to Council by way of report.
- 4.2 The Chairperson and/or another Committee member shall present the Committee's recommendation to the Governance and Finance Committee prior to a public Council meeting to ensure comprehensiveness and completeness.
- 4.3 All decisions and recommendations of the Committee will be made through a consensus based approach. Consensus does not mean a decision that is perfect for all participants. It does mean a decision that all participants can live with, and that all participants agree to support the decision. For issues where consensus cannot be reached, the Majority Vote will determine the final decision.
- 4.4 The Committee will review relevant survey data and practices of other comparable markets (such as the Small Municipalities Human Resources Team – SMHRT) and the Alberta Municipalities – AB Munis. The Committee may conduct other reviews it feels are necessary to enable it to make recommendations.
- 4.5 The Committee is permitted to solicit external submissions and expertise as required.
- 4.6 Committee Members will receive no honorarium for their volunteer services.

5.0 MEETINGS

- 5.1 The Committee will determine the meeting schedule they require to complete their mandate.
- 5.2 All Committee meetings shall be open to the public, with items protected by the *Freedom of Information and Protection of Privacy Act* discussed in closed meeting in accordance with usual procedures.
- 5.3 The Committee meeting is to comply with the requirements of the *Municipal Government Act*, as amended, and the Procedures Bylaw of the Town of Banff, as amended or repealed and replaced from time to time.

6.0 LIASION

- 6.1 The Director, Human Resources, or designate, and Director, Corporate Services, or designate, shall attend Committee meetings to act in an advisory capacity as non-voting Members.

PROPOSED

- 6.2 The Municipal Clerk, or designate, shall provide administrative support to the Committee.

7.0 REVIEW

- 7.1 The Committee Terms of Reference shall be reviewed, at minimum, prior to the Annual Organization Meeting two years prior to a General Municipal election to ensure that they reflect the current mandate of the Committee.

PROPOSED

Schedule C TOWN OF BANFF

Terms of Reference Community Art Committee

1.0 COMPOSITION OF COMMITTEE

- 1.1 The Community Art Committee (the “Committee”) is comprised of seven (7) Members, consisting of one (1) Member of Council and six (6) Members of the public eligible in accordance with the Town of Banff Committee Appointments Policy.
- 1.2 Committee Members should include representatives from the Whyte Museum of the Canadian Rockies and the Banff Centre if possible, as well as the local art and business community. Council shall encourage representation from the tourism industry when appointing public members.
- 1.3 Members of the Committee will be appointed by Council directly in accordance with the Town of Banff Procedures Bylaw and applicable Committee Appointments policies.
- 1.4 The Committee shall elect a Chairperson and a Vice-Chairperson from among their Members at the first regular meeting following an Annual Organizational Meeting of Council.

2.0 STATEMENT OF PURPOSE

- 2.1 The purpose of the Committee shall be to advise the Town of Banff Council (the “Council”) on matters pertaining to public art.
- 2.2 The Community Art Committee shall work to enhance the Banff town site with diverse art forms. To fulfill that objective, the Committee is charged with setting goals and making plans that articulate the vision and mission, engaging the community, and implementing through an integrated process, policies and procedures which identify and select new opportunities for Public Art.
- 2.3 The Community Art Committee shall have regard to the Public Art Policy.

3.0 DUTIES AND POWERS

- 3.1 The Committee is advisory in nature, making recommendations to Council by way of motion at a Committee meeting and submitted to a subsequent Council agenda for consideration by way of report.
- 3.2 The Committee shall:
 - (a) Create a public art policy that will:

PROPOSED

- Establish processes and criteria for the selection, placement and maintenance of public art;
 - Identify funding mechanisms for public art, independent of capital budget funding;
 - Identify opportunities for community engagement, education, and enjoyment of public art; and
 - Establish processes for gifts, donations, bequests and loans of artworks.
- (b) Plan and implement public art projects in accordance with the public art policy;
- (c) Develop private sector public art and public/private partnerships for public art;
- (d) Act in an advisory capacity to Council on matters pertaining to the purchase or acquisition of public art;
- (e) Review Town of Banff initiatives involving opportunities for public art;
- (f) Conduct its operations and meetings in accordance with the Town of Banff Procedures Bylaw and the Committee Appointments Policy; and,
- (g) Act in a manner respecting the Corporation of the Town of Banff, Banff National Park, the community, residents, and visitors.
- 3.3 The provisions of the *Municipal Government Act* regarding pecuniary interest shall apply to all members of the Committee.

4.0 MEETINGS

- 4.1 Regular meetings of the Committee will be set by resolution of the Committee.
- 4.2 Committee meetings shall be scheduled to occur a minimum of three times annually, based on the work requirements of the Committee. Other meetings may be designated as working meetings.
- 4.3 Committee Members are expected to attend all meetings; however, it is recognized that Committee Members may be unable to attend some meetings due to conflicts with other commitments or unforeseen circumstances. It is important that the Chair be informed prior to any absences.
- 4.4 Where a committee Member fails to attend two consecutive meetings of the Committee without prior communication with the Chair, the Chair shall discuss the reason for the absences with the Member and may ask the individual to resign.
- 4.5 A Member's record of attendance may be submitted to Council with respect to renewal of the Committee term.

PROPOSED

- 4.6 All Committee meetings shall be open to the public, with items protected by the *Freedom of Information and Protection of Privacy Act* discussed in a confidential meeting in accordance with usual procedures.
- 4.7 The Committee meeting is to comply with the requirements of the *Municipal Government Act*, as amended, and the Procedures Bylaw of the Town of Banff, as amended or repealed and replaced from time to time.

5.0 LIAISON

- 5.1 A representative from Planning and Environment will act as the primary liaison between the Committee and the Town of Banff administrative staff and will support the working activities of the Committee. Other administrative staff shall attend and/or provide information to the Committee as required by the Chair.
- 5.2 The representative from the Planning and Environment shall act as recording secretary and will facilitate communications between the Committee and Council through the distribution of meeting minutes and reports.
- 5.3 Planning and Environment shall provide clerical support, including but not limited to, agenda package preparation, meeting scheduling, and meeting notification.

6.0 REVIEW

- 6.1 The Committee Terms of Reference shall be reviewed on a regular basis to ensure that they reflect the current mandate of the Committee.

PROPOSED

Schedule D TOWN OF BANFF

Terms of Reference Community Grants Committee

1.0 COMPOSITION OF COMMITTEE

- 1.1 The Community Grants Committee is comprised of five (5) Members of the public.
- 1.2 Members of the Committee will be appointed by Council directly in accordance with the Town of Banff Procedures Bylaw and applicable Committee Appointments policies.
- 1.3 In appointing Committee Members, Council shall endeavour to include representatives from various age and cultural demographics of the community and interest areas such as recreation, social, business etc.
- 1.4 One public Member may be between sixteen (16) and eighteen (18) years of age.
- 1.5 Members may be appointed for two (2) consecutive terms of up to three (3) years. Member term lengths shall be time staggered to allow for succession planning.
- 1.6 If a Member resigns or is unable to serve, a replacement may be appointed by Council from the list of applicants, who applied in that calendar year, to fill the remainder of the term.
- 1.7 The Committee shall elect a Chairperson and Vice-Chairperson at the beginning of the meeting.
- 1.8 A representative from Community Services shall facilitate the adjudication process.

2.0 STATEMENT OF PURPOSE

- 2.1 The Community Grants Committee reviews grant applications and recommends financial allocations to Council for projects that enhance quality of life for residents under three funding streams:
 - **Community Wellbeing** for registered non-profits charities, or societies or community groups serving Banff up to \$10,000 per grant;
 - **Family and Community Support Services (FCSS) Building Bridges** for local non-registered community groups and individual(s) who are eligible, as per the FCSS funding agreement with the province up to \$2,000 per grant; and
 - **Positive Environmental Impact** for registered non-profit charities, societies or community groups serving Banff up to \$10,000 per grant.

PROPOSED

3.0 DUTIES AND POWERS

- 3.1 The Community Grants Committee is advisory in nature, making recommendations to Council by way of resolution for financial allocations of the community grants, in accordance with the Community Grants Council Policy.
- 3.2 The function of the Community Grants Committee is to:
- a) Review the applications received for all streams of grant funding, complete ranking process and scoring matrix based on criteria and priorities;
 - b) Prepare a list of successful and recommended recipients for community grants, including associated grant amounts after the adjudication process is complete; and
 - c) Submit recommendations to Council for final approval.

4.0 MEETINGS

- 4.1 The Community Grants Committee will determine the meeting schedule they require to complete their mandate.
- 4.2 The committee meeting is to comply with the requirements of the *Municipal Government Act*, as amended, and the Procedures Bylaw of the Town of Banff, as amended or repealed and replaced from time to time.
- 4.3 All Committee meetings shall be open to the public, with items protected by the *Freedom of Information and Protection of Privacy Act* discussed in a closed meeting in accordance with usual procedures.
- 4.4 Quorum shall be a simple majority of voting Members. Matters shall be decided by discussion and majority vote.

5.0 LIAISON

- 5.1 The Community Development Coordinator and/or designate from Community Services shall attend meetings and provide administrative support. Other departmental representation shall attend Committee meetings as deemed necessary.
- 5.2 The Community Development Coordinator and/or designate from Community Services shall liaise with grant applicants and ensure complete applications and reporting.
- 5.3 The Community Development Coordinator and/or designate from Community Services shall report outcomes of the projects funded to the Committee Members and Council.

PROPOSED

6.0 REVIEW

- 6.1 The Committee Terms of Reference shall be reviewed on a regular basis to ensure that they reflect the current mandate of the Committee.

**TOWN OF BANFF
BYLAW 350- ~~32~~
COUNCIL COMMITTEES BYLAW**

Being a Bylaw of the Town of Banff to Establish Committees of Council

WHEREAS section 145 (a) of the *Municipal Government Act*, R.S.A. 2000, c. M-26, enables Council to pass bylaws in relation to establishing council committees;

NOW, THEREFORE, THE COUNCIL OF THE TOWN OF BANFF, IN THE PROVINCE OF ALBERTA, ENACTS AS FOLLOWS:

1.0 CITATION

1.1 This Bylaw may be cited as the Council Committees Bylaw.

2.0 DEFINITION

2.1 In this Bylaw, words have the meanings set out in the *Municipal Government Act*, R.S.A. 2000, c. M-26, except that:

- a) **Act** or **MGA** means the *Municipal Government Act*, R.S.A. 2000, c. M-26, and associated regulations, as amended;
- b) **Administration** means the administrative and operational arm of the Municipality, comprised of the various departments and includes all employees who operate under the leadership and supervision of the Town Manager;
- c) **Annual Organizational Meeting of Council** means the meeting held annually no later than two weeks after the third Monday in October where Council, amongst other activities, appoints members to various Council Committees;
- d) **Chair** or **Chairperson** means the person elected to preside over meetings of Council or a Council Committee and includes the Mayor or Deputy Mayor when presiding a Council meeting;
- e) **Committee or Council Committee** means a committee, board or other body established by Council; but does not include an assessment review board, a development appeal board, or a joint jurisdiction committee where Council has appointed Members; and in a section of this bylaw relating to a specific Committee means that specific Committee;
- f) **Committee Terms of Reference** means the mandate, scope, role, objectives, and deliverables of the Council Committee;

- g) **Council** means the Council of the Town of Banff.
- h) **Freedom of Information and Protection of Privacy Act** or **FOIP** means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, as amended, or any statute enacted in its place;
- i) **General Municipal Election** means an election held for all the Members of Council to fill vacancies caused by the passage of time, in accordance with the *Local Authorities Election Act*;
- j) **Majority Vote** means the vote of more than half of the Members present and voting at a properly called meeting at which a quorum is present;
- k) **Member** means an elected Member of Council or a voting Member of a Committee;
- l) **Town Manager** means a person appointed as Chief Administrative Officer by Council or the person designated by the Town Manager to carry out a particular duty; and
- m) **Vice-Chair** or **Vice-Chairperson** means the person elected to preside over a Committee meeting in the absence of the Chair or Chairperson.

3.0 ESTABLISHMENT

- 3.1 Council does hereby establish those Committees as set out in the Terms of Reference attached to and forming part of this Bylaw.
- 3.2 Each Committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council.
- 3.3 The Town of Banff Procedures Bylaw shall govern those Committees established by this Bylaw unless a variance is specifically provided for in this Bylaw. Any such variance must be set out in the Committee Terms of Reference.

4.0 SCHEDULES

- 4.1 Schedules A, B, C, and D form part of this Bylaw.

5.0 REPEAL

- 5.1 Committees Bylaw 350-42 is hereby repealed.

6.0 ENACTMENT

- 6.1 This Bylaw comes into force when it receives third reading and is signed by the Mayor and the Town Manager or designates.

READ A FIRST TIME this ~~9th day of September, 2024.~~

READ A SECOND TIME this ~~9th day of September, 2024.~~

READ A THIRD TIME this ~~9th day of September, 2024.~~

SIGNED AND PASSED this ~~9th day of September, 2024.~~

On Original

Corrie DiManno
Mayor

On Original

~~Alison Gerrits~~ Kelly Gibson
~~Acting~~ Town Manager

Schedule "A"

TOWN OF BANFF

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Terms of Reference

Governance and Finance Committee

1.0 COMPOSITION OF COMMITTEE

- 1.1 The Governance and Finance Committee is comprised of each Member of the Town of Banff Council, appointed by virtue of, and for the duration of, their term of office.
- 1.2 The Mayor shall be the Chair of the Governance and Finance Committee, unless the responsibility is delegated by the Mayor to another Committee Member.

2.0 STATEMENT OF PURPOSE

- 2.1 The Governance and Finance Committee enables Committee Members to maintain continuing oversight of the governance, policy and financial affairs of the Town of Banff where the focus is on broader and more strategic items. These meetings serve as an opportunity for Committee Members to seek clarification on matters relating to Council business and are ~~held purposely kept informal~~ to encourage deliberation of information and ideas.

3.0 DUTIES AND POWERS

~~The Governance and Finance Committee is advisory in nature, making recommendations to Council by way of resolution. No decisions will be made by Council at a Governance and Finance Committee meeting.~~

3.1 Subject to Subsection 3.2 below:

- a) The Governance and Finance Committee is advisory in nature, making recommendations to Council by way of resolution.
- b) The Governance and Finance Committee may provide recommendations to Council on any matter within Council's jurisdiction but no decisions will be made at a Governance and Finance Committee meeting.

3.2 The Governance and Finance Committee is authorized to make the following decisions:

Approval of the Town of Banff's annual financial plan;

Direction to Administration to return to the annual service review process with information or new service level requests; and

Approval of Council Expectations, Strengths, Challenges, and Opportunities, and Council Priorities contained within the in the annual service review reports.

3.4.3.3 The function of the Governance and Finance Committee is to:

- a) Review and make recommendations to Council on matters related to the budgeting process, the review and development of financial policies, audit, and long-range financial plans;
- b) Review and make recommendations to Council regarding the provision of core municipal services and programs for the Town of Banff through the annual service review process;
- c) Develop and recommend to Council a legislative and strategic agenda to encompass both strategic planning and priority setting;
- d) Receive updates on the progress of Council and administrative priorities, strategic initiatives, master plans, major projects (capital or operating) and other initiatives;
- e) Consider and discuss appropriate new policies/bylaws or policy/bylaw revisions prior to Council approval;
- f) Review and develop policy recommendations to council on other matters forwarded to it by the Town Manger or matters placed on the agenda by other members of Council.

