



TOWN OF BANFF COUNCIL FINAL ORDER OF BUSINESS

Regular Meeting of Council
Town of Banff Council Chambers
Tuesday, June 09, 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 Agenda for the June 09, 2026, Regular Meeting of Council

Recommendation:

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

2.2 2026 Council Workplan

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Recommendation:

That the 2026 Council Workplan be received for the Corporate Record.

3. CONFIRMATION OF MINUTES

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

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Recommendation:

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

4. INVITED PRESENTATIONS

4.1 Bow Valley Immigration Partnership (BVIP) Update to Council

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

No Written Submissions relating to approved Agenda items scheduled as part of this meeting were received by time of publication of the Agenda on June 01, 2026.

5.2 Verbal Submissions

No pre-registration requests to provide Verbal Submissions relating to approved Agenda items scheduled as part of this meeting were received by time of publication of the Agenda on June 01, 2026.

6. UNFINISHED BUSINESS

No items of Unfinished Business have been 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) Page 21

Administrative Recommendation:
That Council give three readings to proposed Bylaw 502, The Traffic Amending Bylaw (Attachment 2).

7.2 Request for Decision: Proposed Bylaw 11-7, The Banff Municipal Emergency Management Bylaw Page 48

Administrative Recommendation:
That Council give three readings to proposed Bylaw 11-7, the Banff Municipal Emergency Management Bylaw (Attachment 2).

7.3 Request for Decision: Reconsideration of the Amended 2026 Council and Committee Meeting Calendar for Meetings Scheduled on June 23, 2026 Page 59

Administrative Recommendation:
That Council:

1. 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;
2. 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 also 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; and
3. Approve the Amended 2026 Council and Committee Meeting Calendar, as further amended by Recommendation 2.

8. NOTICES OF MOTION

No Notices of Motion have been scheduled as part of this meeting.

9. COMMITTEE REPORTS

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|-----|----------------------------------------------------------------------------------------------------------------------|---------|
| 9.1 | <u>Confirmed Minutes of the April 15, 2026, Regular Meeting of the Municipal Planning Commission</u> | Page 68 |
| 9.2 | <u>Confirmed Minutes of the May 13, 2026, Regular Meeting of the Bow Valley Regional Transit Services Commission</u> | Page 82 |

10. NEW/URGENT BUSINESS

11. CONFIDENTIAL ITEMS

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

Held confidential pursuant to Sections 17 (Disclosure harmful to personal privacy) and 19 (Confidential evaluations) of the *Freedom of Information and Protection of Privacy Act*.

12. CORRESPONDENCE

No items of Correspondence were received by time of publication of the Agenda on June 01, 2026.

13. ADJOURNMENT

June 09, 2026,

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

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
Bylaw 11-6, Banff Municipal Emergency Organization	Scheduled Review and COU26-041	Emergency and Protective Services	2026 Q2	Scheduled review of Bylaw
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: <ul style="list-style-type: none"> • 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
<p>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:</p> <ul style="list-style-type: none"> •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.
<p>Report outlining options of specific electric vehicle charging hub locations and operators as follows:</p> <p>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);</p> <p>b)Opportunities for a public private partnership, including approaching private landowners and Parks Canada to explore interest in hosting a fast-charging station;</p> <p>c)Proposed Land Use Bylaw amendments that would add Electric Vehicle charging as specific use and create guidance for private landowners;</p> <p>d) A report investigating additional strategies to incentivize Electric Vehicle adoption including but not limited to:</p> <ul style="list-style-type: none"> 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 bicycle 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 Priority	Corporate Services	2026 Q3	2025 Priority that was deferred 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 development 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	Scheduled Review	Community Services	2026 Q4	Scheduled review of Policy
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	
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

The 2026 Town of Banff Council Workplan

Council Matter	Related Motion/ Direction	Department	Scheduled Review Date	Anticipated report format/ Status update
Review of Bylaw 260, the Community Standards Bylaw	COU26-072	Emergency and Protective Services	2026 Q4	Council directed review of Bylaw 260 - tot be presentd first to the Governanccce and Finance Committee.
Complete 'State of the Environment' report in advance of Community Plan	FIN25-214	Planning and Environment	2026 Q4	This will now be completed after the Community Plan Strategic Environmental Assessment reporting and regulatory review process is completed in 2026.
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	
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	

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 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
Report outlining financing options for a Town of Banff Staff Housing project, in collaboration with Parks Canada, to be located at 409/413 Squirrel Street, with a maximum Town contribution of up to \$6.25 million, with financing incurred recovered through rents, once the final project cost is established.	COU25-386	Community Services	2026 Q2	Report to Council on April 28, 2026. Bylaw 496 (Borrowing Bylaw) given first reading.

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, May 26, 2026, at 02:00 PM**

COUNCIL MEMBERS PRESENT

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

COUNCIL MEMBERS ABSENT ADMINISTRATION PRESENT

Kelly Gibson, Town Manager
Lauren Aebig, Director, Corporate Services
Jason Darrah, Director, Marketing and Communications
Darren Enns, Director, Planning and Environment
Adrian Field, Director, Engineering
Alison Gerrits, Director, Community Services
Chris Marvell, Acting Director, Operations
Barbara King, Human Resources
Katherine Severson, Director, Emergency and Protective Services
Dave Michaels, Manager, Planning Services
Sharon Oakley, Manager, Housing Sustainability
Lisa Lee, Executive Assistant
Libbey McDougall, Municipal Clerk
Kiersten McDonald, Legislative Advisor

1. CALL TO ORDER

Mayor DiManno called the May 26, 2026, Regular Meeting of Council to order at 2:00 p.m

Present in Chamber at Call to Order: (7) Mayor DiManno, Councillor Backhouse, Councillor Fullerton, Councillor Ledwidge, Councillor Pelham, Councillor Ram, and Councillor Standish

2. CONFIRMATION OF AGENDA

2.1 Agenda for the May 26, 2026, Regular Meeting of Council

COU26-147

Moved By Councillor Standish

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

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

MOTION CARRIED

2.2 2026 Council Workplan

Council, by unanimous consent, received the 2026 Workplan for the Corporate Record.

3. CONFIRMATION OF MINUTES

3.1 Minutes of the May 12, 2026, Regular Meeting of Council

COU26-148

Moved By Councillor Standish

That the Minutes of the May 12, 2026. Regular Meeting of Council be confirmed.

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

MOTION CARRIED

4. INVITED PRESENTATIONS

4.1 Banff Public Library Board Update to Council

Council, by way of unanimous consent, received the Banff Public Library's Update to Council verbal presentation for the Corporate Record.

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 Verbal Submissions relating to approved Agenda items scheduled as part of this meeting were provided.

6. UNFINISHED BUSINESS

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

7. ADMINISTRATIVE REPORTS

7.1 Request for Decision: Proposed Borrowing Bylaw 496 – Squirrel Street Staff Housing Partnership with Parks Canada Capital Project - Second and Third Reading

Note: Council gave first reading to Bylaw 497 during its April 28, 2026, Regular Meeting by way of adopted Motion COU26-114.