4.0 MEETINGS

4.1 The Governance and Finance Committee will meet on an as-need basis, or at a pre-determined date and time. Meetings will be scheduled annually during Council's Annual Organizational Meeting.

~~4.2 The Committee meeting is to comply with the requirements of the MGA, as amended, and the Procedures Bylaw, as amended or repealed and replaced from time to time.~~

4.2 The Committee meetings will comply with the requirements of the Municipal Government Act, as amended, and the Procedures Bylaw of the Town of Banff, as amended or repealed and replaced from time to time.

5.0 LIAISON

5.1 The Town Manager or designate shall attend Committee meetings. Other departmental representation shall attend Committee meetings as deemed necessary.

5.2 The Municipal Clerk shall provide administrative support to the Governance and Finance Committee.

6.0 REVIEW

- 6.1 The Committee Terms of Reference shall be reviewed on a regular basis to ensure that they reflect the current mandate of the Committee.

Schedule “B”
TOWN OF BANFF

Terms of Reference
Council Compensation Review Committee

1.0 COMPOSITION OF COMMITTEE

- 1.1 The Council Compensation Review Committee (the “Committee”) is comprised of three (3) Members of the public eligible in accordance with the Town of Banff Committee Appointments Policy.
- 1.2 The Committee shall elect a chairperson at their first meeting.
- 1.3 Members of the Committee will be appointed by Council directly, according to the Town of Banff Committee Appointments Policy.
- 1.4 If a Member resigns or is unable to serve, a replacement may be appointed from the original list of applicants.

2.0 TERM OF OFFICE

- 2.1 At the mid-point of the Council term, the Committee is established as a temporary Council Committee. Committee members are to be appointed by Council as part of the Annual Organization Meeting two years prior to a General Municipal election.
- 2.2 The Committee shall terminate upon acceptance of the Committee’s final report by Council, which shall be completed on or before December 31st of the year prior to a General Municipal Election.
- 2.3 Subsection 2.2 is applicable only after the 2025 General Municipal Election. Prior to the 2025 General Municipal election, the Committee shall terminate upon acceptance of the Committee’s final report by Council, which shall be completed on or before June 30th, 2025.

3.0 STATEMENT OF PURPOSE

- 3.1 The purpose of the Committee shall be to review and provide recommendations to the Town of Banff Council (the “Council”) with respect to the Town of Banff Council Remuneration Policy for the next term of office.
- 3.2 The report may include, but is not limited to, recommendations with respect to:
- a) Establishing a set of guiding principles for Council remuneration;

- b) Establishing the appropriate remuneration to be paid to the Council including specific recommendations on base salary and per diem amounts;
- c) Benefits offered;
- d) Allowances and expenses;
- e) Full time equivalent status;
- f) Options for making periodic adjustments to established remuneration; and
- g) The establishment of standards for remuneration review.

4.0 DUTIES AND POWERS

- 4.1 The Committee is advisory in nature, making recommendations to Council by way of report.
- 4.2 The Chairperson and/or another Committee member shall present the Committee's recommendation to the Governance and Finance Committee prior to a public Council meeting to ensure comprehensiveness and completeness.
- 4.3 All decisions and recommendations of the Committee will be made through a consensus based approach. Consensus does not mean a decision that is perfect for all participants. It does mean a decision that all participants can live with, and that all participants agree to support the decision. For issues where consensus cannot be reached, the Majority Vote will determine the final decision.
- 4.4 The Committee will review relevant survey data and practices of other comparable markets (such as the Small Municipalities Human Resources Team – SMHRT) and the Alberta Municipalities – AB Munis. The Committee may conduct other reviews it feels are necessary to enable it to make recommendations.
- 4.5 The Committee is permitted to solicit external submissions and expertise as required.
- 4.6 Committee Members will receive no honorarium for their volunteer services.

5.0 MEETINGS

- 5.1 The Committee will determine the meeting schedule they require to complete their mandate.
- 5.2 All Committee meetings shall be open to the public, with items protected by the *Freedom of Information and Protection of Privacy Act* discussed in closed meeting in accordance with usual procedures.

~~The Committee meeting is to comply with the requirements of the *Municipal Government Act*, as amended, and the *Procedures Bylaw of the Town of Banff*, as amended or repealed and replaced from time to time.~~

5.3 The Committee meeting is to comply with the requirements of the *Municipal Government Act*, as amended, and the Procedures Bylaw of the Town of Banff, as amended or repealed and replaced from time to time.

6.0 LIASION

- 6.1 The Director, Human Resources, or designate, and Director, Corporate Services, or designate, shall attend Committee meetings to act in an advisory capacity as non-voting Members.
- 6.2 The Municipal Clerk, or designate, shall provide administrative support to the Committee.

7.0 REVIEW

- 7.1 The Committee Terms of Reference shall be reviewed, at minimum, prior to the Annual Organization Meeting two years prior to a General Municipal election to ensure that they reflect the current mandate of the Committee.

Schedule "C" TOWN OF BANFF

Terms of Reference Community Art Committee

1.0 COMPOSITION OF COMMITTEE

- 1.1 The Community Art Committee (the "Committee") is comprised of seven (7) Members, consisting of one (1) ~~Member of Council, Councillor~~ and six (6) Members of the public eligible in accordance with the Town of Banff Committee Appointments Policy.
- 1.2 Committee Members should include representatives from the Whyte Museum of the Canadian Rockies and the Banff Centre if possible, as well as the local art and business community. Council shall encourage representation from the tourism industry when appointing public members.
- 1.3 Members of the Committee will be appointed by Council directly in accordance with the Town of Banff Procedures Bylaw and ~~applicable~~ Committee Appointments ~~policies~~Policy.
- 1.4 The Committee shall elect a Chairperson and a Vice-Chairperson from among their Members at the first regular meeting following an Annual Organizational Meeting of Council.

2.0 STATEMENT OF PURPOSE

- 2.1 The purpose of the Committee shall be to advise the Town of Banff Council (the "Council") on matters pertaining to public art.
- 2.2 ~~The Community Art Committee shall work to enhance the Banff town site with diverse art forms. To fulfill that objective, the Committee is charged with setting goals and making plans that articulate the vision and mission, engaging the community, and implementing through an integrated process, policies and procedures which identify and select new opportunities for Public Art.~~
- ~~2.2.3~~ 2.3 The Community Art Committee shall have regard to the Public Art Policy

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3.0 DUTIES AND POWERS

- 3.1 The Committee is advisory in nature, making recommendations to Council by way of motion at a Committee meeting and submitted to a subsequent Council agenda for consideration by way of report.
- 3.2 The Committee shall:
 - (a) Create a public art policy that will:

- Establish processes and criteria for the selection, placement and maintenance of public art;
 - Identify funding mechanisms for public art, independent of capital budget funding;
 - Identify opportunities for community engagement, education, and enjoyment of public art; and
 - Establish processes for gifts, donations, bequests and loans of artworks.
- (b) Plan and implement public art projects in accordance with the public art policy;
- (c) Develop private sector public art and public/private partnerships for public art;
- (d) Act in an advisory capacity to Council on matters pertaining to the purchase or acquisition of public art;
- (e) Review Town of Banff initiatives involving opportunities for public art;
- (f) Conduct its operations and meetings in accordance with the Town of Banff Procedures Bylaw and the Committee Appointments Policy; and,
- (g) Act in a manner respecting the Corporation of the Town of Banff, Banff National Park, the community, residents, and visitors.
- 3.3 The provisions of the *Municipal Government Act* regarding pecuniary interest shall apply to all members of the Committee.

4.0 MEETINGS

- 4.1 Regular meetings of the Committee will be set by resolution of the Committee.
- 4.2 Committee meetings shall be scheduled to occur a minimum of three times annually, based on the work requirements of the Committee. Other meetings may be designated as working meetings.
- 4.3 Committee Members are expected to attend all meetings; however, it is recognized that Committee Members may be unable to attend some meetings due to conflicts with other commitments or unforeseen circumstances. It is important that the Chair be informed prior to any absences.
- 4.4 Where a committee Member fails to attend two consecutive meetings of the Committee without prior communication with the Chair, the Chair shall discuss the reason for the absences with the Member and may ask the individual to resign.
- 4.5 A Member's record of attendance may be submitted to Council with respect to renewal of the Committee term.

- 4.6 All Committee meetings shall be open to the public, with items protected by the *Freedom of Information and Protection of Privacy Act* discussed in closed meeting in accordance with usual procedures.
- 4.7 The Committee meeting is to comply with the requirements of the *Municipal Government Act*, as amended, and the Procedures Bylaw of the Town of Banff, as amended or repealed and replaced from time to time.

5.0 LIAISON

- 5.1 A representative from Planning and Environment will act as the primary liaison between the Committee and the Town of Banff administrative staff and will support the working activities of the Committee. Other administrative staff shall attend and/or provide information to the Committee as required by the Chair.
- 5.2 The representative from the Planning and Environment shall act as recording secretary and will facilitate communications between the Committee and Council through the distribution of meeting minutes and reports.
- 5.3 Planning and Environment shall provide clerical support, including but not limited to, agenda package preparation, meeting scheduling, and meeting notification.

6.0 REVIEW

~~6.1 The Committee Terms of Reference shall be reviewed in the year preceding a General Municipal Election to ensure that they reflect the current mandate of the Committee.~~

6.1 The Committee Terms of Reference shall be reviewed on a regular basis to ensure that they reflect the current mandate of the Committee.

Schedule “D”
TOWN OF BANFF

Terms of Reference
Community Grants Committee

1.0 COMPOSITION OF COMMITTEE

- 1.1 The Community Grants Committee is comprised of five Members of the public.
- ~~1.3 Members of the Committee will be appointed by Council directly in accordance with the Town of Banff Procedures Bylaw and the Governance of Council Appointments of Public Members to Boards, Committees, Commissions, and Corporations.~~
- 1.2 Members of the Committee will be appointed by Council directly in accordance with the Town of Banff Procedures Bylaw and applicable Committee Appointments policies.
- 1.3 In appointing Committee Members, Council shall endeavour to include representatives from various age and cultural demographics of the community and interest areas such as recreation, social, business etc.
- 1.4 One public Member may be between sixteen (16) and eighteen (18) years of age.
- 1.5 Members may be appointed for two (2) consecutive terms of up to three (3) years. Member term lengths shall be time staggered to allow for succession planning.
- 1.6 If a Member resigns or is unable to serve, a replacement may be appointed by Council from the list of applicants, who applied in that calendar year, to fill the remainder of the term.
- 1.7 The Committee shall elect a Chairperson and Vice-Chairperson at the beginning of the meeting.
- 1.8 A representative from Community Services shall facilitate the adjudication process.

2.0 STATEMENT OF PURPOSE

- 2.1 The Community Grants Committee reviews grant applications and recommends financial allocations to Council for projects that enhance quality of life for residents under three funding streams:
- **Community Wellbeing** for registered non-profits charities, or societies or community groups serving Banff up to \$10,000 per grant;
 - **Family and Community Support Services (FCSS) Building Bridges** for local non-registered community groups and individual(s) who are eligible, as per the FCSS funding agreement with the province up to \$2,000 per grant; and

- **Positive Environmental Impact** for registered non-profit charities, societies or community groups serving Banff up to \$10,000 per grant.

3.0 DUTIES AND POWERS

- 3.1 The Community Grants Committee is advisory in nature, making recommendations to Council by way of resolution for financial allocations of the community grants, in accordance with the Community Grants Council Policy.
- 3.2 The function of the Community Grants Committee is to:
- Review the applications received for all streams of grant funding, complete ranking process and scoring matrix based on criteria and priorities;
 - Prepare a list of successful and recommended recipients for community grants, including associated grant amounts after the adjudication process is complete; and
 - Submit recommendations to Council for final approval.

4.0 MEETINGS

- 4.1 The Community Grants Committee will determine the meeting schedule they require to complete their mandate.
- 4.2 The committee meeting is to comply with the requirements of the *Municipal Government Act*, as amended, and the Procedures Bylaw of the Town of Banff, as amended or repealed and replaced from time to time.
- 4.3 All Committee meetings shall be open to the public, with items protected by the *Freedom of Information and Protection of Privacy Act* discussed in a closed meeting in accordance with usual procedures.
- 4.4 Quorum shall be a simple majority of voting Members. Matters shall be decided by discussion and majority vote.

5.0 LIAISON

- 5.1 The Community Development Coordinator and/or designate from Community Services shall attend meetings and provide administrative support. Other departmental representation shall attend Committee meetings as deemed necessary.
- 5.2 The Community Development Coordinator and/or designate from Community Services shall liaise with grant applicants and ensure complete applications and reporting.
- 5.3 The Community Development Coordinator and/or designate from Community Services shall report outcomes of the projects funded to the Committee Members and Council.

6.0 REVIEW

- 6.1 The Committee Terms of Reference shall be reviewed on a regular basis to ensure that they reflect the current mandate of the Committee.

**TOWN OF BANFF
BYLAW 350- 2
COUNCIL COMMITTEES BYLAW**

Being a Bylaw of the Town of Banff to Establish Committees of Council

WHEREAS section 145 (a) of the *Municipal Government Act*, R.S.A. 2000, c. M-26, enables Council to pas bylaws in relation to establishing council committees;

NOW, THEREFORE, THE COUNCIL OF THE TOWN OF BANFF, IN THE PROVINCE OF ALBERTA, ENACTS AS FOLLOWS:

1.0 CITATION

- 1.1 This Bylaw may be cited as the Council Committees Bylaw.

2.0 DEFINITION

- 2.1 In this Bylaw, words have the meanings set out in the *Municipal Government Act*, R.S.A. 2000, c. M-26, except that:
- a) **Act** or **MGA** means the *Municipal Government Act*, R.S.A. 2000, c. M-26, and associated regulations, as amended;
 - b) **Administration** means the administrative and operational arm of the Municipality, comprised of the various departments and includes all employees who operate under the leadership and supervision of the Town Manager;
 - c) **Annual Organizational Meeting of Council** means the meeting held annually no later than two weeks after the third Monday in October where Council, amongst other activities, appoints members to various Council Committees;
 - d) **Chair** or **Chairperson** means the person elected to preside over meetings of Council or a Council Committee and includes the Mayor or Deputy Mayor when presiding a Council meeting;
 - e) **Committee or Council Committee** means a committee, board or other body established by Council; but does not include an assessment review board, a development appeal board, or a joint jurisdiction committee where Council has appointed Members; and in a section of this bylaw relating to a specific Committee means that specific Committee;

- f) **Committee Terms of Reference** means the mandate, scope, role, objectives, and deliverables of the Council Committee;
- g) **Council** means the Council of the Town of Banff.
- h) ***Freedom of Information and Protection of Privacy Act* or *FOIP*** means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, as amended, or any statute enacted in its place;
- i) **General Municipal Election** means an election held for all the Members of Council to fill vacancies caused by the passage of time, in accordance with the *Local Authorities Election Act*;
- j) **Majority Vote** means the vote of more than half of the Members present and voting at a properly called meeting at which a quorum is present;
- k) **Member** means an elected Member of Council or a voting Member of a Committee;
- l) **Town Manager** means a person appointed as Chief Administrative Officer by Council or the person designated by the Town Manager to carry out a particular duty; and
- m) **Vice-Chair or Vice-Chairperson** means the person elected to preside over a Committee meeting in the absence of the Chair or Chairperson.

3.0 ESTABLISHMENT

- 3.1 Council does hereby establish those Committees as set out in the Terms of Reference attached to and forming part of this Bylaw.
- 3.2 Each Committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council.
- 3.3 The Town of Banff Procedures Bylaw shall govern those Committees established by this Bylaw unless a variance is specifically provided for in this Bylaw. Any such variance must be set out in the Committee Terms of Reference.

4.0 SCHEDULES

- 4.1 Schedules A, B, C, and D form part of this Bylaw.

5.0 REPEAL

- 5.1 Committees Bylaw 350-1 is hereby repealed.

6.0 ENACTMENT

- 6.1 This Bylaw comes into force when it receives third reading and is signed by the Mayor and the Town Manager or designates.

READ A FIRST TIME this 9th day of September, 2024.

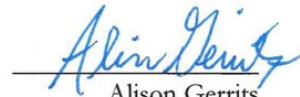
READ A SECOND TIME this 9th day of September, 2024.

READ A THIRD TIME this 9th day of September, 2024.

SIGNED AND PASSED this 9th day of September, 2024.



Corrie DiManno
Mayor



Alison Gerrits
Acting Town Manager

TOWN OF BANFF

Terms of Reference Governance and Finance Committee

1.0 COMPOSITION OF COMMITTEE

- 1.1 The Governance and Finance Committee is comprised of each Member of the Town of Banff Council, appointed by virtue of, and for the duration of, their term of office.
- 1.2 The Mayor shall be the Chair of the Governance and Finance Committee, unless the responsibility is delegated by the Mayor to another Committee Member.

2.0 STATEMENT OF PURPOSE

- 2.1 The Governance and Finance Committee enables Committee Members to maintain continuing oversight of the governance, policy and financial affairs of the Town of Banff where the focus is on broader and more strategic items. These meetings serve as an opportunity for Committee Members to seek clarification on matters relating to Council business and are purposely kept informal to encourage deliberation of information and ideas.

3.0 DUTIES AND POWERS

- 3.1 The Governance and Finance Committee is advisory in nature, making recommendations to Council by way of resolution. No decisions will be made by Council at a Governance and Finance Committee meeting.
- 3.2 The function of the Governance and Finance Committee is to:
 - i) Review and make recommendations to Council on matters related to the budgeting process, the review and development of financial policies, audit, and long-range financial plans;
 - ii) Review and make recommendations to Council regarding the provision of core municipal services and programs for the Town of Banff;
 - iii) Develop and recommend to Council a legislative and strategic agenda to encompass both strategic planning and priority setting;
 - iv) Receive updates on the progress of Council and administrative priorities, strategic initiatives, master plans, major projects (capital or operating) and other initiatives;
 - v) Consider and discuss appropriate new policies/bylaws or policy/bylaw revisions prior to Council approval;

- vi) Review and develop policy recommendations to council on other matters forwarded to it by the Town Manager or matters placed on the agenda by other members of Council.

4.0 MEETINGS

- 4.1 The Governance and Finance Committee will meet on an as-need basis, or at a pre-determined date and time. Meetings will be scheduled annually.
- 4.2 The Committee meeting is to comply with the requirements of the MGA, as amended, and the Procedures Bylaw, as amended or repealed and replaced from time to time.

5.0 LIAISON

- 5.1 The Town Manager or designate shall attend Committee meetings. Other departmental representation shall attend Committee meetings as deemed necessary.
- 5.2 The Municipal Clerk shall provide administrative support to the Governance and Finance Committee.

6.0 REVIEW

- 6.1 The Committee Terms of Reference shall be reviewed on a regular basis to ensure that they reflect the current mandate of the Committee.

TOWN OF BANFF

Terms of Reference Council Compensation Review Committee

1.0 COMPOSITION OF COMMITTEE

- 1.1 The Council Compensation Review Committee (the “Committee”) is comprised of three (3) Members of the public eligible in accordance with the Town of Banff Committee Appointments Policy.
- 1.2 The Committee shall elect a chairperson at their first meeting.
- 1.3 Members of the Committee will be appointed by Council directly, according to the Town of Banff Committee Appointments Policy.
- 1.4 If a Member resigns or is unable to serve, a replacement may be appointed from the original list of applicants.

2.0 TERM OF OFFICE

- 2.1 At the mid-point of the Council term, the Committee is established as a temporary Council Committee. Committee members are to be appointed by Council as part of the Annual Organization Meeting two years prior to a General Municipal election.
- 2.2 The Committee shall terminate upon acceptance of the Committee’s final report by Council, which shall be completed on or before December 31st of the year prior to a General Municipal Election.
- 2.3 Subsection 2.2 is applicable only after the 2025 General Municipal Election. Prior to the 2025 General Municipal election, the Committee shall terminate upon acceptance of the Committee’s final report by Council, which shall be completed on or before June 30th, 2025.

3.0 STATEMENT OF PURPOSE

- 3.1 The purpose of the Committee shall be to review and provide recommendations to the Town of Banff Council (the “Council”) with respect to the Town of Banff Council Remuneration Policy for the next term of office.
- 3.2 The report may include, but is not limited to, recommendations with respect to:
 - i) Establishing a set of guiding principles for Council remuneration;
 - ii) Establishing the appropriate remuneration to be paid to the Council including specific recommendations on base salary and per diem amounts;

- iii) Benefits offered;
- iv) Allowances and expenses;
- v) Full time equivalent status;
- vi) Options for making periodic adjustments to established remuneration; and
- vii) The establishment of standards for remuneration review.

4.0 DUTIES AND POWERS

- 4.1 The Committee is advisory in nature, making recommendations to Council by way of report.
- 4.2 The Chairperson and/or another Committee member shall present the Committee's recommendation to the Governance and Finance Committee prior to a public Council meeting to ensure comprehensiveness and completeness.
- 4.3 All decisions and recommendations of the Committee will be made through a consensus based approach. Consensus does not mean a decision that is perfect for all participants. It does mean a decision that all participants can live with, and that all participants agree to support the decision. For issues where consensus cannot be reached, the Majority Vote will determine the final decision.
- 4.4 The Committee will review relevant survey data and practices of other comparable markets (such as the Small Municipalities Human Resources Team – SMHRT) and the Alberta Municipalities – AB Munis. The Committee may conduct other reviews it feels are necessary to enable it to make recommendations.
- 4.5 The Committee is permitted to solicit external submissions and expertise as required.
- 4.6 Committee Members will receive no honorarium for their volunteer services.

5.0 MEETINGS

- 5.1 The Committee will determine the meeting schedule they require to complete their mandate.
- 5.2 All Committee meetings shall be open to the public, with items protected by the *Freedom of Information and Protection of Privacy Act* discussed in closed meeting in accordance with usual procedures.
- 5.3 The Committee meeting is to comply with the requirements of the *Municipal Government Act*, as amended, and the Procedures Bylaw of the Town of Banff, as amended or repealed and replaced from time to time.

6.0 LIASION

- 6.1 The Director, Human Resources, or designate, and Director, Corporate Services, or designate, shall attend Committee meetings to act in an advisory capacity as non-voting Members.

Town of Banff Bylaw 350-2 – The Committees Bylaw

Page 7 of 14

- 6.2 The Municipal Clerk, or designate, shall provide administrative support to the Committee.

7.0 REVIEW

- 7.1 The Committee Terms of Reference shall be reviewed prior to the Annual Organization Meeting two years prior to a General Municipal election to ensure that they reflect the current mandate of the Committee.

TOWN OF BANFF

Terms of Reference Community Art Committee

1.0 COMPOSITION OF COMMITTEE

- 1.1 The Community Art Committee (the “Committee”) is comprised of seven (7) Members, consisting of one (1) Councillor and six (6) Members of the public eligible in accordance with the Town of Banff Committee Appointments Policy.
- 1.2 Committee Members should include representatives from the Whyte Museum of the Canadian Rockies and the Banff Centre if possible, as well as the local art and business community. Council shall encourage representation from the tourism industry when appointing public members.
- 1.3 Members of the Committee will be appointed by Council directly in accordance with the Town of Banff Procedures Bylaw and Committee Appointments Policy.
- 1.4 The Committee shall elect a Chairperson and a Vice-Chairperson from among their Members at the first regular meeting following an Annual Organizational Meeting of Council.

2.0 STATEMENT OF PURPOSE

- 2.1 The purpose of the Committee shall be to advise the Town of Banff Council (the “Council”) on matters pertaining to public art.

3.0 DUTIES AND POWERS

- 3.1 The Committee is advisory in nature, making recommendations to Council by way of motion at a Committee meeting and submitted to a subsequent Council agenda for consideration by way of report.
- 3.2 The Committee shall:
 - (a) Create a public art policy that will:
 - Establish processes and criteria for the selection, placement and maintenance of public art;
 - Identify funding mechanisms for public art, independent of capital budget funding;
 - Identify opportunities for community engagement, education, and enjoyment of public art; and
 - Establish processes for gifts, donations, bequests and loans of artworks.
 - (b) Plan and implement public art projects in accordance with the public art policy;

Town of Banff Bylaw 350-2 – The Committees Bylaw
Page 9 of 14

- (c) Develop private sector public art and public/private partnerships for public art;
 - (d) Act in an advisory capacity to Council on matters pertaining to the purchase or acquisition of public art;
 - (e) Review Town of Banff initiatives involving opportunities for public art;
 - (f) Conduct its operations and meetings in accordance with the Town of Banff Procedures Bylaw and the Committee Appointments Policy; and,
 - (g) Act in a manner respecting the Corporation of the Town of Banff, Banff National Park, the community, residents, and visitors.
- 3.3 The provisions of the *Municipal Government Act* regarding pecuniary interest shall apply to all members of the Committee.

4.0 MEETINGS

- 4.1 Regular meetings of the Committee will be set by resolution of the Committee.
- 4.2 Committee meetings shall be scheduled to occur a minimum of three times annually, based on the work requirements of the Committee. Other meetings may be designated as working meetings.
- 4.3 Committee Members are expected to attend all meetings; however, it is recognized that Committee Members may be unable to attend some meetings due to conflicts with other commitments or unforeseen circumstances. It is important that the Chair be informed prior to any absences.
- 4.4 Where a committee Member fails to attend two consecutive meetings of the Committee without prior communication with the Chair, the Chair shall discuss the reason for the absences with the Member and may ask the individual to resign.
- 4.5 A Member's record of attendance may be submitted to Council with respect to renewal of the Committee term.
- 4.6 All Committee meetings shall be open to the public, with items protected by the *Freedom of Information and Protection of Privacy Act* discussed in closed meeting in accordance with usual procedures.
- 4.7 The Committee meeting is to comply with the requirements of the *Municipal Government Act*, as amended, and the Procedures Bylaw of the Town of Banff, as amended or repealed and replaced from time to time.

5.0 LIAISON

- 5.1 A representative from Planning and Environment will act as the primary liaison between the Committee and the Town of Banff administrative staff and will support the working activities of the Committee. Other administrative staff shall attend and/or provide information to the Committee as required by the Chair.
- 5.2 The representative from the Planning and Environment shall act as recording secretary and will facilitate communications between the Committee and Council through the distribution of meeting minutes and reports.
- 5.3 Planning and Environment shall provide clerical support, including but not limited to, agenda package preparation, meeting scheduling, and meeting notification.

6.0 REVIEW

- 6.1 The Committee Terms of Reference shall be reviewed in the year preceding a General Municipal Election to ensure that they reflect the current mandate of the Committee.

TOWN OF BANFF

Terms of Reference Community Grants Committee

1.0 COMPOSITION OF COMMITTEE

- 1.1 The Community Grants Committee is comprised of five Members of the public.
- 1.2 Members of the Committee will be appointed by Council directly in accordance with the Town of Banff Procedures Bylaw and the Governance of Council Appointments of Public Members to Boards Committees, Commissions, and Corporations.
- 1.3 In appointing Committee Members, Council shall endeavour to include representatives from various age and cultural demographics of the community and interest areas such as recreation, social, business etc.
- 1.4 One public Member may be between sixteen (16) and eighteen (18) years of age.
- 1.5 Members may be appointed for two (2) consecutive terms of up to three (3) years. Member term lengths shall be time staggered to allow for succession planning.
- 1.6 If a Member resigns or is unable to serve, a replacement may be appointed by Council from the list of applicants, who applied in that calendar year, to fill the remainder of the term.
- 1.7 The Committee shall elect a Chairperson at the beginning of the meeting.
- 1.8 A representative from Community Services shall facilitate the adjudication process.

2.0 STATEMENT OF PURPOSE

- 6.1 The Community Grants Committee reviews grant applications and recommends financial allocations to Council for projects that enhance quality of life for residents under three funding streams:
 - **Community Wellbeing** for registered non-profits charities, or societies or community groups serving Banff up to \$10,000 per grant;
 - **Family and Community Support Services (FCSS) Building Bridges** for local non-registered community groups and individual(s) who are eligible, as per the FCSS funding agreement with the province up to \$2,000 per grant; and
 - **Positive Environmental Impact** for registered non-profit charities, societies or community groups serving Banff up to \$10,000 per grant.

3.0 DUTIES AND POWERS

- 3.1 The Community Grants Committee is advisory in nature, making recommendations to Council by way of resolution for financial allocations of the community grants, in accordance with the Community Grants Council Policy.
- 3.2 The function of the Community Grants Committee is to:
 - i) Review the applications received for all streams of grant funding, complete ranking process and scoring matrix based on criteria and priorities;
 - 3.2.2 Prepare a list of successful and recommended recipients for community grants, including associated grant amounts after the adjudication process is complete; and
 - ii) Submit recommendations to Council for final approval.

4.0 MEETINGS

- 4.1 The Community Grants Committee will determine the meeting schedule they require to complete their mandate.
- 4.2 The committee meeting is to comply with the requirements of the *Municipal Government Act*, as amended, and the Procedures Bylaw of the Town of Banff, as amended or repealed and replaced from time to time.
- 4.3 All Committee meetings shall be open to the public, with items protected by the *Freedom of Information and Protection of Privacy Act* discussed in a closed meeting in accordance with usual procedures.
- 4.4 Quorum shall be a simple majority of voting Members. Matters shall be decided by discussion and majority vote.

5.0 LIAISON

- 5.1 The Community Development Coordinator and/or designate from Community Services shall attend meetings and provide administrative support. Other departmental representation shall attend Committee meetings as deemed necessary.
- 5.2 The Community Development Coordinator and/or designate from Community Services shall liaise with grant applicants and ensure complete applications and reporting.
- 5.3 The Community Development Coordinator and/or designate from Community Services shall report outcomes of the projects funded to the Committee Members and Council.

6.0 REVIEW

Attachment 3

- 6.1 The Committee Terms of Reference shall be reviewed on a regular basis to ensure that they reflect the current mandate of the Committee.



REQUEST FOR DECISION

Subject: 2026 Board, Committee, Commission and Corporation Recruitment Questions and Profiles

Presented to: Council

Date: June 23, 2026

History

Presented to: Governance and Finance Committee

Date: May 12, 2026

Submitted by: Libbey McDougall, Municipal Clerk

Corporate Services-2026-010

GOVERNANCE AND FINANCE COMMITTEE RECOMMENDATION

That Council:

1. Approve the proposed 2026 Board, Committee, Commission, and Corporation recruitment application questions (Attachment 1); and
2. Approve the proposed 2026 Board, Committee, Commission, and Corporation recruitment profiles (Attachment 2).