COU26-149

Moved By Councillor Pelham

That with respect to Item 7.1. Request for Decision: Proposed Borrowing Bylaw 496 - Squirrel Street Staff Housing Partnership with Parks Canada Capital Project - Second and Third Reading, the following be adopted:

That Bylaw 496 be read a second time.

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

MOTION CARRIED

COU26-150

Moved By Councillor Ledwidge

That with respect to Item 7.1, Request for Decision: Proposed Borrowing Bylaw 496 - Squirrel Street Staff Housing Partnership with Parks Canada Capital - Second and Third Reading, the following be adopted:

That Bylaw 496 be read a third time.

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

MOTION CARRIED

7.2 Request for Decision: Proposed Bylaw 497 - Heritage Resource Action Plan Land Use Bylaw Amendments

COU26-151

Moved By Councillor Backhouse

That with respect to Item 7.2, Request for Decision: Proposed Bylaw 497 - Heritage Resource Action Plan Land Use Bylaw Amendments, the following be adopted:

That Bylaw 497, Land Use Bylaw Amendment (Heritage Conversion Tools) be introduced and read a first time.

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

MOTION CARRIED

COU26-152

Moved By Councillor Standish

That with respect to Item 7.2, Request for Decision: Proposed Bylaw 497 - Heritage Resource Action Plan Land Use Bylaw Amendments, the following be adopted:

That Council direct Administration to schedule a Public Hearing for proposed Bylaw 497, Land Use Amendments (Heritage Conservation Tools) in accordance with the Municipal Government Act.

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

MOTION CARRIED

7.3 Request for Direction: Destination Stewardship Council

COU26-153

Moved By Mayor DiManno

That with respect to Item 7.3, Request for Direction: Destination Stewardship Council, the following be adopted:

That Council, pursuant to Section 9.22 of Procedures Bylaw 44-8, revisit Motion COU26-128 to approve the amended 2026-2028 Operating Budget, which was adopted as part of the April 28, 2026, Regular Meeting of Council, so as to consider further amendments to the Amended 2026-2028 Operating Budget.

For (5): Mayor DiManno, Councillor Backhouse, Councillor Fullerton, Councillor Pelham, and Councillor Ram

Against (2): Councillor Ledwidge, and Councillor Standish

MOTION CARRIED

COU26-154

Moved By Councillor Pelham

That with respect to Item 7.3, Request for Direction: Destination Stewardship Council, the following be adopted, **after amendment and as amended by Motion COU26-155:**

That Council further amend the Amended 2026-2028 Operating Budget by directing 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 Reserve.

For (4): Mayor DiManno, Councillor Backhouse, Councillor Fullerton, and Councillor Pelham

Against (2): Councillor Ledwidge, and Councillor Standish

Absent (1): Councillor Ram

MOTION CARRIED

Amendment:

COU26-155

Moved By Councillor Fullerton

That Motion COU26-154 be amended by deleting the amount "\$40,000" noted following the words "by allocating up to" and substituting with the amount "\$25,000" so that the motion reads as follows (emphasis added):

That Council further amend the Amended 2026-2028 Operating Budget by directing Administration 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 Reserve.

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

Against (2): Mayor DiManno, and Councillor Ledwidge

MOTION CARRIED

COU26-156

Moved By Mayor DiManno

That with respect to Item 7.3, Request for Direction: Destination Stewardship Council, the following be adopted, **after amendment**:

That Council approve the Amended 2026-2028 Operating Budget, **as amended by Motion COU26-154**.

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

Absent (1): Councillor Ram

MOTION CARRIED

COU26-157

Moved By Councillor Pelham

That with respect to Item 7.3, Request for Direction: Destination Stewardship Council, the following be adopted, **after amendment**:

That Council appoint **Mayor DiManno** to assist with the foundation work associated with establishing a Destination Stewardship Council.

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

MOTION CARRIED

COU26-158

Moved By Councillor Backhouse

That with respect to Item 7.3, Request for Direction: Destination Stewardship Council, the following be adopted:

That Council direct Administration to return to a future meeting of Council with a report outlining the required next steps in establishing a Destination Stewardship Council.

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

MOTION CARRIED

8. NOTICES OF MOTION

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

9. COMMITTEE REPORTS

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

9.1 Approved Minutes of the January 15, 2026, Banff Housing Corporation Meeting

9.2 Approved Minutes of the February 19, 2026, Banff Housing Corporation Meeting

9.3 Approved Minutes of the March 19, 2026, Banff Housing Corporation Meeting

9.4 Approved Minutes of the March 11, 2026, Meeting of the Bow Valley Regional Transit Services Commission

10. NEW/URGENT BUSINESS

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

11. CONFIDENTIAL ITEMS

11.1 Confidential Request for Direction: Draft 2027-2030 Council Strategic Plan

COU26-159

Moved By Mayor DiManno

That with respect to Item 11.1, Confidential Request for Direction: Draft 2027-2030 Council Strategic Plan, the following be adopted:

That Council, pursuant to Sections 23 (Local public body confidences) and 24 (Advice from officials) of the Freedom of Information and Protection of Privacy Act, recess to the call of the Chair at (insert time), to reconvene in a closed meeting, to be conducted in the Council Boardroom/ Council Chamber and a confidential Zoom meeting environment, to consider confidential matters with respect to Item 11.1, Confidential Request for Direction: Draft 2027-2030 Council Strategic Plan.

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

MOTION CARRIED

Individuals in attendance during the closed meeting discussions with respect to Item 11.1, Confidential Request for Direction: Draft 2027-2030 Council Strategic Plan:

Members of Administration:

Clerks: L. McDougall (Municipal Clerk) and K. McDonald (Legislative Advisor)

Advice: K. Gibson (Town Manager), J. Darrah (Director, Communications and Marketing)

Council reconvened in closed meeting at 3:40 p.m. with Mayor DiManno in the Chair.

Council recessed in closed meeting at 4:23 p.m.

Council reconvened in public meeting at 4:25 p.m. with Mayor DiManno in the Chair.

COU26-160

Moved By Mayor DiManno

That with respect to Item 11.1, Confidential Request for Direction: Draft 2027-2030 Council Strategic Plan, the following be adopted:

That Council rise and report.

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

MOTION CARRIED

COU26-161

Moved By Mayor DiManno

That with respect to Item 11.1, Confidential Request for Direction: Draft 2027-2030 Council Strategic Plan, the following be adopted, **after amendment:**

That Council direct that the proposed 2027 – 2030 Strategic Plan and associated report be released as public document, **to be included as part of the final revised Agenda for the May 26, 2026, Meeting, once Administration has made the requested updates,** so that it may be discussed as part of the June 08, 2026, Council Open House.

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

MOTION CARRIED

COU26-162

Moved By Mayor DiManno

That with respect to Item 11.1, Confidential Request for Direction: Draft 2027-2030 Council Strategic Plan, the following be adopted:

That Council direct that the closed meeting discussions, remain confidential pursuant to Sections 23 (Local public body confidences) and 24 (Advice from officials) of the *Freedom of Information and Protection of Privacy Act*, until such time as the matter has been resolved.

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

MOTION CARRIED

12. CORRESPONDENCE

No items of Correspondence were received for this meeting.

13. ADJOURNMENT

COU26-163

Moved By Councillor Standish

That the May 26, 2026, Regular Meeting of Council adjourn at 4:27 p.m.

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

MOTION CARRIED

Corrie DiManno, Mayor

Libbey McDougall, Municipal Clerk

UNCONFIRMED

CORRECTED REQUEST FOR DECISION

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



Presented to: Council - Regular
Date: June 9, 2026

Submitted by: Pierre-Hugues Gagnon, Engineering Coordinator
Engineering-2026-001

ADMINISTRATIVE RECOMMENDATION

That Council give three readings to proposed Bylaw 502, The Traffic Amending Bylaw (Attachment 2).

BACKGROUND

Reason for Report

The Road, Sidewalk and Trail Use Bylaw 16-9 governs how roadways, sidewalks and trails should be used. Its last update was in 2021 with a focus on trail use. Since the last major update, tour/coach bus commercial activity has evolved, Roam bus routes have changed, and downtown Caribou Street has been re-designed. The latter triggered the Bylaw amendment. The updates to this Bylaw are solely related to bus routes for passenger buses capable of carrying more than 24 people – with a change to the Bus Route map being recommended now – in advance of Caribou Street reopening in a shared-street format in July 2026, where pedestrian activity is intended to be prioritized.

Summary of Issue

The proposed Road, Sidewalk and Trail Use Bylaw 16-9 updates are solely included in the map *Schedule B – Bus Route* with no other changes to the Bylaw. Changes are represented in Attachments 1, 2 and 3:

1. Removals
 - a. Caribou Street, from Banff Avenue to Lynx Street – due to the roadway re-design to favour pedestrians. There is a Bus Layby on Caribou Street near Brewster Mountain Lodge in the new design that will continue to accommodate a 24-passenger bus. This section is set to open to the public this summer.
 - b. Banff Centre – due to campus roadway redesign with the construction of the Kinnear Centre in 2010.
 - c. Tunnel Mountain Drive for the portion outside the Town boundary only

2. Additions, based on current commercial activity:

- a. Sundance Road to Banff Trails Riders
 - b. Birch Avenue by the Luxton Museum
 - c. Marten Street, between Wolf Street and Moose Street
 - d. Beaver Street between Wolf Street and Moose Street
 - e. St. Julien Way
 - f. Cougar Street between Badger Street to Marmot Crescent
 - g. **Badger** Street between Banff Avenue and Cougar Street
 - h. Marmot Crescent between Banff Ave and Cougar Street
 - i. All of the streets in the Industrial Compound
3. Additions, based on current Roam bus routes:
- a. Moose Street between Marten Street to Otter Street
 - b. Marten Street between Elk Street to Moose Street
 - c. Hidden Ridge Way
 - d. Hawk Avenue, Jay Street and Eagle Crescent

Work is ongoing to monitor and quantify the effects of the rapid expansion of private tour bus company offerings in recent years. Bus Routes are only applicable to Passenger Buses capable of carrying more than 24 people, where smaller buses are legally allowed to drive on all public roads. One possible outcome is that additional future regulatory opportunities may be brought forward for Council consideration. These could include updating definitions for Passenger Buses within the Bylaw, suggestions for permitting systems to address curbside use, or amendments to business licensing to address an evolving transportation environment. Administration will collect data and observations over the summer and will provide a report with the findings in Q4 2026.

Response Options

That Council proceed with the three readings of the Road, Sidewalk, and Trail Use Amending Bylaw 502.

OTHER INFORMATION

Budget

Updates were carried within existing operational resources.

Internal Resources

Collaboration between Municipal Enforcement, Planning & Environment, Engineering and Bow Valley Regional Transit Services Commission.

Communication

Operators of buses capable of carrying more than 24 people with a Town of Banff business license were informed that a proposed amendment to the Bylaw is being presented to council on June 9, 2026.

Public Input

n/a

Banff Community Plan

Moving people sustainably - Reduce reliance on personal vehicles to get to Banff and to move around the townsite; Facilitate connections between transportation modes, including enhanced shuttle services to and from popular destinations within the community and national park;

Council Strategic Priorities

Moving Into The Future - Provide a sustainable transportation system that enhances the resident and visitor experience; Implement strategies to reduce reliance on personal vehicles to get to Banff and to move around town.

Legislation/Policy

n/a

Other

n/a

ATTACHMENTS

Attachment 1 – Bylaw 16-9, Road, Sidewalk and Trail Use Bylaw

Attachment 2 – Proposed Bylaw 502, The Traffic Amending Bylaw

Attachment 3 – Map highlighting the Proposed Bus Route Changes, for information only

Circulation date: May 22, 2026

Submitted By: Pierre-Hugues Gagnon
Engineering Coordinator

Reviewed By: Kelly Gibson
Town Manager

TOWN OF BANFF

BYLAW 16-9

Road, Sidewalk, and Trail Use Bylaw

A Bylaw of the Town of Banff in the Province of Alberta for the Purpose of Regulating and Controlling The Use of Roads, Sidewalks, and Trails.

WHEREAS, subject to the Traffic Safety Act and the Dangerous Goods Transportation and Handling Act, the Traffic Safety Act provides that Council may, with respect to a highway under its direction, control and management, make bylaws that are not inconsistent with the Traffic Safety Act;

AND WHEREAS, subject to the Traffic Safety Act and the Provincial Offences Procedures Act, the Traffic Safety Act provides that Council may make bylaws with respect to parking on private property;

AND WHEREAS, the use of non-motorized vehicles and active modes of transportation are commonly used as a means to move people throughout the townsite;

NOW THEREFORE the Council of the Town of Banff, in the Province of Alberta, duly assembled, ENACTS AS FOLLOWS:

1.0 CITATION

1.1 This bylaw may be cited as the Road, Sidewalk and Trail Use Bylaw.

2.0 DEFINITION

2.1 In this bylaw,

2.1.1 “Alley” means a narrow Highway intended chiefly to give access to the rear of buildings and parcels of land;

2.1.2 “Bylaw Services Officer” means an employee of the Town who has been appointed to the position of Bylaw Enforcement Officer or Bylaw Services Officer pursuant to the Bylaw Enforcement Officers Bylaw or Town of Banff Land Use Bylaw;

2.1.3 “Commercial Motor Vehicle” means a Motor Vehicle operated on a highway by or on behalf of a Person for the purpose of providing transportation, including but not limited to, transport trucks, delivery vehicles, Passenger Buses and taxis but does not include a private passenger Motor Vehicle;

2.1.4 “Controlled Pay Parking Zone” means that portion of any Roadway or parking lot where parking is subject to payment in accordance with this bylaw or Traffic Control Device;