BACKGROUND

Reason for Report

The Governance of Council Appointments of Public Members to Boards, Committees, Commissions, and Corporations Policy C1011 directs that prior to each Annual Organizational Meeting, the Municipal Clerk to submit a report to Council with a list of suggested application recruitment questions and profiles for the various Town of Banff Boards, Committees, Commissions, and Corporations (BCCCs).

This Report provides Council a final opportunity to review the proposed recruitment application questions and profiles. It is also Council's opportunity to discuss/debate any changes or additions they may wish to see included. The Governance and Finance Committee reviewed the proposed recruitment application questions and profiles on May 12, 2026, and proposed several amendments:

GFC26-070

Moved By Mayor DiManno

That the proposed 2026 Recruitment Questions for Town of Banff Boards, Committees, Commissions, and Corporations, Attachment 1, be amended on page 1 of 3, under the heading "Questions Common to all Boards, Committees, Commissions, and Corporations (BCCs)", by deleting question 4, in its entirety, and renumbering the remaining questions accordingly.

(1): DiManno, Councillor Backhouse, Councillor
 on, Councillor Ledwidge, Councillor Ram, and
 llor Standish
 llor Pelham

MOTION CARRIED (6 to 0)

GFC26-071

Moved By Mayor DiManno

That the Proposed 2026 Board, Committee, Commission, and Corporation Recruitment Profiles, Attachment 2, be amended on the first page of the Banff Housing Corporation Board Recruitment Profile, page 7 of 29 of the document, first sub-bullet point of Section 1., by deleting the word:

- "Corporations" following the words "two (2) Banff Housing" and substituting with the word "Corporation"; and
- "of" preceding the words "Banff Housing Corporation renters" and substituting with the word "or"

so that the sub-bullet reads as follows (emphasis added):

- One (1) but not more than two (2) Banff Housing **Corporation** homeowners **or** Banff Housing Corporation renters.

(1): DiManno, Councillor Fullerton, Councillor Ledwidge,
 llor Ram, and Councillor Standish
 : (1): llor Backhouse
 (1): llor Pelham

MOTION CARRIED (5 to 1)

GFC then approved the following:

GFC26-072

Moved By Councillor Ram

That with respect to Item 7.1, Request for Direction: 2026 Board, Committee, Commission and Corporation Recruitment Questions and Profiled, the following be approved, **as amended by Motions GFC26-070 and GFC26-071:**

That the Governance and Finance Committee recommend that Council:

Approve the Proposed 2026 Recruitment Questions for Town of Banff Boards, Committees, Commissions, and Corporations (**Amended Attachment 1**); and
Approve the Proposed 2026 Board, Committee, Commission, and Corporation Recruitment Profiles (**Amended Attachment 2**).

For (6):	Mayor DiManno, Councillor Backhouse, Councillor Fullerton, Councillor Ledwidge, Councillor Ram, and Councillor Standish
Absent (1):	Councillor Pelham

MOTION CARRIED

Following the meeting of GFC, the Municipal Clerk received an email from the Administrative Support for the Banff Housing Corporation Board of Directors. This email outlined four new suggested recruitment questions to replace the previously approved ones. These proposed recruitment questions have been included as Attachment 3 to this Report. Should Council wish to include them, an amendment to Attachment 1 would be required.

Once approved by Council, the Municipal Clerk will post the recruitment profiles and applications on Banff.ca and commence the annual recruitment campaign as outlined in Council Policy C1011. Council will appoint public members to the various BCCCs as part of the Annual Organizational Meeting scheduled for Tuesday, October 20, 2026.

Summary of Issue

Each of the BCCCs has a recruitment profile that reflects the necessary qualifications and competencies that are desired for their public members as well as questions that would further demonstrate a candidate's knowledge and potential suitability as related to the work of that BCCC. The intent of these questions when combined with the profiles is to provide Council with sufficient information to base appointment decisions.

2026 Committee Recruitment Application Questions

Administration assigned to each BCCC were provided the opportunity to review and submit a list of application questions for Committee's consideration. The following changes have been proposed:

Board, Committee, Commission, and Corporation Questions Common to all:

Administration is suggesting the following new question 5 be included based on previous Council discussions across various meetings:

5. Are you currently serving a Council appointed term on a Board, Committee, Commission, or Corporation (BCCC) (yes/no)

- [If no, skip to next question]
- [If yes:] Are you applying to serve an additional term on your current BCCC or are you applying to serve on a different BCCC?
 - [If current, skip to next question]
 - [If different:]
Are you wanting to complete your term on your current BCCC while concurrently serving on the different BCCC, or are you intending to resign from your current role on the BCCC to commence a new term on the different BCCC?

Board, Committee, Commission, and Corporation Specific Questions:

➤ Banff Public Library Board:

The Banff Public Library Board has requested the following new question ii) be included, and the remaining question be renumbered as question iii):

- ii) In your view, what are the most pressing challenges facing our library system over the next five years?

Additionally, the Library Board has requested that newly renumbered question iii) be reworded slightly by including the word “Board” so that the question reads as follows (emphasis added for clarity):

- i) What roles and/ or responsibilities do you envision the Banff Public Library **Board** playing in the community?

Attachment 1 outlines the proposed questions (changes from the last recruitment campaign are noted in red).

2026 Board, Committee, Commission, and Corporation (BCCC) Recruitment Profiles

Minor stylistic changes have been made to the Profiles to ensure that they are uniform in appearance and use consistent language. Additionally, small administrative changes have been made to ensure clarity when reviewing the document.

The major changes to the Proposed Profiles are as follows:

- Update to honorariums for the Assessment Review Board, the Development Appeal Board, and the Municipal Planning Commission to reflect the Committee Honoarium Bylaw. Prior to adoption of Bylaw 402-1, honorariums for these entities were not consistent. Bylaw 402-1 proposed consistent payments that will increase yearly until the end of the 2025-2029 term of

Council in keeping with Per Diem payments provided to Council (previous year's rate + base wage market adjustment);

- Update to the meeting times for the Library Board to indicate the Board meets year-round, with the exception of December. Previously the Board did not meet in July, August, and December; and
- Update to meeting times for the Community Art Committee to match the Committee's Terms of Reference.

All changes to the Proposed 2026-2027 BCCC Recruitment Profiles are noted in red in Attachment 2.

The following outlines the positions anticipated to be advertised as part of the 2026-2027 Recruitment Campaign:

i) Assessment Review Board:

2026: The Board currently consists of five (5) members: four (4) public members and two (2) Councillors. One public member term will end as of 2026 December 31. Additionally, one (1) public member has not yet completed the mandatory training to serve on this Board. Council could request Administration advertise for additional members as the Assessment Review Board Bylaw 148-15 does not limit number of individuals who may serve on this Board. Additionally, in accordance with the MGA, one (1) member must be appointed as the Chair of the Board each year.

i) Banff Heritage Corporation:

2026: No anticipated vacancies.

i) Banff Housing Corporation Board:

2026: Two (2) positions expected to be advertised (terms ending).

i) Banff Public Library Board:

2026: No anticipated vacancies.

i) Community Art Committee:

2026: Two (2) positions expected to be advertised (terms ending).

i) Community Grants Committee:

2026: One (1) position expected to be advertised (term ending).

i) Development Appeal Board

2026: Five (5) to Six (6) positions expected to be advertised.

i) Municipal Planning Commission:

2026: Five (5) positions expected to be advertised.

i) Town of Banff Police Governance Committee

2026: One (1) position expected to be advertised (mid-term resignation has created a vacancy).

Response Options

The Governance and Finance Committee may:

1. Recommend that Council consider the 2026-2027 Council Committee recruitment profiles and application questions as presented in Attachments 1 and 2; or
2. Propose additions or amendments to the 2026-2027 Council Committee recruitment profiles and application questions prior to being presented to Council for final consideration.

OTHER INFORMATION

Budget

The various departments responsible for the Town's Boards, Committees, Commissions, and Corporations budget for advertising and recruitment costs each year.

Internal Resources

The Municipal Clerk's Office organizes and oversees the annual recruitment campaign.

Communication

The recruitment profiles and applications will be posted on Banff.ca. and advertising in accordance with Council Policy C1011 would commence.

Public Input

n/a

Banff Community Plan

n/a

Council Strategic Priorities

A Council expectation for Legislative Administrative Services in the Service Review is that there is a fair and transparent process that attracts appropriate candidates to boards, committees, and corporations.

Relevant Links

[Council Policy C1011 – Governance of Council Appointments of Public Members to Boards, Committees, Commissions, and Corporations](#)

Legislation/Policy

The Governance of Council Appointments of Public Members to Boards, Committees, Commissions, and Corporations Policy C1011 outlines Council's preferred process for appointing public members to boards, committees, commissions, and corporations.

Other

n/a

ATTACHMENTS

Attachment 1: Proposed 2026-2027 Board, Committee, Commission, and Corporation Recruitment Questions;

Attachment 2: Proposed 2026-2027 Board, Committee, Commission, and Corporation Recruitment Profiles; and

Attachment 3: Proposed Banff Housing Corporation 2026 Recruitment Questions for Council Consideration

Circulation date: April 06, 2026

Submitted By: Libbey McDougall
Municipal Clerk

Reviewed By: Kelly Gibson
Town Manager

Proposed 2026-2027 Recruitment Questions Boards, Committees, Commissions, and Corporations

Questions Common to all Boards, Committees, Commissions, and Corporations (BCCCs):

1. Please describe what you consider your qualifications and experience for this position based on the Recruitment Profile for a public member of this Board, Committee, Commission, or Corporation (BCCC). Include relevant information such as expertise, education, experience working with/on a committee or board, work, and other real-life experience.
2. What interests you about this BCCC and the work it does?
3. If you have already been a member on this Board, Committee, Commission, Corporation (BCCC), what positive impacts or difference do you feel you have made?
4. Some of these meetings may be livestreamed/ recorded to ensure that public participation can occur. Are you comfortable participating in a meeting that may be livestreamed/ recorded and posted to Banff.ca?

Yes

No

5. Are you currently serving a Council appointed term on a Board, Committee, Commission, Corporation (BCCC)?

Yes

No

If no, skip to next question.

If yes: Are you applying to serve an additional term on your current BCCC or are you applying to serve on a different BCCC?

If current, skip to next question.

If different: Are you wanting to complete your term in your current BCCC while concurrently serving on the different BCCC, or are you intending to resign from your current role on the BCCC to commence a new term on the different BCCC?

Proposed Specific Questions: Board, Committee, Commission, and Corporation (BCCC):a) Assessment Review Board:

- i) To provide diverse experience adjudicating ARB appeals, the Town of Banff and the Town of Canmore have decided to share resources by allowing members of different communities, who have met the specific legislative qualifications, sit on both the Banff Assessment Review Board and the Canmore Assessment Review Board.

Would you be willing to share your application with the Town of Canmore for consideration of appointment to that Assessment Review Board as well? Please note, should you opt not to share your application, this will not impact your consideration as a member of the Banff Assessment Review Board. All applications will remain confidential pursuant to Sections 17 (Disclosure of personal information) and 19 (Confidential evaluations) of the *Freedom of Information and Protection of Privacy Act*.

Yes

No

b) Banff Heritage Corporation:

- i) The Heritage Resource Action Plan identifies actionable solutions to further achieve the Town's built heritage conservation goals over the next 5 to 10 years. Which action(s) do you deem to be the most important?
- ii) Please describe your knowledge of the Banff Heritage Corporation's role and the specific initiatives underway.

c) Banff Housing Corporation Board:

- i) Directors are responsible for providing oversight and direction to the BHC including establishment and approval of the organization's Strategic Framework and priorities; ensuring the financial stability, viability and longevity of the organization; promoting a public understanding and awareness of the BHC. What skill set do you provide that would complement these areas?
- ii) What is your vision on how the Banff Housing Corporation can contribute to Banff's housing landscape?
- iii) Do you currently own a property or rent a property/ room within the Banff Housing Corporation portfolio?

d) Banff Public Library Board:

- i) How have libraries shaped your life?
- ii) In your view, what are the most pressing challenges facing our library system over the next five years?
- iii) What roles and/ or responsibilities do you envision the Banff Public Library Board playing in the community?

e) Community Art Committee:

- i) What do you feel could be done to improve public art in Banff?
- ii) What do you love about public art?

f) Community Grants Committee:

- i) How do you think Community Grants make a positive impact on the Banff community?
- ii) Can you describe a previous Community Grant that you found to be meaningful or memorable?

g) Development Appeal Board

- i) Please identify what you consider are some of the key planning and development issues facing Banff in the next 5-10 years?
- ii) In your opinion, what is the one thing that would help to address livability in Banff?

h) Municipal Planning Commission:

- i) Please identify what you feel are some of the key planning and development issues facing Banff in the next 5-10 years?
- ii) In your opinion, what is the one thing that would help to address livability in Banff?
- iii) What are examples of successful developments that have been constructed in the past 5-10 years and why do you feel they are successful?

i) Police Governance Committee:

- i) Please identify what you feel are the most important safety and security issues within the town of Banff, and what may become issues in the next 5 years?
- ii) Please describe your understanding of the roles and responsibilities of police in the town of Banff.
- iii) In your opinion, what activities should the RCMP prioritize?



Assessment Review Board Recruitment Profile

MANDATE

The Assessment Review Boards (Local Assessment Review Board and Composite Assessment Review Board) or “ARB” are quasi-judicial bodies that hear and decide complaints against the assessment of any property, business or local improvement in the Town of Banff.

ELIGIBILITY

1. Residents of Banff and the Bow Valley.*
2. Residents 18 years of age or older.

*Despite Section 1, Council may, by resolution, appoint other persons as a public member.

INELIGIBILITY

3. Residents active on other Town of Banff Boards, Committees, Commissions, and Corporations.
4. Town of Banff employees.

DESIRED COMPETENCIES

5. Expertise in one of the following areas and/or have served on public committees or quasi-judicial boards:
 - a) Law;
 - b) Assessment;
 - c) Real estate;
 - d) Property management;
 - e) Property development; and
 - f) Property appraisal.
6. The ability to consider appeals based on facts and governing legislation, using good analytical skills without bias.
7. Clear understanding of governance board principles, administrative procedures, and a willingness to work within a governance structure.
8. An understanding of principles of administrative law and natural justice.

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9. The ability to write, in plain language, the decision and reasons for the decision.
10. The ability to speak in public and communicate effectively with parties to the appeal.

CHAIR

11. Council will annually designate one Member of the Assessment Review Boards as the chair for a one year term. The chair of the Assessment Review Boards is the chair of both the Local Assessment Review Board and the Composite Assessment Review Board.

TIME COMMITMENT

12. Hearings are held during business hours as required.
13. ARB training program – 3 days.
14. Member refresher course every three years – 2 days.

TERM

15. Public members serve four year terms.
16. There is no maximum number of years a member may serve; however, the member must apply for reappointment at the completion of their term.

TRAINING

17. ARB members must successfully complete a training program set or approved by the Minister of Municipal Affairs. This course is taken by members after they have been appointed to the Board.
18. ARB members reappointed after 3 years must successfully complete the member refresher course approved by the Minister of Municipal Affairs.