- 2.1.5 “Controlled Resident Parking Zone” means that portion of a Roadway or parking lot where parking is subject to regulation in accordance with the applicable traffic control device or permitting in accordance with this bylaw;
- 2.1.6 “Guest Parking Permit” means a Parking Permit issued by the Town Engineer in accordance with this bylaw;
- 2.1.7 “Heavy Commercial Motor Vehicle” means:
- a) A Motor Vehicle with or without load weighing 7,000 kg or more, or exceeding 11 metres in length, or
 - b) A Motor Vehicle with a trailer with or without load which exceeds 7,000 kg in total weight or 11 metres in total length;
- 2.1.8 “Highway” means any thoroughfare, street, road, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of Vehicles and includes:
- a) if a ditch lies adjacent to and parallel with the Roadway, the ditch, and;
 - b) if a highway right-of-way is contained between fences or between a fence and one side of the Roadway, all the land between the fences, or all the land between the fence and the edge of the Roadway, as the case may be, but does not include a place declared by provincial regulation not to be a highway;
- 2.1.9 “Idling” means a Motor Vehicle which is at a standstill with the engine or motor running;
- 2.1.10 “Motor Vehicle” means a Vehicle propelled by any power other than human muscular power, and does not include a Bicycle, a Pedal Electric Bicycle, an aircraft, or a Motor Vehicle that runs only on rails;
- 2.1.11 “Multi-use Pathway” means a Highway adjacent mixed-used pathway for use by Pedestrians, Non-motorized Vehicles and Pedal Electric Bicycles.”
- 2.1.12 “Non-motorized Vehicle Lane” means a portion of a Highway designated only for the use of persons riding a Non-motorized Vehicle or Pedal Electric Bicycle;
- 2.1.13 “Non-motorized Vehicle” means a device in, on or by which a person or thing may be transported or drawn and which is propelled by human muscular power, and includes, but is not limited to bicycles, roller skates, inline skates, skateboards, scooters, skis, roller skis, toy vehicles, and a child’s tricycle.

- 2.1.14 “Owner” means the person who owns a Vehicle and includes any person renting a Vehicle or having the exclusive use of a Vehicle under a lease that has a term of more than thirty (30) days or otherwise having the exclusive use of a Vehicle for a period of more than thirty (30) days. For the purpose of this bylaw “Owner” shall also include any person in apparent care and/or control of a Vehicle;
- 2.1.15 “Parking Permit” means a parking permit issued by the Town Engineer in accordance with this bylaw and includes a Resident Parking Permit and a Guest Parking Permit;
- 2.1.16 “Passenger Bus” means any Motor Vehicle capable of transporting 11 people or more;
- 2.1.17 “Peace Officer” means the following persons while that person is in the exercise or discharge of their power or duties: a Community Peace Officer appointed under the Peace Officer Act, a member of the Royal Canadian Mounted Police, or a park warden appointed under the National Parks Act of Canada;
- 2.1.18 “Pedal Electric Bicycle” means a Bicycle where the rider’s pedalling is assisted by a small electric motor which is activated by sensors only when the Bicycle is pedalled, and that:
- a) weighs not more than 35 kilograms; and,
 - b) does not have sufficient power to enable it to obtain a speed greater than 35 kilometres per hour on level ground within a distance of 2 kilometres from a standing start;
- 2.1.19 “Pedestrian” means a person on foot or a person in or on a mobility aid;
- 2.1.20 “Pedicab” means a 3-wheeled Vehicle no more than 130 cm wide and no more than 280 cm long propelled solely by the power of the operator and capable of carrying no more than three passengers in addition to the operator;
- 2.1.21 “Pedicab for Hire” means a Pedicab operated on a Highway by or on behalf of a person for the purpose of providing personal tours on a specified route in exchange for a fee, subject to this bylaw and any other applicable Town of Banff bylaws and Provincial Acts;
- 2.1.22 “Person” includes a corporation and the heirs, executors, administrators or other legal representative of a person;
- 2.1.23 “Physical Address” means a civic address that exists in Banff as per the Town of Banff tax roll;
- 2.1.24 “Private Property” means land held under a lease, sub-lease or license of occupation and is controlled by an individual or business;

- 2.1.25 “Public Place” means lands other than Highways leased to the Town or under the Town’s management and control, within the Town of Banff including:
- a) any land developed, used or managed by the Town as a public park, sports or athletic field, playground or recreational area;
 - b) any land acquired by the town through subdivision as Municipal Reserve or Environmental Reserve;
 - c) any land developed, used or managed by the Town as a parking lot;
 - d) any land developed by the Town as a pathway or Trail;
 - e) any land developed, used or managed by the Town for public utilities;
- 2.1.26 “Recreational Vehicle” means a Motor Vehicle designed or permanently modified for travel and temporary living accommodation or camping purposes;
- 2.1.27 “Resident Parking Permit” means a Parking Permit issued by the Town Engineer in accordance with this bylaw;
- 2.1.28 “Rickshaw for Hire” means a two wheeled Vehicle no more than 130 cm wide and no more than 280 cm long that is drawn solely by the power of the operator and capable of carrying no more than three passengers in addition to the operator for the purpose of providing personal tours on a specified route in exchange for a fee, subject to this bylaw and any other applicable Town of Banff Bylaw and Provincial Acts;
- 2.1.29 “Ride” means to travel on;
- 2.1.30 “Roadway” means any part of a Highway intended for use by vehicular traffic;
- 2.1.31 “School Bus” means a Motor Vehicle that is:
- a) owned or leased by a person other than a school board, and
 - b) pursuant to an agreement between that person and a school board used primarily to transport pupils to or from or to and from a school.
- 2.1.32 “Sidewalk” means that part of a Highway especially adapted to the use of or ordinarily used by Pedestrians, and includes that part of a Highway between the curb line (or edge of the Roadway, where there is no curb line) and the adjacent property line, whether or not it is paved or improved;
- 2.1.33 “Taxi” means a Motor Vehicle capable of carrying 10 or fewer persons including the driver and used or intended to be used within the Town for carrying passengers for hire with a driver;
- 2.1.34 “Trail” means an non-Highway adjacent mixed-use pathway for use by Pedestrians or Non-motorized Vehicles, Pedal Electric Bicycles or all, and includes any bridge or structure with which it is contiguous;
- 2.1.35 “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;

- 2.1.36 “Town Engineer” means the Director of Engineering for the Town of Banff or designate;
- 2.1.37 “Town of Banff Notice of Offence” means any ticket or tag, in a form approved by the Town or authorized under the Provincial Offences Procedures Act, issued for any offence in which a penalty may be paid out of court in lieu of appearing to answer a summons;
- 2.1.38 “Traffic Control Device” means any sign, signal, marking or device placed, marked or erected by the Town under the authority of the Traffic Safety Act for the purpose of regulating, warning or guiding traffic;
- 2.1.39 “Trailer” means any Vehicle so designed that it may be attached to or drawn by a Vehicle or tractor, and is intended to transport property or persons; and includes any Vehicle that is designed, constructed and equipped as a dwelling place, living abode, or sleeping place, either temporarily or permanently, and includes any type of machinery, tractor or such like;
- 2.1.40 “Vehicle” means a device in, on or by which a person or thing may be transported or drawn on a Highway and includes a combination of Vehicles but does not include a mobility aid.