REMUNERATION

19. As directed in the Committees Honorarium Bylaw.

Assessment Review Board *		
	Board Member	Chairperson
Meeting – 0 to 4 hours	\$118	\$163
Meeting – over 4 hours	\$236	\$325
Training Day – 0 to 4 hours	\$118 plus mileage	\$118 plus mileage
Training Day– over 4 hours	\$236 plus mileage	\$236 plus mileage

*Honoraria rates are effective from November 01, 2025, until December 31, 2026. As of January 01, 2027, the following will be applicable:

Attachment 2

	Board Member	Chairperson
January 1, 2027 to December 31, 2027	Previous Year Per Diem Rate for + Base Wage Market Adjustment	Previous Year Per Diem Rate + Base Wage Market Adjustment
January 1, 2028 to December 31, 2028	Previous Year Per Diem Rate + Base Wage Market Adjustment	Previous Year Per Diem Rate + Base Wage Market Adjustment
January 1, 2029 to Swearing In, 2029	Previous Year Per Diem Rate + Base Wage Market Adjustment	Previous Year Per Diem Rate + Base Wage Market Adjustment



Banff Heritage Corporation Recruitment Profile

MANDATE

The Banff Heritage Corporation works toward the protection, preservation, enhancement and promotion of Banff's built heritage. This includes maintaining a heritage resource policy and regulatory framework with incentives, financial assistance and grant funding for property owners seeking to restore, maintain and protect built heritage. The Banff Heritage Corporation is also responsible for building awareness and appreciation of the town's unique heritage resources by providing information relating to the historic built environment, promoting local history through community partnerships, stakeholder engagement, media, interpretative signage and publications.

ELIGIBILITY

1. The Heritage Corporation Board (Corporation) consists of 8 directors and two *ex-officio* representatives:
 - 4 public member directors appointed by Council;
 - 1 Council director;
 - 1 Parks Canada director;
 - 1 Whyte Museum of the Canadian Rockies director;
 - 1 Eleanor Luxton Historical Foundation director;
 - 1 *ex-officio* advisor (non-voting member) from the Province of Alberta ; and
 - 1 *ex-officio* advisor (non-voting member) from the Alberta Association of Architects.
2. Residents of Banff.
3. Residents 18 years of age or older.

INELIGIBILITY

4. Residents active on other Town of Banff Boards, Committees, Commissions, and Corporations.
5. Town of Banff employees.

DESIRED COMPETENCIES

6. Professional experience, education and interest in the areas of heritage conservation, cultural resource management, architecture, building and development, project management, marketing and communications, public relations or asset management.
7. Broad knowledge of the community and the natural and human history of Banff.
8. Strong interest, passion and support for heritage conservation and stewardship.
9. Clear understanding of governance board principles and willingness to work within a governance structure.
10. Previous board experience in either business or not for profit sectors.
11. An understanding of the implications of development applications, demolition applications and special projects, works or studies on cultural heritage resources.
12. Financial literacy and experience in grant administration, fund development, strategic planning and budgeting.
13. Previous board experience and ability to multi-task, organize and prioritize tasks.
14. A strong public service orientation.
15. Integrity and high ethical standards.
16. Communication/interpersonal skills to facilitate discussion.
17. Strong decision making skills.

TIME COMMITMENT

18. The Corporation meets bi-monthly on the third Thursday of every other month at 1:30 p.m. Meetings are approximately two hours, based on the work requirements of the Board.
19. Special working group meetings may be called by the Chair of the Corporation.
20. Preparation time for meetings.
21. Representation at Council meetings as required.
22. Additional advocacy at community and program events and initiatives as required.

TERM

- 23. Public members serve three year terms.
- 24. Members can serve two consecutive terms to a maximum of six (6) years.

TRAINING

- 25. Orientation by Planning and Environment staff.
- 26. Conferences/seminars/courses and depending upon budget.
- 27. Ongoing Planning and Environment staff support/liaison.

GENERAL DUTIES

- 28. Understand and demonstrate a commitment to the Corporation's mandate and programs.
- 29. Prepare for meetings by reading agendas, minutes reports and other documentation required to actively participate in them.
- 30. Attend meetings regularly.
- 31. Contribute skills and knowledge by participating actively in meetings and committee work.
- 32. Make inquiries when clarification or more information is needed.
- 33. Understand and monitor the Corporation's financial affairs.
- 34. Avoid any potential conflicts of interests.
- 35. Understand and maintain confidentiality.
- 36. Ensure the Corporation is complying with all legal and regulatory requirements.

REMUNERATION

- 37. Voluntary role. Service on the Banff Heritage Corporation Board is without remuneration.



Banff Housing Corporation Board Recruitment Profile

MANDATE

The Banff Housing Corporation Board (BHC) is an arm's length non-profit organization of the Town of Banff whose mission is to help the Town of Banff maintain a healthy and balanced community by offering housing opportunities to residents. The BHC's current focus is to manage properties within its portfolio and prepare for the expansion of the BHC's rental portfolio.

ELIGIBILITY

1. As per Banff Housing Corporation Bylaw 1-4, the Board consists of six (minimum) or seven (maximum) members comprised of:
 - One (1) senior Town of Banff administrator;
 - At least one (1) Member of Council; and
 - At least four (4) public members:
 - One (1) but no more than two (2) Banff Housing Corporation homeowners or Banff Housing Corporation renters
2. Residents of Banff.
3. Residents 18 years of age or older.

INELIGIBILITY

4. Citizens active on other Town of Banff Boards, Committees, Commissions, and Corporations.

DESIRED COMPETENCIES

5. Professional experience with leadership accomplishments. Experience in the areas of non-profit housing, real estate, property development, property management, building and development, staff accommodation/housing asset management/non-profit housing, accounting/finance will be considered particularly valuable.
6. Financial literacy and experience in business planning and the review of budgets.
7. A commitment to making Banff the best it can be for its citizens.
8. Understanding of global housing issues including affordable housing.
9. Previous board experience.

Attachment 2

10. A strong public service orientation.
11. Integrity and high ethical standards.
12. Communication/interpersonal skills to facilitate discussion.
13. Effective listener.
14. Strong analytical skills.
15. Strategic and critical thinking skills.
16. Strong decision making skills.

TIME COMMITMENT

17. Board meetings are regularly scheduled for the third Thursday of every month for approximately two (2) hours.
18. Prepare for meetings by reading agendas, minutes reports and other documentation required to actively participate in them.
19. Special meetings may be called by the Chair of the Board.
20. Representation at Council/Shareholder meetings as required.
21. Miscellaneous commitments as they arise.

TERM

22. Terms for public members shall be broken out as follows:
 - Two (2) – three (3) year terms; and
 - Two (2) – two (2) year terms.
23. A maximum of two (2) back to back terms may be served.

TRAINING

24. The BHC will provide half day Board Orientation including a thorough overview of the organization and its programs.
25. Ongoing Banff Housing Corporation staff support/ liaison

GENERAL DUTIES

26. Understand and demonstrate a commitment to the Board's mandate and programs.
27. Attend meetings regularly.
28. Contribute skills and knowledge by participating actively in meetings and committee work.

Attachment 2

29. Make inquiries when clarification or more information is needed.
30. Understand and monitor the Board's financial affairs.
31. Avoid any potential conflicts of interests.
32. Understand and maintain confidentiality.
33. Ensure the Board is complying with all legal and regulatory requirements.

REMUNERATION

34. Voluntary role. Service on the Banff Housing Corporation is without remuneration.

Attachment 2



Banff Public Library Board Recruitment Profile

MANDATE

The Banff Public Library Board (Board) is responsible to oversee the general management, regulation organization and control of the Banff Public Library; and, to promote and maintain comprehensive and efficient library services.

ELIGIBILITY

1. As per the Library Board Bylaw 67-3 and the *Alberta Libraries Act*, the Board may consist of up to ten (10) members:
 - Between three (3) and eight (8) public members;
 - No more than two (2) members of Council, plus one alternate member; and
 - One (1) representative of Improvement District No. 9 Council.
2. Residents of Banff.
3. Residents 18 years of age or older.

INELIGIBILITY

4. Residents active on other Town of Banff Boards, Committees, Commissions, and Corporations.
5. Town of Banff employees.
6. Banff Public Library employees.

DESIRED COMPETENCIES

7. Specific qualifications and/or expertise in one of the major functional areas of the Board: policy management, financial management, personnel managements, volunteer and service management, and advocacy.
8. Broad knowledge of the community
9. Strong interest, passion and support for the goals and objective of the Banff Public Library.

Attachment 2

10. Willingness to act as a champion for the Library and key communicator in the promotion of the Library.
11. Financial literacy and experience in business planning and the review of budgets.
12. Clear understanding of governance board principles and willingness to work within a governance structure.
13. Previous board experience in either business or not for profit sectors.
14. A strong public service orientation.
15. Integrity and high ethical standards.
16. Communication/interpersonal skills to facilitate discussion.

TIME COMMITMENT

17. Board meetings are regularly scheduled for the last Wednesday of every month, excluding December, from 6:30 p.m. to 8:30 p.m.
18. Representation at Council meetings as required.

TERM

19. Terms for public members are for three (3) years.
20. All members can serve a maximum of three (3) consecutive terms, unless Council passes a resolution, with a two thirds majority, to reappoint that member for an additional term.

TRAINING

21. Thorough overview of organization and programs.
22. Board acumen.

GENERAL DUTIES

23. Understand and demonstrate a commitment to the Board's mandate and programs.
24. Prepare for meetings by reading agendas, minutes reports and other documentation required to actively participate in them.
25. Attend meetings regularly.
26. Contribute skills and knowledge by participating actively in meetings and committee work.
27. Make inquiries when clarification or more information is needed.

Attachment 2

- 28. Understand and monitor the Board's financial affairs.
- 29. Avoid any potential conflicts of interests.
- 30. Understand and maintain confidentiality.
- 31. Ensure the Board is complying with all legal and regulatory requirements.

REMUNERATION

- 32. Voluntary role. Service on the Banff Public Library Board is without remuneration.



Community Art Committee Recruitment Profile

MANDATE

The Community Art Committee is responsible for advising Council on matters pertaining to public art in the Town of Banff. This includes making recommendations on the content of the Municipal Public Art Program and providing expert guidance and advice with respect to creation, acquisition and installation of public art to various stakeholders and interested persons including land developers, public agencies and community groups.

ELIGIBILITY

1. As per the Community Art Committee (Committee) Terms of Reference, the Committee consists of seven (7) members:
 - Six (6) public members (if possible, two (2) of which should be representatives from the Whyte Museum of the Canadian Rockies and the Banff Centre); and
 - One (1) Councillor.
2. Residents of Banff.
3. Residents 18 years of age or older.

INELIGIBILITY

4. Non-resident of Banff.
5. Residents less than 18 years of age.
6. Residents active on other Town of Banff Boards, Committees, Commissions, or Corporations.
7. Town of Banff employees.

DESIRED COMPETENCIES

8. Public members should have experience in one or more of the following professions:
 - a. Artists
 - b. Art Educators
 - c. Arts Administrators/Consultants

Attachment 2

- d. Cultural Resource Management
 - e. Curators
 - f. Art Historians
 - g. Architects, Landscape Architects and Graphic Design Professionals
 - h. Conservators
 - i. Business or Industry
9. Preference may be given to include representation from The Whyte Museum of the Canadian Rockies and The Banff Centre.
 10. Broad knowledge of the community.
 11. Strong interest, passion and support for community art.
 12. Willingness to act as a champion for public art and key communicator in the promotion of public art.
 13. Clear understanding of governance principles and willingness to work within a governance structure.
 14. Financial literacy and experience in grant administration, fund development, strategic planning, and budgeting.
 15. Previous committee experience and ability to multi-task, organize, and prioritize tasks.
 16. A commitment to making Banff the best it can be for its citizens.
 17. A strong public service orientation.
 18. Integrity and high ethical standards.
 19. Communication, interpersonal, and effective listening skills to facilitate discussion.
 20. Creative and imaginative.
 21. Recognizes and considers the “eye of the beholder”, resonance with wide range of perceptions.
 22. Applies visionary rationale to themes, locations, genre of public art.

TIME COMMITMENT

24. Committee meetings are scheduled to occur a minimum of three times annually, based on the work requirements of the Committee. Other meetings may be designated as working meetings. When Committee meetings are scheduled, they generally occur on the second Wednesday of the month at 4:00 p.m. The Committee meets for approximately two (2) hours, based on the work requirements.
25. Work meetings may be called by the Chairperson of the Committee

Attachment 2

- 26. Preparation time for meetings.
- 27. Representation at Council meetings as required.
- 28. Additional advocacy at community and public art program events and initiatives as required.

TERM

- 29. Public members serve three (3) year terms.
- 30. Members can serve two (2) consecutive terms to a maximum of six (6) years.

TRAINING

- 31. Orientation by Planning and Environment staff.
- 32. Conferences/seminars/courses and depending upon budget.
- 33. Ongoing Planning and Environment staff support/liaison.

GENERAL DUTIES

- 34. Understand and demonstrate a commitment to the Committee's mandate and programs.
- 35. Prepare for meetings by reading agendas, minutes, reports, and other documentation required to actively participate in them.
- 36. Attend meetings regularly.
- 37. Contribute skills and knowledge by participating actively in meetings and Committee work.
- 38. Make inquiries when clarification or more information is needed.
- 39. Understand and monitor the Committee's financial affairs.
- 40. Avoid any potential conflicts of interests.
- 41. Understand and maintain confidentiality.
- 42. Ensure the Committee is complying with all statutory and legislative requirements.

REMUNERATION

- 43. Voluntary role. Service on the Town of Banff's Community Art Committee is without remuneration.



Community Grants Committee Recruitment Profile

MANDATE

The Community Grants Committee (Committee) is advisory in nature, making recommendations to Council by way of resolution for financial allocations of the community grants, in accordance with the Community Grants Council Policy.

The Community Grants Committee reviews grant applications and recommends financial allocations to Council for projects that enhance quality of life for residents under three funding streams:

- **Community Wellbeing** for registered non-profits charities, or societies or community groups serving Banff up to \$10,000 per grant.
- **Family and Community Support Services (FCSS) Building Bridges** for local non-registered community groups and individual(s) who are eligible, as per the FCSS funding agreement with the province up to \$2000 per grant.
- **Positive Environmental Impact** for registered non-profit charities, societies or community groups serving Banff up to \$10,000 per grant

ELIGIBILITY

1. As per the Community Grants Committee Terms of Reference, the Committee consists of five (5) public members.
2. Residents of Banff.
3. One (1) public member may be 16 – 17 years of age, while the remaining four (4) members must be 18 years of age or older.

INELIGIBILITY

4. Non-resident of Banff.
5. Residents less than 16 years of age.
6. Members of Council.
7. Town of Banff employees.

Attachment 2

DESIRED COMPETENCIES

8. Public members should include representatives from various age and cultural demographics of the community and interest areas such as recreation, social, business etc.
9. Capable of providing a wide perspective on issues.
10. Ability to work collaboratively with other Committee members and with Administration.
11. Communication/interpersonal skills to facilitate discussion.
12. A commitment to making Banff the best it can be for its residents.
13. Integrity and high ethical standards.
14. Strong decision-making skills.