3.0 INTERPRETATION

- 3.1 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 Section 2 will apply to the corresponding words if the first letter of that word is capitalized in this bylaw.
 - d) the headings in the body of this bylaw form no part of the bylaw and are inserted for convenience and reference only.

4.0 OPERATION OF VEHICLES

- 4.1 All Persons owning or operating Vehicles shall comply with all Traffic Control Devices authorized under this or any other bylaw of the Town.
- 4.2 The speed limit on all Roadways shall be 30 kilometres per hour unless otherwise posted.
- 4.3 No Owner or operator of a Vehicle shall stop a Vehicle or permit a Vehicle to be left upon any Highway in such a manner as to obstruct traffic, unless the obstruction is unavoidable due to mechanical failure of a Vehicle, provided the Owner or operator of the Vehicle promptly takes measures to remove the Vehicle from the Highway.

- 4.4 Unless otherwise authorized, no Person shall park or drive any Motor Vehicle upon any Public Place except in an area designated for Vehicular Parking by the Town Engineer in writing or by a sign or signs. Town employees or agents of the Town in the performance of their duties are exempt from this section.
- 4.5 Any Vehicle in a funeral procession, except the lead Vehicle, may during daylight hours enter an intersection without stopping if:
- a) the headlights are alight;
 - b) the Vehicle is travelling immediately behind the Vehicle in front of it so as to form a continuous line of traffic; and
 - c) the passage into the intersection can be made in safety.
- 4.6 No Person shall operate a Passenger Bus with a capacity to carry more than 24 people on a Highway within the Town other than on a Roadway specified in Schedule B, unless a permit has been issued by the Town Engineer allowing a Passenger Bus to divert from specified Roadways to make specified pick-ups and drop-offs.
- 4.7 No person shall apply or engage engine retarder brakes within the limits of the Town.

5.0 OPERATION OF HEAVY MOTOR VEHICLES

- 5.1 Except as permitted by this bylaw no Person shall operate or park a Heavy Motor Vehicle on a Highway other than a Highway specified as a truck route in Schedule A of this bylaw.
- 5.2 No Person shall operate a Heavy Motor Vehicle on a Highway unless it is being operated on the most direct and practicable route between the premises or location concerned and the nearest truck route and is being used for one of the following purposes:
- a) Persons delivering or collecting goods or merchandise to or from or providing services at the premises of bona fide customers.
- 5.3 Persons that have more than one delivery, collection or service in an area not located upon a truck route may make all deliveries, collections or services within that area before proceeding by the most direct and practical route to the nearest truck route.
- 5.4 In the case of any dispute arising as to the weight of any Motor Vehicle, a certificate of weight in accordance with the Traffic Safety Act shall be deemed conclusive proof of such weight. A Peace Officer may direct the vehicle operator to go to the Town of Banff weigh scale to have the Motor Vehicle weighed.

6.0 PARKING, CONTROL ZONES, AND PARKING PERMITS

- 6.1 Unless required or permitted by this bylaw, by a permit issued by the Town, by a Traffic Control Device, or in compliance with the directions of a Peace Officer, or to avoid conflict with other traffic, an operator or Owner shall not permit their Motor Vehicle to be stopped or parked:

Town of Banff Bylaw 16-9 – Traffic Bylaw
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- a) where a traffic control device prohibits stopping or parking;
 - b) where a traffic control device prohibits stopping or parking, during the times stopping or parking are prohibited;
 - c) at any place where the Town of Banff has authorized the placement of a temporary traffic control device prohibiting stopping or parking;
 - d) on a Sidewalk or boulevard;
 - e) on a crosswalk or on any part of a crosswalk;
 - f) at an intersection nearer than 5 metres to the projection of the corner property line immediately ahead or immediately to the rear, except when their Motor Vehicle is parked in the space where a Traffic Control Device indicates parking is permitted;
 - g) within 5 metres on the approach to a stop sign or a yield sign;
 - h) within 5 metres of any fire hydrant or when the hydrant is not located at the curb, within 5 metres of the point on the curb nearest the hydrant;
 - i) within 1.5 metres of an access to a garage, private road or driveway or a Motor Vehicle crossway over a Sidewalk;
 - j) within 5 metres of the near side of a marked crosswalk;
 - k) alongside or opposite any Highway excavation or obstruction when the stopping or parking would obstruct traffic;
 - l) on any bridge or in any underpass or on the approaches to either of them;
 - m) on the Roadway side of the Motor Vehicle parked or stopped at the curb or edge of the Roadway;
 - n) at or near the site of any fire, explosion, accident or other incident, if stopping or parking would obstruct traffic or hinder Peace Officers, members of the fire department, ambulance drivers, rescue officers or any of their assistants;
 - o) on a Highway where traffic is designated as two-way, in the opposite direction of Motor Vehicle traffic; and
 - p) in excess of 72 consecutive hours on any Highway
- 6.2 Any Vehicle parked in a temporary no parking zone prior to the placement of temporary no parking sign(s) may be removed after 24 hours after the placement of the sign(s).
- 6.3 No Person shall place or permit to be placed any sign upon private or public property indicating that no parking is permitted on a Highway adjacent to such property.
- 6.4 No Person shall park a Vehicle or permit a Vehicle to be parked on private property without the permission or authorization of the Owner of the private property or a person having lawful possession or control of the private property.
- 6.5 Where a Traffic Control Device restricts the parking of Motor Vehicles to a number of minutes or hours, no Person shall park or leave a Motor Vehicle in excess of the time so designated and marked on the Traffic Control Device.
- 6.6 After the issuance of a Town of Banff Notice of Offence to a Motor Vehicle for a violation of Section 6.5, if a Motor Vehicle remains parked in excess of the time permitted on the Traffic Control Device for a further period, a second offence shall be deemed to have occurred.

Attachment 1

- 6.7 Parking in Alleys within the Town shall not be permitted unless otherwise posted, but Alleys may be used for:
- a) the loading or unloading of goods from a Commercial Motor Vehicle for a period not exceeding thirty (30) minutes with the engine turned off or;
 - b) the loading or unloading of goods or passengers from a private non-commercial Motor Vehicle for a period not exceeding five (5) minutes.
- 6.8 No Owner or operator shall park or permit to be parked a Motor Vehicle in any loading zone marked with a Traffic Control Device for a period of time greater than that indicated on the Traffic Control Device.
- 6.9 An Owner or operator of a Motor Vehicle using a designated parking space shall park such Motor Vehicle wholly within the limits of the parking space designated by lines painted upon the surface of the parking lot.
- 6.10 Where parallel parking is allowed, a Person shall park their Motor Vehicle with the sides of it parallel to the curb or edge of the Roadway:
- a) with the right hand wheels of the Motor Vehicle not more than 500 millimetres from the right-hand curb or edge of the Roadway or;
 - b) in the case of a one-way Highway where parking on either side is permitted, with the Motor Vehicle wheels closest to a curb or edge of the Roadway not more than 500 millimetres from that curb or edge and with the Motor Vehicle facing the direction that travel is authorized for that Highway.
- 6.11 Where a Traffic Control Device indicates that parking is restricted to a special class of vehicle, no Owner or operator shall park or permit to be parked, a vehicle, unless the vehicle falls within the indicated class. No Owner or operator shall:
- a) park a Vehicle in a zone restricted to: police Vehicles, School Buses, funeral cars and transit buses, when the Vehicle is not of the indicated class; or,
 - b) park a Vehicle in a zone restricted for another special class of Vehicle not indicated in 6.11.a, when the Vehicle is not of the indicated class.
- 6.12 No Owner or operator shall park or permit to be parked a Vehicle in a space where a Traffic Control Device prohibits the parking or stopping of that class of Vehicle.
- 6.13 No Owner or operator shall park or leave or permit to be parked or left a Vehicle on private land or a Highway, in a space reserved for disabled Persons parking which has been so designated by a Traffic Control Device erected by the Town or the lessee, tenant, or their agent, as the case may be, unless the Vehicle displays a valid government issued parking placard for persons with disabilities.
- 6.14 No operator or Owner shall leave parked or permit to be left parked on any Highway a Trailer, which has been detached from the Vehicle which is used to draw it.

- 6.15 A Vehicle or Vehicle with any type of Trailer attached with or without load, weighing over 7,000 Kg or more than 11m in length, shall only be parked on a Highway in the Town under the following conditions:
- on a Roadway where parking is permitted, for a period not exceeding 24 hours or;
 - if a permit has been issued pursuant to Town of Banff Street and Public Place Use Bylaw or;
 - at a location that has been designated by the Town Engineer by a sign.
- 6.16 A Motor Vehicle operating as or designated as a Taxi shall only be parked in the Town in such places and at such times as may be designated by the Town Engineer.
- 6.17 No operator of a Taxi shall park and leave their Taxi unattended in any area designated pursuant to Section 6.16 for a period exceeding 15 minutes.
- 6.18 No Person shall park a Passenger Bus with a capacity to carry more than 24 people on a Highway within the Town except at such locations as have been designated by the Town Engineer by a Traffic Control Device.
- 6.19 No Person shall park a Commercial Motor Vehicle overnight on a Highway within the Town unless a Parking Permit to do so has been issued by the Town Engineer and the Commercial Motor Vehicle is parked at the location specified in the permit.
- 6.20 No Owner or Operator of a Motor Vehicle shall leave the Motor Vehicle stopped in a Controlled Pay Parking Zone:
- without immediately making the required payment in accordance with the instructions on the payment terminal or any other payment service as may be designated by the Town
 - for longer than the period of time for which payment is made or
 - contrary to the terms and conditions of any Parking Permit issued by the Town Engineer for parking in a Controlled Pay Parking Zone.
- 6.21 Where parallel parking is permitted, a Motor Vehicle or combination of a Motor Vehicle and attached trailer may be parked in two adjoining spaces both parallel to the curb in a Controlled Pay Parking Zone, if the owner or operator of the Motor Vehicle has registered payment for both the Motor Vehicle and the trailer.
- 6.22 The owner or operator of a Motor Vehicle that has a valid Alberta vehicle registration showing a Physical Address in Banff, is eligible to apply to the Town for a Resident Parking Permit.
- 6.23 Notwithstanding Section 6.22, The Town Engineer may authorize other permit eligibility criteria to apply for a Resident Parking Permit.
- 6.24 No Owner or operator of a Motor Vehicle shall park in a Controlled Residential Parking Zone without a valid Parking Permit issued in accordance with this bylaw.

- 6.25 A Person who is a resident at a Physical Address within the Controlled Residential Parking Zone in Banff is eligible to apply for a Guest Parking Permit.
- 6.26 A person applying for a Parking Permit, a Resident Parking Permit or a Guest Parking Permit or any other permit must submit an application to the Town Engineer in a format as authorized by the Town Engineer.
- 6.27 A Motor Vehicle for which a valid Resident Parking Permit or a Guest Parking Permit has been issued may be parked in a Controlled Residential Parking Zone provided the vehicle is parked in accordance with the conditions of the Parking Permit and any other applicable regulations.
- 6.28 The Town Engineer is authorized to create Parking Permit conditions including but not limited to:
- a) maximum number of permits per dwelling unit;
 - b) eligibility for Parking Permits;
 - c) types and sizes of vehicles for which permit will be granted;
 - d) programs for overnight parking established by the Town;
 - e) locations that permit holders are permitted to park; and
 - f) duration and expiry of permits.
- 6.29 Any person who relies on a permit has the onus of proving that he or she was the holder of valid and subsisting permit.

7.0 IDLING

- 7.1 No operator of a Commercial Motor Vehicle shall stop or park or leave their Commercial Motor Vehicle at a standstill with the engine running or Idling anywhere within the Town of Banff.
- 7.2 After the issuance of a Town of Banff Notice of Offence to a Commercial Motor Vehicle for the first violation of Section 7.1 and if a Commercial Motor Vehicle remains Idling for a further period, a second offence shall be deemed to have occurred.
- 7.3 The provisions of this bylaw relating to stopping or parking of Motor Vehicles and the restriction of Idling Motor Vehicles do not apply to any of the following Motor Vehicles while being used in work requiring that the Motor Vehicle be stopped or parked and Idling:
- a) emergency Motor Vehicles;
 - b) Motor Vehicles used in conjunction with the servicing of public utilities including telephone systems, electric systems, natural gas systems and cable vision systems;
 - c) municipal and other government public works Motor Vehicles; or
 - d) towing service Motor Vehicles.
- 7.4 Where the operator of a Motor Vehicle stops, stands or parks pursuant to Section 7.3 contrary to other provisions of this bylaw, they shall take due precautions to indicate the presence of such Motor Vehicle on a Highway while so parked or stopped.

- 7.5 The provisions of this bylaw relating to the restriction of Idling Motor Vehicles do not apply to a refrigeration-equipped Motor Vehicle that, while in use, complies with the stopping and parking requirements of this bylaw.

8.0 USE OF NON-MOTORIZED VEHICLES & PEDAL ELECTRIC BICYCLES

- 8.1 Unless the context otherwise requires, a Person operating a Non-motorized Vehicle or Pedal Electric Bicycle on a Highway, Multi-use Pathway or Trail has all of the rights and is subject to all of the duties that any Vehicle operator has under this bylaw.
- 8.2 A Peace Officer or a Bylaw Services Officer may seize and impound for a period of not exceeding 30 days a Non-motorized Vehicle:
- a) used or operated in contravention of this bylaw; or
 - b) deemed by a peace officer or bylaw services officer to be lost or abandoned.