TIME COMMITMENT

15. Committee meetings will be scheduled annually by the Committee, typically in the spring. Meetings will be approximately two (2) to four (4) hours in length, based on the work requirements of the Committee.
16. Preparation time for meetings.
17. Representation at Council meetings as required.

TERM

18. Public Members may be appointed for two (2) consecutive terms of up to three (3) years. Member term lengths shall be time staggered to allow for succession planning.

TRAINING

19. Orientation by Community Services staff.
20. Ongoing Community Services staff support/liaison.

GENERAL DUTIES

21. Understand and demonstrate a commitment to the Committees' mandate and programs.
22. Prepare for meetings by reading agendas, minutes, reports, and other documentation required to actively participate in them.
23. Attend meetings.
24. Contribute skills and knowledge by participating actively in meetings and Committee work.

Attachment 2

25. Make inquiries when clarification or more information is needed.
26. Avoid any potential conflicts of interests.
27. Understand and maintain confidentiality.
28. Ensure the Committee is complying with all statutory and legislative requirements.

REMUNERATION

29. Voluntary role. Service on the Town of Banff's Community Grant Committee is without remuneration.



Development Appeal Board Recruitment Profile

MANDATE

The Development Appeal Board (DAB or Board) hears appeals regarding decisions made by the Town of Banff Development and Subdivision authorities. By hearing appeals and making decisions on land use, the DAB fulfils a vital function in achieving the goals of orderly, beneficial and economic development. DAB decisions shape the community and affect the lives of developers, neighbours, citizens and businesses.

The Board is comprised of citizen members, Council, and Parks Canada. It makes decisions in an impartial manner and applies the principles of natural justice and procedural fairness, which includes but is not limited to:

- The right to a public hearing; a duty to be fair;
- The right for all affected parties to be heard;
- The right to an adjournment if the DAB determines it is merited; and
- The right to legal counsel.

The DAB is an independent, at arms length, quasi-judicial body established by Council, and its decisions are final and cannot be overturned unless the Board makes an error in some aspect of law or jurisdiction.

ELIGIBILITY

1. As per the Banff Land Use Bylaw, the DAB consists of a minimum of five (5) members:
 - Two (2) Members of Council;
 - A minimum of two (2) public members; and
 - One person, or 20% of the Board, nominated by the Federal Minister of the Environment.
2. Residents of Banff.
3. Residents 18 years of age or older.

INELIGIBILITY

4. Residents active on other Town of Banff Boards, Committees, Commissions, and Corporations.
5. Town of Banff employees.

Updated May 12, 2026
Classification: Public

Attachment 2



6. Non-resident of Banff.
7. Is less than 18 years of age

DESIRED COMPETENCIES

8. A strong public service orientation and willingness to advise and assist Council in planning high quality communities.
9. Knowledge or understanding of the forces that shape events in the community including attitudes and issues about growth and development, knowing how the local economy works and having some knowledge of community land use and development trends, legislation, policies and bylaws.
10. Expertise in one of the following areas and/or have served on public committees, working groups or advisory committees.
 - Knowledge of community design standards, zoning regulations;
 - Urban planning architecture, landscape architecture, urban design, environmental design, law, engineering, construction or real estate;
 - Legislation, policy, and/or
 - Management/administration.
11. Clear understanding of governance board principles, administrative and parliamentary procedures and a willingness to work within a governance structure.
12. Integrity, high ethical standards and an ability to be perceived as fair and impartial.
13. An understanding of the quasi-judicial function of a tribunal and of the principles of administrative law and natural justice.
14. The ability to commit the required time on a year round basis. A Board Member should have the time to not only attend the meetings and work sessions but to prepare for the meetings beforehand.
15. Excellent analytical/reasoning skills and ability to represent the broader interests of the public and community at large.
16. An effective listener with strong decision making skills and the ability to support decisions based on fact, even if it disagrees with their personal opinion.

Attachment 2



17. The ability to understand, organize and apply complex plans, relevant legislation, statutory documents and case law.
18. The ability to speak in public and communicate effectively with administration, applicants and other parties appearing before the Board.
19. The ability to learn and know all sides of an issue before forming an opinion. This means becoming familiar with the Banff Community Plan, the Town of Banff Land Use Bylaw and Municipal Government Act, Incorporation Agreement and reviewing all staff material, related correspondence and considering all testimony at the meeting before forming an opinion.

TIME COMMITMENT

20. Meetings may be scheduled on any workday, in accordance with the legislation, but are typically scheduled to the second Thursday of the month, during regular business hours. If required, the Board may set additional dates for hearings. Each appeal must be handled within strict time limits, and it is critical that members be available to meet timelines.
21. Members should have the ability and willingness to prepare for, attend and participate in full day hearings together with additional time required to draft and review the decision. (Each hearing of the DAB must be handled within strict time limits, and it is critical that members be available to meet the timelines).

TERM

22. Public members serve one year terms.
23. There is no maximum number of years a member may serve; however, the member must apply for reappointment at the completion of their term.

TRAINING

24. DAB members must successfully complete a training program set or approved by the Minister of Municipal Affairs. This course is taken by members after they have been appointed to the Board.
25. DAB members reappointed after 3 years must successfully complete the member refresher course approved by the Minister of Municipal Affairs.
26. Orientation by Planning and Environment staff, Legislative Services staff, or outside experts including training with regard to the Incorporation Agreement.
27. Thorough overview of Board programs.

Attachment 2



28. Ongoing Legislative Services staff support.

GENERAL BOARD DUTIES

29. Understand and demonstrate a commitment to the Board's mandate and statutory duties subject to the limitations outlined in the *Municipal Government Act*.
30. Prepare for meetings by reading agendas, minutes reports and other documentation required to actively participate in them.
31. Attend meetings regularly.
32. Participate in the decision by concentrating on the evidence presented and basing the decision on the evidence provided in the hearing. This includes contributing to the written decision, ensuring that written reasons are provided and supporting the decision made by the DAB after it is made.
33. Make inquiries when clarification or more information is needed.
34. Avoid any potential conflicts of interests.
35. Understand and maintain confidentiality.
36. Ensure the Board is complying with municipal bylaws, policies, procedures and standards; provincial and federal legislation; administrative law and any applicable statutory plans.

REMUNERATION

37. As directed by the Committees Honorarium Bylaw.

Development Appeal Board *		
	Board Member	Chairperson
Meeting – 0 to 4 hours	\$118	\$163
Meeting – over 4 hours	\$236	\$325
Training Day – 0 to 4 hours	\$118 plus mileage	\$118 plus mileage
Training Day– over 4 hours	\$236 plus mileage	\$236 plus mileage

Attachment 2



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	Board Member	Chairperson
January 1, 2027 to December 31, 2027	Previous Year Per Diem Rate for + Base Wage Market Adjustment	Previous Year Per Diem Rate + Base Wage Market Adjustment
January 1, 2028 to December 31, 2028	Previous Year Per Diem Rate + Base Wage Market Adjustment	Previous Year Per Diem Rate + Base Wage Market Adjustment
January 1, 2029 to Swearing In, 2029	Previous Year Per Diem Rate + Base Wage Market Adjustment	Previous Year Per Diem Rate + Base Wage Market Adjustment



Municipal Planning Commission Recruitment Profile

MANDATE

The Banff Municipal Planning Commission (MPC or Commission) reviews and makes decisions on development and subdivision applications and advises Council on amendments to the Land Use Bylaw. The Municipal Planning Commission is made up of five citizen representatives, two Council representatives and one person nominated the Federal Minister of the Environment.

In additions to making decisions on development and subdivision applications, MPC's roles also includes:

- Advising and assisting Council in achieving the orderly, economical and beneficial development of land;
- Maintaining and improving the quality of the physical environment in Banff;
- Making recommendations on the designation of land;
- Reviewing and making recommendations on municipal capital projects referred to it; and
- Providing input into special planning studies, planning policies and development related matters.

ELIGIBILITY

1. Residents of Banff.
2. Residents 18 years of age or older.

INELIGIBILITY

3. Non-resident of Banff.
4. Residents less than 18 years of age.
5. Residents appointed to other Town of Banff Boards, Committees, Commissions, and Corporations.
6. Town of Banff employees, except those specifically allowed by the Land Use Bylaw.

DESIRED COMPETENCIES

7. A strong public service orientation and willingness to advise and assist Council in planning high quality communities.

Attachment 2

8. Knowledge or understanding of the forces that shape events in the community including attitudes and issues about growth and development, knowing how the local economy works and having some knowledge of community land use and development trends, legislation, policies and bylaws.
9. Expertise or an interest in one of the following areas and/or have served on public committees, working groups or advisory committees:
 - Knowledge of community design standards, zoning regulations;
 - Urban planning architecture, landscape architecture, urban design, environmental design, law, engineering, construction or real estate;
 - Legislation, policy, and/or
 - Management/administration.
10. Clear understanding of governance board principles, administrative and parliamentary procedures and a willingness to work within a governance structure.
11. Integrity and high ethical standards.
12. An understanding of principles of administrative law and natural justice.
13. The ability to commit the required time on a year round basis. A planning commissioner should have the time to not only attend the meetings and work sessions but to prepare for the meetings beforehand.
14. Excellent analytical/reasoning skills and ability to represent the broader interests of the public and community at large.
15. An effective listener with strong decision making skills and the ability to support decisions based on fact, even if it disagrees with their personal opinion.
16. The ability to write, in plain language, the decision and explain the reasons for the decision.
17. The ability to speak in public and communicate effectively with administration, applicants and other parties appearing before the MPC.
18. The ability to learn and know all sides of an issue before forming an opinion. This means becoming familiar with the Banff Community Plan, Incorporation Agreement, the Town of Banff Land Use Bylaw and *Municipal Government Act*, reviewing all staff material, related correspondence and considering all testimony at the meeting before forming an opinion.

TIME COMMITMENT

19. MPC meetings are scheduled to occur on the second Wednesday of each month or as required.
20. Meetings are generally four hours in length. As well, most commission activities occur during weekday daytime hours, so commission members should have control over their schedule.

Attachment 2

21. Preparation time for meetings.

TERM

22. Public members serve one year terms.
23. Members may be reappointed to a maximum of six (6) consecutive years.

TRAINING

24. Orientation by Planning and Environment staff and / or outside experts.
25. Thorough overview of committee programs.
26. Ongoing Planning and Environment staff support.

GENERAL BOARD DUTIES

27. Understand and demonstrate a commitment to the Commission's mandate and statutory functions.
28. Prepare for meetings by reading agendas, minutes reports and other documentation required to actively participate in them.
29. Attend meetings regularly. Members may miss no more than three consecutive meetings or five meetings within a calendar year, without obtaining leave of absence from the Municipal Clerk. Membership will be terminated following such an absence.
30. Contribute skills and knowledge by participating actively in meetings and committee work.
31. Make inquiries when clarification or more information is needed.
32. Avoid any potential conflicts of interests.
33. Understand and maintain confidentiality.
34. Ensure the Commission is complying with all legal and regulatory requirements.

REMUNERATION

35. As directed by the Committees Honorarium Bylaw.

Attachment 2

Municipal Planning Commission *		
	Board Member	Chairperson
Meeting – 0 to 4 hours	\$118	\$163
Meeting – over 4 hours	\$236	\$325
Training Day – 0 to 4 hours	\$118 plus mileage	\$118 plus mileage
Training Day– over 4 hours	\$236 plus mileage	\$236 plus mileage

*Honoraria rates are effective from November 01, 2025, until December 31, 2026. As of January 01, 2027, the following will be applicable:

	Board Member	Chairperson
January 1, 2027 to December 31, 2027	Previous Year Per Diem Rate for + Base Wage Market Adjustment	Previous Year Per Diem Rate + Base Wage Market Adjustment
January 1, 2028 to December 31, 2028	Previous Year Per Diem Rate + Base Wage Market Adjustment	Previous Year Per Diem Rate + Base Wage Market Adjustment
January 1, 2029 to Swearing In, 2029	Previous Year Per Diem Rate + Base Wage Market Adjustment	Previous Year Per Diem Rate + Base Wage Market Adjustment



Town of Banff Police Governance Committee Recruitment Profile

MANDATE

The Town of Banff Police Governance Committee (Committee) will represent the interests and concerns of the public in setting policing priorities for the Banff Detachment of the Royal Canadian Mounted Police (RCMP).

ELIGIBILITY

1. Residents of the town of Banff.
2. Residents 18 years of age or older.
3. Must complete an Enhanced Security Check managed by the Provincial Security Intelligence Office.

INELIGIBILITY

4. Residents who are employed by the RCMP or become employed by the RCMP during their term.
5. Town of Banff employees

DESIRED COMPETENCIES

6. Demonstrated understanding of the importance of always maintaining privacy and security of policing information.
7. Understanding or knowledge of security and safety related issues within the town of Banff and surrounding area.
8. Willingness to support the Town of Banff in its priority to provide a safe place for all residents and visitors.
9. Ability to work in a committee and discuss complex issues with sensitivity and respect.
10. Experience in working on a committee, community association, board or council committee.

CHAIR

11. The Members of the Policing Committee shall at their first meeting each year, elect from their members a Chair and one or more Vice-Chairs.

Attachment 2

TIME COMMITMENT

12. Meetings will be held no less than quarterly, or 4 times per year. Attendance may be in person or virtual.

TERM

13. Public Committee members will be appointed to terms of two (2) or three (3) years.
14. There maximum number of years a member may serve is six (6). However, members must reapply at the end of each appointed term.

TRAINING

15. Police Governance Committee members must read, understand and apply the *Alberta Police Act* and Police Service Regulations to fulfill the required duties of the Committee.
16. Committee members must be able to apply the Banff Procedures Bylaw for meeting activities.
17. The Town of Banff RCMP Administrative employees shall provide administrative support to the Policing Committee

REMUNERATION

18. Voluntary role. Service on the Town of Banff's Police Governance Committee is without remuneration.

From: [Sharon Oakley](#)
To: [Libbey McDougall](#)
Cc: [Kaylee Ram](#)
Subject: BHC recruitment questions
Date: Monday, June 8, 2026 10:18:54 AM

Hi Libbey,

The Banff Housing Corp (BHC) board has revised the questions for BHC board member recruitment.

Directors are responsible for providing oversight and direction to the BHC including establishment and approval of the organization's Strategic Framework and priorities; ensuring the financial stability, viability and longevity of the organization; promoting a public understanding and awareness of the BHC.

1. What skills, knowledge, and experience would you bring to the Banff Housing Corporation Board to support effective governance, strategic direction, financial sustainability, and public awareness? Please check all skills that apply to your experience and background. Please add a description of their experience and context to the items they selected.