9.0 USE OF EXCLUSIVE NON-MOTORIZED VEHICLE LANE

- 9.1 Only persons 12 years of age and over operating Pedal Electric Bicycles and Non-motorized Vehicles are permitted in exclusive Non-motorized Vehicle Lanes with the exception of:
- a) a Pedestrian crossing the exclusive Non-motorized Vehicle Lane;
 - b) a Pedestrian using a mobility aid;
 - c) a person operating an emergency Vehicle;
 - d) a person operating a Vehicle operated by the Town for Town purposes;
 - e) a person operating a Vehicle which has received authorization from the Town Engineer to be operated, stopped or parked in an exclusive Non-motorized Vehicle Lane.
 - f) a person driving across an exclusive Bicycle Lane to enter or exit from adjacent driveways, intersecting Roadways, on-Roadway parking spaces or parking lots adjacent to an exclusive Non-motorized Vehicle Lane.
 - g) A person operating a Non-motorized Vehicle under 12 years of age accompanied by a person 12 years of age or older operating a Non-motorized Vehicle.
- 9.2 A person using an exclusive Non-motorized Vehicle Lane must yield the right-of-way Pedestrian crossing in a designated crosswalk.

10.0 OTHER VEHICLES

- 10.1 No Person may operate a Pedicab for Hire or Rickshaw for Hire on any Highway in Town

11. RIGHTS AND DUTIES OF PEDESTRIANS, NON-MOTORIZED VEHICLES & PEDAL ELECTRIC BICYCLES

- 11.1 No Person shall stand upon or walk along a Roadway for the purpose of soliciting a ride from the driver of any Vehicle.
- 11.2 A Pedestrian shall cross a Roadway only in designated crosswalks. Where a crosswalk is not designated a Pedestrian shall cross a Roadway at an intersection, unless a sign prohibits such a crossing.
- 11.3 A person operating a Non-motorized Vehicle or Pedal Electric Bicycle shall yield the right-of-way to Pedestrians on Trails and Multi-use Pathways.
- 11.4 A person operating a Pedal Electric Bicycle or Non-motorized Vehicle shall yield the right-of-way to Vehicles on Trails and Multi-use Pathways.
- 11.5 A person operating a Pedal Electric Bicycle shall yield the right-of-way to Non-motorized Vehicles on Trails and Multi-use Pathways.
- 11.6 Pedestrians, operators of Non-motorized Vehicles and Pedal Electric Bicycles shall yield the right-of-way to hooped animals on Trails and Multi-use Pathways.

12.0 USE OF SIDEWALKS

- 12.1 Except as otherwise provided in this bylaw, a Person shall not engage in the following activities on or along a Sidewalk, or boulevard:
- a) drive, lead or allow a hooped animal to walk;
 - b) drive, draw or push any Motor Vehicle;
 - c) ride a horse;
 - d) propel or ride a wheeled Vehicle of any description; or
 - e) draw or push a wheeled Vehicle of any description other than a Non-motorized Vehicle or Pedal Electric Bicycle.
- 12.2 Section 12.1 does not apply to crossing a Sidewalk in a place where there is a lane or prepared crossing or where permission has been granted for such purpose.
- 12.3 Notwithstanding the provisions of Section 12.1, a Person may draw, push or propel the following on or along a Sidewalk in such a way as to not interfere with others using the Sidewalk:
- a) a wheeled shopping cart or other grocery carrier;
 - b) a wheelchair;
 - c) a baby carriage or a wheeled device for carrying a child;
 - d) a child's Non-motorized Vehicle; or
 - e) a Non-motorized Vehicle operated by an individual eleven (11) years of age and under, or a Bicycle operated by an individual over 12 years of age who is accompanying a person 12 years of age and under operating a Non-motorized Vehicle.

13.0 USE OF TRAILS

- 13.1 Pedal Electric Bicycles and Non-motorized Vehicles are permitted on Trails, unless indicated otherwise by a Traffic Control Device.
- 13.2 Except as otherwise provided in this bylaw, a Person shall not engage in the following activities on or along a Trail:
- a) drive, draw or push any Motor Vehicle;
 - b) ride a horse, except on those Trails illustrated in Schedule C
 - c) drive, lead or allow a hoofed animal to walk, except on those Trails illustrated in Schedule C.
 - d) drive, lead or allow a hoofed animal to pull a carriage or cart, except as otherwise authorized by the Town Engineer.

14.0 AUTHORITY

- 14.1 Except as otherwise set out in this bylaw, Council hereby delegates to the Town Engineer the authority to regulate and control the use of all Highways, Sidewalks, Trails and Public Places in the Town as defined in this bylaw or the Traffic Safety Act. Examples of the authority to regulate and control include but are not limited to regulating and controlling access to and from Highways, Sidewalks and Trails, and imposing local limits on Highways, Sidewalks and Trails and the issuance of parking permits.
- 14.2 The Town Engineer is hereby delegated the authority to prescribe where Traffic Control Devices, either permanent or temporary, are to be located including Traffic Control Devices restricting the speed of Vehicles.
- 14.3 Upon request by an applicant or permit holder and when it is decided by the Town Engineer that extenuating circumstances exist, the Town Engineer is hereby authorized to waive or alter any term of an agreement or permit required by this bylaw.
- 14.4 The Town Engineer may revoke any permit, Parking Permit, or authorization given or made under the terms of this Bylaw if:
- a) the permit holder or Parking Permit holder fails to comply with the terms and conditions of the permit; or
 - b) the Town Engineer is of the opinion that the permit or authorization was given in error or on the basis of false or inaccurate information; or
 - c) occupied areas indicated on the permit are required by the Town for other purposes.

- 14.5 Any Peace Officer or Bylaw Services Officer is hereby authorized to remove or cause to be removed any Vehicle or trailer:
- a) parked or left at a standstill in contravention of this bylaw; or
 - b) where emergency conditions may require such removal from a Highway.
- 14.6 Pursuant to Section 14.5, any Vehicle or trailer may be removed by a towing company contracted by the Town to perform such services to a place designated by the Town Engineer where it will remain impounded until claimed by the Owner thereof or their authorized agent.
- 14.7 Where a Vehicle, including any goods being carried by the Vehicle, is seized, immobilized, detained, removed, transported, or stored pursuant to the directions of a Peace Officer or Bylaw Services Officer, all associated costs are a lien on the Vehicle unless otherwise provided for by the Traffic Safety Act.
- 14.8 Any Peace Officer or Bylaw Services Officer, when enforcing the provisions of the Traffic Safety Act or this bylaw, may place an erasable chalk mark on tread of the tire of a parked or stopped Vehicle without that Peace Officer or Bylaw Services Officer or the Town incurring any liability for doing so.
- 14.9 No Person shall remove an erasable chalk mark placed under Section 14.8 while the Motor Vehicle remains parked in the location where it was marked.

15.0 VIOLATIONS AND ENFORCEMENT

- 15.1 Any Person who contravenes this bylaw is guilty of an offence and is liable for a penalty as set out in the Town of Banff Fees and Charges Bylaw or, if no penalty is specified in the Fees and Charges Bylaw for the particular offence, for the penalty in accordance with section 15.9 of this Bylaw.
- 15.2 If a Motor Vehicle is involved in any contravention of this bylaw, the Owner of that Motor Vehicle is guilty of an offence.
- 15.3 When a person is alleged to have contravened any provision of this bylaw, a Peace Officer or Bylaw Services Officer may issue a Town of Banff Notice of Offence which shall state:
- a) The nature of the offence;
 - b) The penalty payable in connection with the offence; and
 - c) The time period within which the penalty must be paid.
- 15.4 A Town of Banff Notice of Offence shall be deemed to be sufficiently served for the purposes of this bylaw if:
- a) served personally on the accused; or
 - b) mailed by regular post to the address of the registered Owner of the Motor Vehicle concerned; or to the Person concerned; or
 - c) attached to or left securely and visibly upon the Vehicle in respect of the offence that is alleged to have been committed.