- Accounting and financial management
- Audit and risk management
- Legal and governance
- Human resources
- Strategic planning
- Non-profit leadership
- Housing and homelessness sector experience
- Property management and building operations
- Real estate and development
- Construction and capital projects
- Government relations
- Policy development
- Community engagement
- Communications and public relations
- Fundraising and grant development
- Indigenous relations and cultural awareness
- Equity, diversity, and inclusion
- Lived experience of housing need
- Environmental sustainability and energy management
- **INSERT TEXT BOX**

2. What do you see as the role of Banff Housing Corporation in addressing Banff's housing needs, now and in the future?

3. Do you currently own a property or rent a property/ room within the Banff Housing Corporation portfolio?

- Own
- Rent

4. Have you owned or rented a property/room within the Banff Housing Corporation portfolio in the past?

- Owned
- Rented

Sharon Oakley MA (She/her)/Manager, Housing Sustainability

Town of Banff

Banff Town Hall, 110 Bear Street

Box 1260, Alberta, Canada T1L 1A1

P 403.762.1106 F 403.762.1264 C.403.431.5243

www.facebook.com/BanffTown

www.twitter.com/Banff_Town

www.instagram.com/banfftown

www.youtube.com/youbanff

www.banff.ca

We acknowledge that we live, work, and play on the traditional and ancestral territories of the Blackfoot Confederacy, Stoney Nakoda Nation, and Tsuut'ina Nation. We also recognize this land is traditionally, spiritually, and culturally shared with other Indigenous peoples including the Métis, Ktunaxa, and Secwépemc Nations.

NOTICE OF MOTION

Subject: Waiving of 2026 Sidewalk Seating and Outdoor Merchandising Fees for Caribou Street Businesses



Presented to: Council - Regular

Date: June 23, 2026

Sponsoring Member(s) of Council: Mayor Corrie DiManno
Council-2026-003

WHEREAS due to impacts from the Bear Street Shared Street construction project, Council waived Sidewalk Seating and Outdoor Merchandise Fees for Bear Street businesses in 2021.

AND WHEREAS we know businesses on Caribou Street have been impacted by the Caribou Street Reconstruction project since September 2025.

AND WHEREAS There is precedent for waiving Sidewalk Seating and Outdoor Merchandise Fees.

NOW THEREFORE BE IT RESOLVED that Council exempt Caribou Street businesses (Lynx Street to Banff Avenue) from the Sidewalk Seating and Outdoor Merchandise Fees of approximately \$25,000 for 2026, as set out in the 2026 Fees and Charges Bylaw 388-9, and that the resulting 2026 Operating Budget shortfall to be funded through the Budget Stabilization Reserve.

Submitted By:

Corrie DiManno
Town of Banff Mayor



**MINUTES OF THE REGULAR MEETING OF THE
BANFF HERITAGE CORPORATION
of the Town of Banff in the Province of Alberta
Jim Bennett Room, 110 Bear Street
Thursday, March 19, 2026, at 1:30 p.m.**

CORPORATION MEMBERS PRESENT

Anne Ewen	Public Representative (Chair)
Deborah Cameron	Public Representative
Kate Leonard	Parks Canada Agency
Kate Riordon	Whyte Museum Representative
Brian Standish	Council Representative
Evelyn Yiwen	Public Representative (via zoom)
Robin Cowan	Public Representative
Anita Battrum	Honorary Public Representative
Marvin DeJong	Alberta Association of Architects
Steve Malins	Province of Alberta (via zoom)

CORPORATION MEMBERS ABSENT

Harvey Locke	Eleanor Luxton Historical Foundation (Vice-Chair)
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ADMINISTRATION PRESENT

Michelle Jorgensen	Heritage Planning and Public Art Coordinator
Darren Enns	Director of Planning and Environment
Armin Jahromi	Graduate Heritage Intern, Planning and Environment
Kerry MacInnis	Administrative Assistant, Planning and Environment

1.0 CALL TO ORDER

The Chair called the regular meeting of the March 19, 2026, Banff Heritage Corporation to order at 1:30 p.m.

2.0 APPROVAL OF AGENDA

- 2.1. Public and/or corporate Input on the Banff Heritage Corporation agenda for March 19, 2026 – None
- 2.2. Approval of the Banff Heritage Corporation agenda for March 19, 2026



HER26-8 Moved by Chair Ewen

That the Banff Heritage Corporation approve the March 19, 2026, meeting agenda as presented.

MOTION CARRIED

3.0 ADOPTION OF PREVIOUS CORPORATION MINUTES

3.1 Minutes of January 15, 2026, Regular Meeting

HER26-9 Moved by Leonard

That the Banff Heritage Corporation approve the January 15, 2026, meeting minutes of the Banff Heritage Corporation meeting as presented.

MOTION CARRIED

4.0 NEW BUSINESS

4.1 Discussion Around Heritage in Banff –postponed until the next meeting of the Banff Heritage Corporation.

4.2 Conclusion of Graduate Heritage Intern's Term March 31, 2026 – Michelle Jorgensen/Darren Enns (verbal report)

HER26-10 Moved by Councillor Standish

That the Banff Heritage Corporation receive the information for the corporation record.

MOTION CARRIED

4.3 Alberta Heritage Places Network Founding Meeting April 25, 2026, Olds College – Michelle Jorgensen (Invitation attached)

Jorgensen will be in attendance as part of the steering committee, Riordon and DeJong will be attending this event to represent Banff Heritage Corporation.



HER26-11 Moved by Chair Ewen

That the Banff Heritage Corporation receive the information for the corporation record.

MOTION CARRIED

5.0 STAFF UPDATES

5.1 Saddington Relocation Update – Darren Enns/Michelle Jorgensen (verbal update)

HER26-12 Moved by Cameron

That the Banff Heritage Corporation receive the information for the corporation record.

MOTION CARRIED

5.2 Draft Land Use Bylaw Amending Bylaw 497 for Heritage Resource Action Plan Tactics – Darren Enns (verbal update)

HER26-13 Moved by Cowan

That the Banff Heritage Corporation receive the information for the corporation record.

MOTION CARRIED

5.3 Update on Town of Banff Heritage Symposium – Deborah Cameron/Michelle Jorgensen (verbal update)

HER26-14 Moved by Cameron

That the Banff Heritage Corporation receive the information for the corporation record.

MOTION CARRIED

5.4 Endorsement of 10 Statements of Significance – Armin Jahromi (report attached)



HER26-15 Moved by Cameron

That the Banff Heritage Corporation recommend to administration to retain the requirement for heritage integrity as part of the Statement of Significance of a heritage property, including information about the original site of the building.

MOTION CARRIED

HER26-16 Moved by Cowan

That the Banff Heritage Corporation endorse the proposed Statements of Significance for the following:

- Attachment 1 - The Saddington Home
- Attachment 2 - The TELUS Building
- Attachment 3 - The Sanson Residence
- Attachment 4 - The Rundle Memorial United Church
- Attachment 5 - The Holmes McGinn Residence
- Attachment 6 - The D.C. Bayne Residence
- Attachment 7 - The Banff Fire Hall
- Attachment 8 - St. Paul's Presbyterian Church
- Attachment 9 - Sign of the Goat Curio Shop
- Attachment 10 - CPR Section House

MOTION CARRIED

5.5 Proposed Addition of Cascades of Time Garden Pavilions to the Heritage Inventory - Armin Jahromi (Report attached)

HER26-17 Moved by Cowan

That the Banff Heritage Corporation approve the addition of the Rustic Lookout Pavilion, Devonian Pavilion, and Cambrian Pavilion to the Municipal Heritage Inventory.

MOTION CARRIED

5.6 Heritage Resource Management Policy C5003-01 and Assessing Heritage Significance Proposed Revisions - Armin Jahromi/Michelle Jorgensen (Report attached)



HER26-18 Moved by Riordon

That the Banff Heritage Corporation recommend to Council the proposed amendments to Policy C5003-01, Heritage Resource Management, to formalize the procedural requirements for adding properties to the Municipal Heritage Inventory.

MOTION CARRIED

HER26-19 Moved by Riordon

That Banff Heritage Corporation approve the proposed revisions to Assessing Heritage Significance, to formalize the procedural guidelines for adding properties to the Municipal Heritage Inventory.

MOTION CARRIED

5.7 Proposed Policy C5003-02 Heritage Resource Management, Council Meeting March 24, 2026 – Michelle Jorgensen (verbal update)

HER26-20 Moved by Cowan

That the Banff Heritage Corporation receive the information for the corporate record.

MOTION CARRIED

6.0 ADJOURNMENT

The Banff Heritage Corporation, by unanimous consent, agreed that the March 19, 2026, Regular Meeting of the Banff Heritage Corporation adjourns at 3:40p.m.

6.1 The next regular meeting of the Banff Heritage Corporation is scheduled for Thursday, May 21, 2026, at 1:30 p.m.

**MINUTES OF THE REGULAR MEETING OF THE
TOWN OF BANFF COMMUNITY ART COMMITTEE**
Town of Banff Ted Langridge Room and Zoom
Wednesday, April 8, 2026, at 4:00 p.m.

COMMITTEE MEMBERS PRESENT

Elise Findlay (Chair)
Kathy Rettie (Public Member) (via zoom)
Amie Lalonde (Whyte Museum Representative) (Vice Chair)
Michelle Backhouse (Council Representative)
James Hardingham (Public Member)
Jason Deary (Banff Centre)
Hana Kujawa (Public Member)

COMMITTEE MEMBERS ABSENT

ADMINISTRATION PRESENT

Michelle Jorgensen, Heritage Planning and Public Art Coordinator
Kerry MacInnis, Administrative Assistant, Planning and Environment

1.0 CALL TO ORDER

Chair Findlay called the March 4, 2026, meeting of the Community Art Committee to order at 4:05p.m.

2.0 APPROVAL OF AGENDA

2.1 Agenda for the April 8, 2026, Regular Meeting of the Community Art Committee

ART26-29 Moved by Councillor Backhouse to approve the agenda as amended.

Add: 7.1 Wolf Street Hoarding Project – paint supplier

MOTION CARRIED

3.0 INVITED PRESENTATIONS

None

4.0 ADOPTION OF PREVIOUS COMMITTEE MINUTES

4.1 Minutes of the March 4, 2026, Regular Meeting of the Community Art Committee

ART26-30 Moved by Lalonde to adopt the minutes of the March 4, 2026, meeting of the Community Art Committee as presented.

MOTION CARRIED

5.0 DELEGATIONS

- 5.1 Kristina Macdonald, Director, Experience Development & Events, Banff & Lake Louise Tourism, Invited for Discussion Re: Art In Nature Initiative

ART26-31 Moved by Councillor Backhouse that the Banff Community Art Committee receives the information for the record and returns to a future meeting to discuss how the Committee may support the Art In Nature program in the future.

MOTION CARRIED

6.0 STRATEGIC PLANNING

- 6.1 Communication about Public Art Program – James Hardingham

ART26-32 Moved by Councillor Backhouse that the Banff Community Art Committee receive the update for information.

MOTION CARRIED

7.0 CORRESPONDENCE

- 7.1 Chair Findlay provided a verbal update regarding a paint supplier that may be interested in providing supplies for the temporary student mural project.

ART26-33 Moved by Chair Findlay that the Banff Community Art Committee receive the update for information.

MOTION CARRIED

8.0 ADDITIONAL INFORMATION

None

9.0 UNFINISHED BUSINESS

- 9.1 New Site for Public Art at Town Hall Entrance Plaza for Discussion – Michelle Jorgensen report

ART26-34 Moved by Chair Findlay that members of the Banff Community Art Committee return to the next meeting of the committee with public art location options for consideration.

MOTION CARRIED

- 9.2 Wolf Street Construction Hoarding Temporary Student Mural Project Update – Sub-Committee – verbal update

ART26-35 Moved by Chair Findlay that the Banff Community Art Committee receive the information for the record.

MOTION CARRIED

9.3 220 Bear Street Mall Mural Location (formerly Public Art Inventory Damage – “When I Close My Eyes”) – update – Michelle Jorgensen report

ART26-36 Moved by Councillor Backhouse that members of the Banff Community Art Committee direct Administration to gather additional information about approaches for mural installation, including cost estimates, for discussion at the next meeting of the committee.

MOTION CARRIED

10.0 **DATE OF NEXT MEETING**
June 3, 2026

11.0 **ADJOURNMENT**

ART26-37 Moved by Chair Findlay for adjournment at 5:40pm.

MOTION CARRIED

Elise Findlay
Committee Chair

Kerry MacInnis
Recording Secretary



Regular Board Meeting Minutes
Wednesday, April 08, 2026, 9:00 a.m.
Bow River Seniors Lodge, Canmore, AB

PRESENT: Lisa Rosvold, Jeff Mah, Rob Murray, David Fullerton, Don Beaulieu and Jenny Heath

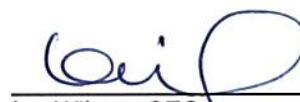
TELECONFERENCE Kaylee Ram

ALSO PRESENT: Ian Wilson (CEO), Greg Hutchings (Operations Manager), and Jennifer Comighod (Client Services Manager)

1. **CALL TO ORDER**
Chairperson L. Rosvold called the meeting to order at 9:04 a.m.
2. **ADOPTION OF AGENDA**
Motion 26-029: D. Fullerton to approve the agenda. Carried unanimously.
3. **APPROVAL OF THE CONSENT AGENDA**
Motion 26-030: R. Murray to approve the consent agenda. Carried unanimously.
4. **COMMITTEE REPORT**
 - a. **Personnel Committee**
Motion 26-031: D. Beaulieu to take the meeting in camera. Carried unanimously.
Motion 26-032: J. Heath to take the meeting out of camera. Carried unanimously.
5. **CEO REPORT**
 - a. **2026 Municipal Requisition Report:** report provided and discussed.
Motion 26-033: J. Mah to accept the report as information. Carried unanimously.
6. **CORRESPONDENCE / INFORMATION**
 - a. **Q1 2026 Strategic Plan Progress Report:** report provided and discussed
Motion 26-034: D. Fullerton to accept the report as information. Carried unanimously.
7. **DATE AND LOCATION OF NEXT MEETING**
 - a. **Regular Meeting of the Board:** June 10, 2026, starting at 9:00 a.m. in Bow River Lodge, Canmore
 - b. **Regular Meeting of the Board:** August 26, 2026, starting at 9:00 a.m. in Bow River Lodge, Canmore.
8. **ADJOURNMENT**
Motion 26-035 R. Murray that the meeting adjourn at 10:35 a.m. Carried unanimously.



Lisa Rosvold, Chairperson



Ian Wilson, CEO

MINUTES PREPARED BY: Jennifer Comighod, Client Services Manager

Monthly Bulletin

June 2026



NEWS, INITIATIVES, AND EVENTS

Rent Supplement Program

The Rent Supplement Program is funded exclusively the Government of Alberta. As one of the key initiatives of their Stronger Foundations affordable housing strategy, they have more than doubled the budget since 2023, allowing us to increase the monthly supplement maximum and help even more families afford to rent in the region.

2026 Municipal Requisitions

Municipal members received their annual requisition information in April, and we are pleased to report that the bulk of these funds have already been received. These resources are critical to the ongoing operation of our seniors lodge program, enabling us to continue providing high-quality, affordable housing and support services to our residents. We greatly appreciate the continued financial support from the ratepayers of the region.

Gas Leak Incident

On June 1, 2026, a gas leak occurred in the nearby neighbourhood, prompting a short evacuation advisory from the Town of Canmore. I was alerted directly by Canmore's Director of Emergency Management, who provided us with a quick alert, timely updates, and confirmation that the situation was resolved and the all-clear was issued within a very short time. From our perspective, this was a good real-world test of our emergency communications with the Canmore Emergency Coordination Centre. The Town handled the situation efficiently, and there was no impact on our residents or operations. We appreciate the prompt and transparent communication from the Town and remain confident in our shared emergency response systems.

PROGRAM OCCUPANCY RATES

Bow River Lodge - SL	100%
Bow River Lodge – CCHTB	97%
Cascade House	95%
Bow River Homes	100%
Mount Edith House	100%
Community Housing	100%
Rent Supplement	100%

SPECIAL PROJECTS

This is Home (Phase 3+)

Our application to Alberta Assisted Living and Social Services' Affordable Housing Partnership Program (AHPP) was not successful in this round. Given the highly competitive nature of the program and the more advanced stage of other projects, this outcome was not unexpected.

We have used this time productively to significantly strengthen the project. Working with a construction and design firm that generously contributed their expertise on a voluntary basis (as part of a case study), we have developed a much more robust business case. This approach has advanced the project to the

point where we are now ready to go to tender for a firm to take us to very near “shovel-ready” status — an approach strongly preferred by the Government of Alberta. This method has also allowed us to save significantly on a typically very expensive process, with estimated savings of \$100,000 to \$200,000 so far. We are also applying to the federal Build Canada Homes program for low-interest financing using this enhanced business case.

We are actively pursuing talks with the Government of Alberta to explore greater collaboration and innovative ways of advancing this project as affordably as possible. If approved, This is Home (Phase 3+) will meaningfully expand our Community and Seniors’ Independent Housing portfolio by introducing new types and levels of affordability in Canmore and potentially other communities. We remain optimistic that the Government of Alberta will support this important opportunity and look forward to collaborating with the Province, the Town of Canmore, and other housing partners to help address the ongoing housing challenges in the Bow Valley.

BOW VALLEY REGIONAL HOUSING

Alberta's HMBs were created by the Government of Alberta (GOA) to operate and administer provincially owned social housing facilities and programming. The province holds an extensive portfolio of these facilities through the Alberta Social Housing Corporation (ASHC), serving many needy and vulnerable Albertans. Each HMB is a not-for-profit self-governing corporation under the Alberta Housing Act that manages ASHC assets in their respective region. HMBs may operate various housing programs and own facilities. HMBs function as property managers for the province, often working to address relevant housing needs in their region.

Every municipality in Alberta is a contributing member of their regional HMB and, as such, must have at least one appointee serving on the governing board. HMB board members are responsible for acting in the best interests of the body and the entire region.

HMB operational funding sources can vary. Tenants pay accommodation fees, which are usually subject to affordability limits. These limits typically lead to operating deficits by constraining the ability to collect fees sufficient to cover operations costs fully. Provincial grants and municipal requisitions subsidize seniors' lodge deficits, whereas the province alone funds deficits in independent seniors and community housing programs.

As the HMB for the Bow Valley region, BVRH is responsible for social housing and affordable supportive living accommodation for seniors throughout Kananaskis Country, the Bow Corridor, the MD of Bighorn, and all of Banff National Park.

We are an independent body that collaborates with two provincial ministries, five municipal governments, numerous agencies in our region, and provincial organizations to provide and promote safe and appropriate housing. Please see www.bvrh.ca for contact information.

OUR MISSION STATEMENT

Bow Valley Regional Housing provides accommodation services, including seniors' supportive living for Bow Valley region residents who struggle to secure and maintain income-appropriate housing.

We provide housing-related programs to approximately 400 residents in the Bow Valley region, delivered through our four programs. These programs are housed across seven properties in Banff and Canmore that contain thirty-four separate buildings, twenty of which are stand-alone houses.

Our projects include the following:

- Seniors' lodges in Canmore and Banff provide room and board to the 140 residents.
 - The Continuing Care Home Type B with Secure Space wing at Bow River Lodge in Canmore delivers 24-hour care accommodations to the region through sixty suites that provide appropriate care and accommodation to our most vulnerable seniors.
 - Cascade House in Banff has four apartments for independent seniors.
- Seniors' self-contained independent housing buildings in Canmore and Banff that include a total of 62 one-bedroom apartments.
- Family housing residences in Canmore include 38 townhouses and 20 houses.
- Employee housing units in Canmore include eight double-occupancy units.
- Rent Supplement Programs currently provide financial assistance to approximately 70 households in the Bow Valley.
- Planning is underway for re-profiling a part of the Bow River Lodge site to increase the number of seniors' self-contained suites while adding other affordable housing options.

OUR VISION STATEMENT

Bow Valley Regional Housing collaborates with relevant agencies, ensuring that suitable programming mitigates the housing needs of our client base.

- We make decisions and recommendations using relevant and valid community trends and housing needs data.
- We obtain funding to develop infrastructure that meets identified needs in social and supportive income-appropriate housing programs.
- We embrace principles that incorporate innovation, service excellence, best practices, and energy efficiency.
- We attract, retain, and support highly qualified and caring staff.

The BVRH team includes approximately sixty employees based at Bow River Seniors Lodge in Canmore and Cascade House in Banff. Our Central Administration and Maintenance Teams are based in Canmore and serve all our projects. We have dedicated Housekeeping and Food Services Teams at both lodges.

OUR VALUES



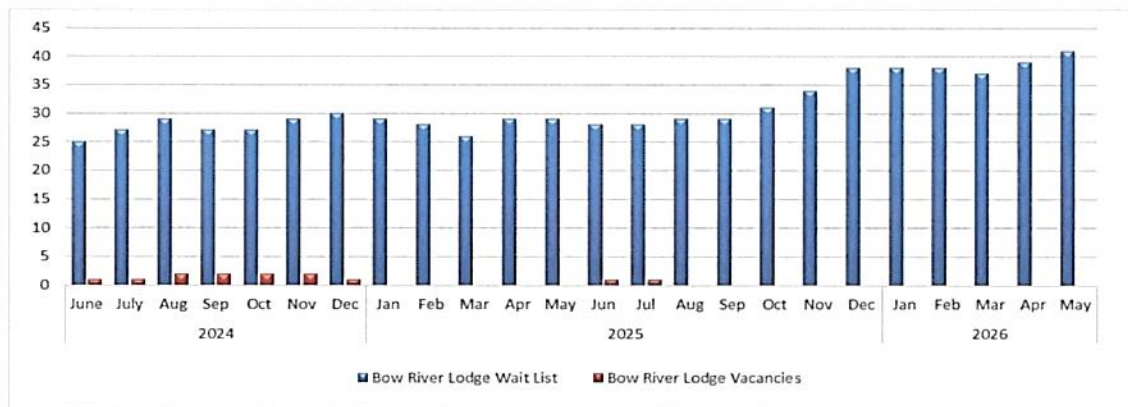
May 2026 Occupancy & Waitlist Report



Bow River Seniors Lodge in Canmore

Occupancy and waitlist as of May 31, 2026:

- The lodge has sixty-three residential suites.
- Of those suites, fifty-seven are occupied.
- The other suites are not available for occupancy. They are not captured in the chart below, but include the following:
 - Three are utilized as storage or amenity space.
 - Three are being rehabilitated.
- 100% of the habitable suites are occupied.
- One lodge resident transferred to the Continuing Care Home Type B program.
- Forty-one candidate households are wait-listed.



Bow River Seniors Lodge – Continuing Care Home Type B (formerly Designated Supportive Living - DSL) in Canmore

Occupancy as of May 31, 2026:

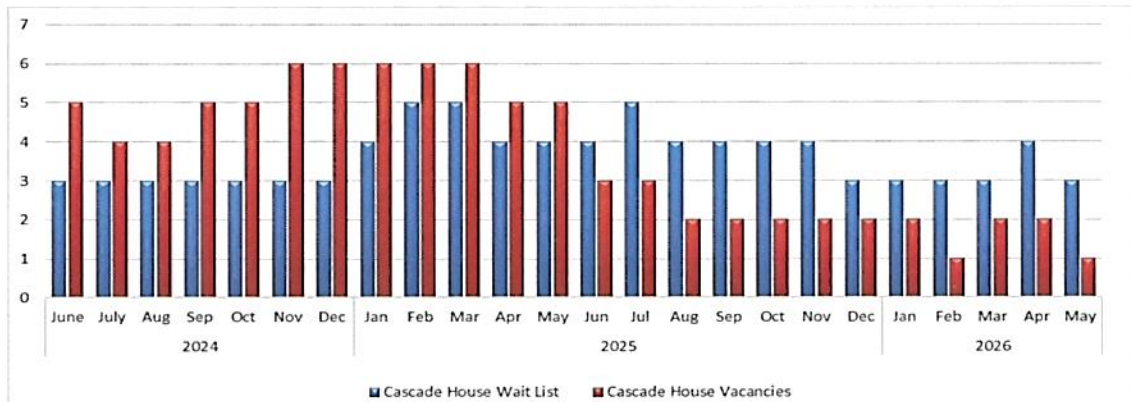
- There are sixty units in Continuing Care Home Type B.
- First floor – Type B - Secure Space has thirty units at 90% occupancy.
- Second floor – Type B (formerly DSL4) has thirty units at 97% occupancy.
- AHS controls the admissions process; we are not privy to the waitlist information.

Cascade House (Seniors Lodge) in Banff

Occupancy and waitlist as of May 31, 2026:

- The lodge has twenty-three residential suites.
- Of those suites, twenty-two are occupied or available for occupancy
- The other suites are not available for occupancy. They are not captured in the chart below, but include the following:
 - One is being rehabilitated.
- 95% of the habitable suites are occupied.
- One moved into the lodge program, and one couple moved into the third- floor apartment.

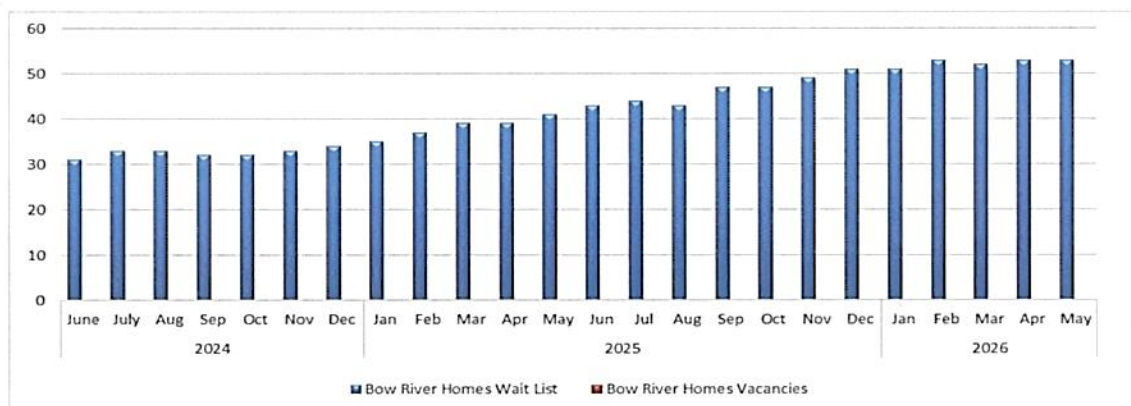
- Three candidate households are wait-listed, and none of them are ready to move in.



Bow River Homes (Seniors Self-Contained) in Canmore

Occupancy and waitlist as of May 31, 2026:

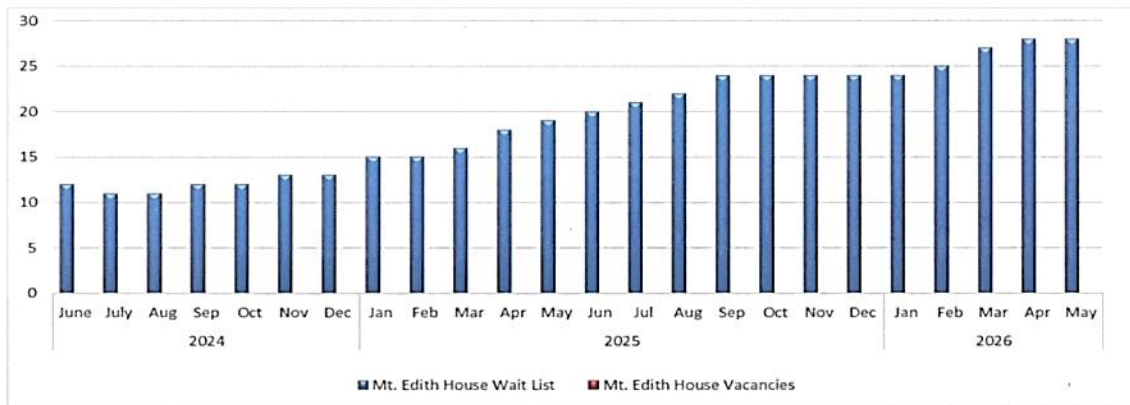
- The project has twenty-eight self-contained residential units.
- 100% of the habitable units are occupied.
- Fifty-two candidate households are wait-listed.



Mount Edith House (Seniors Self-Contained) in Banff

Occupancy and waitlist as of May 31, 2026:

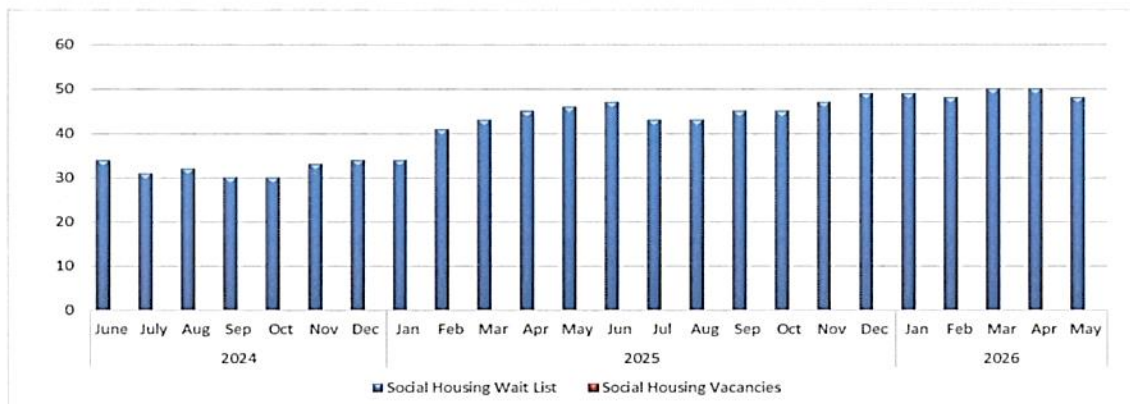
- The building has thirty-four self-contained residential units.
- Of those units, thirty-three are occupied.
- The other unit is not available for occupancy. They are not captured in the chart below, but include the following:
 - One is being rehabilitated.
- 100% of the habitable units are occupied.
- Twenty-eight candidate households are wait-listed.



Community Housing Projects in Canmore

Occupancy and waitlist as of May 31, 2026:

- The portfolio has fifty-eight individual residential units.
- Of those fifty-eight units, fifty-five are occupied or available for occupancy.
- The other units are not available for occupancy. They are not captured in the chart below, but include the following:
 - Three are being rehabilitated.
- 100% of the habitable units are occupied or awarded pending move-in.
- Three households moved in, and two have been awarded and are pending move-in.
- Forty-eight candidate households are wait-listed.



Rent Supplement (RS) Programs in the Bow Valley Region.

Occupancy and waitlist as of May 31, 2026:

- A monthly budget of \$52,967.00.
- Providing financial subsidies to eighty active client households.
- Thirty-three candidate households are wait-listed.
- The monthly subsidy totalled \$47,711.00, averaging \$596.00 per client household.
- Of our active RS client households:
 - 65 live in Canmore
 - 11 live in Banff
 - 4 live in the MD of Bighorn