- 15.5 Nothing in this bylaw shall prevent any Peace Officer or Bylaw Services 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 Town of Banff Notice of Offence.
- 15.6 In lieu of prosecution, the Person named in a Town of Banff Notice of Offence may elect to voluntarily make payment to the Town of the penalty amount specified in the Town of Banff Notice of Offence.
- 15.7 If the payment specified in the Town of Banff Notice of Offence is not paid in accordance with the terms of the Notice of Offence and in the time required by the Notice of Offence, a prosecution may be commenced for the alleged contravention of this bylaw.
- 15.8 Any Person violating any of the provisions of this bylaw shall become liable to the Town for any expense, loss or damage occasioned to the Town of reason of such violation.
- 15.9 Except as otherwise provided for in this bylaw, a Person who is guilty of an offence under this Bylaw for which a penalty is not otherwise provided, upon summary conviction before a court of competent jurisdiction, shall be liable to a fine of not more than Two Thousand Five Hundred Dollars (\$2,500.00) per offence, plus costs, or in the event of non-payment of the fine, imprisonment for a period not exceeding ninety (90) days unless such fine is sooner paid.
- 15.10 Except as otherwise provided in this bylaw, every Person who, upon summary conviction, is found guilty of a second or subsequent offence under this bylaw, is liable to a fine of not more than \$2,500.00 per offence, plus costs, or for imprisonment for any period not exceeding six (6) months in case of non-payment of the fine and costs imposed for such offence.
- 15.11 Notwithstanding any other provision of this bylaw, the imposition of a fine either by issuance of a Town Notice of Offence or by summary conviction in court shall not relieve any Person so fined from any liability to pay to the Town any expenses arising from any damage or loss caused by that Person to Town property.

16.0 PENALTIES AND FEES

- 16.1 Specific penalty and fee amounts associated with this bylaw can be referenced in the Town of Banff Fees and Charges Bylaw.

17.0 SEVERABILITY

- 17.1 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.

18.0 SCHEDULES

18.1 Schedules A, B, and C form part of this bylaw.

19.0 REPEAL

19.1 Bylaw 16-8, Traffic Bylaw, as amended, is repealed.

20.0 ENACTMENT

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

20.2 The Town Manager is authorized to consolidate future amendments made to Bylaw 16-9, Traffic Bylaw.

READ A FIRST TIME this 06th day of December, 2021.

READ A SECOND TIME, AS AMENDED, this 06th day of December, 2021.

READ A THIRD TIME, AS AMENDED, this 10th day of January, 2022.

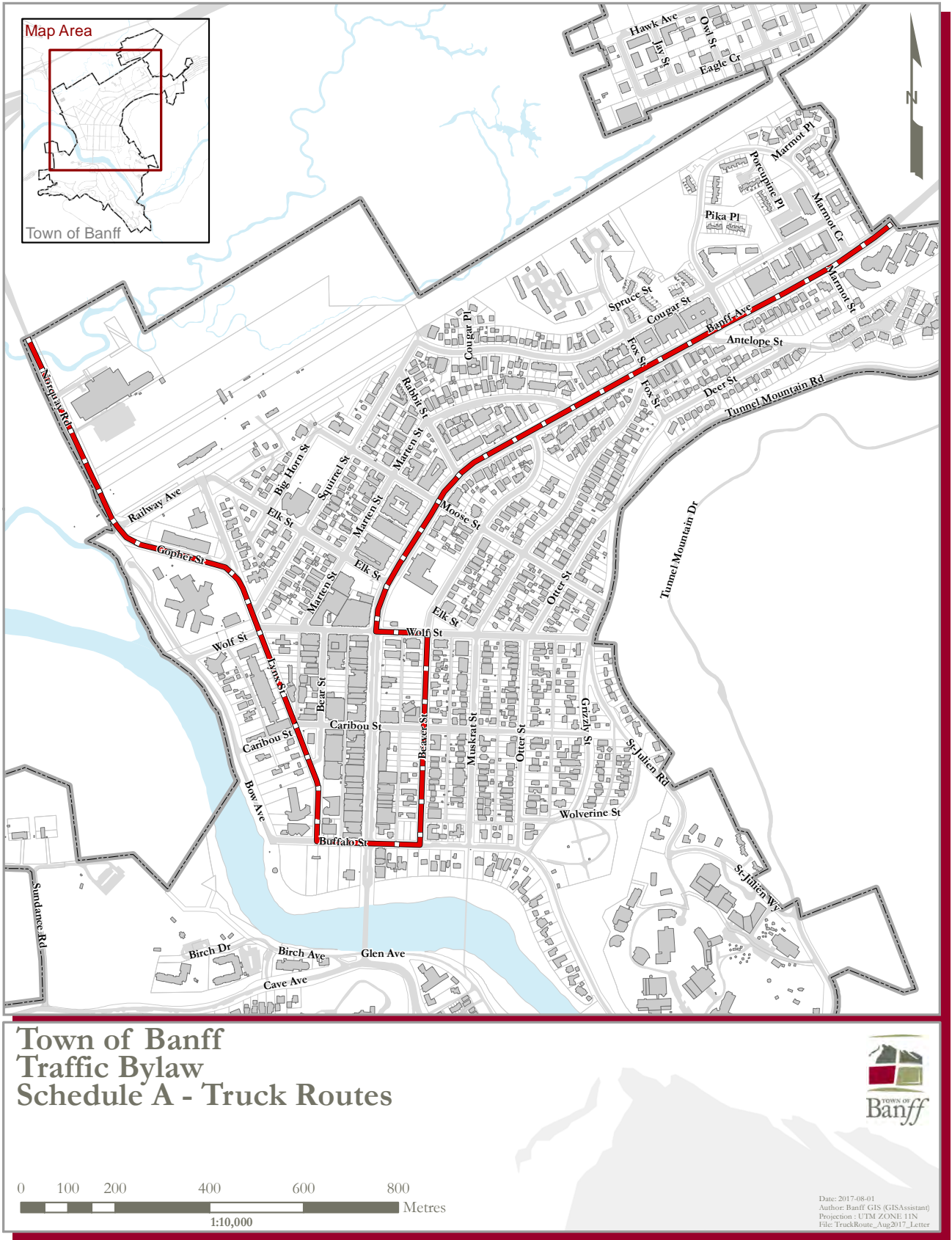
SIGNED AND PASSED, AS AMENDED, this 26th day of January, 2022.

On Original

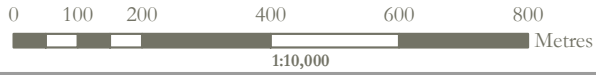
Corrie DiManno
Mayor

On Original

Kelly Gibson
Town Manager

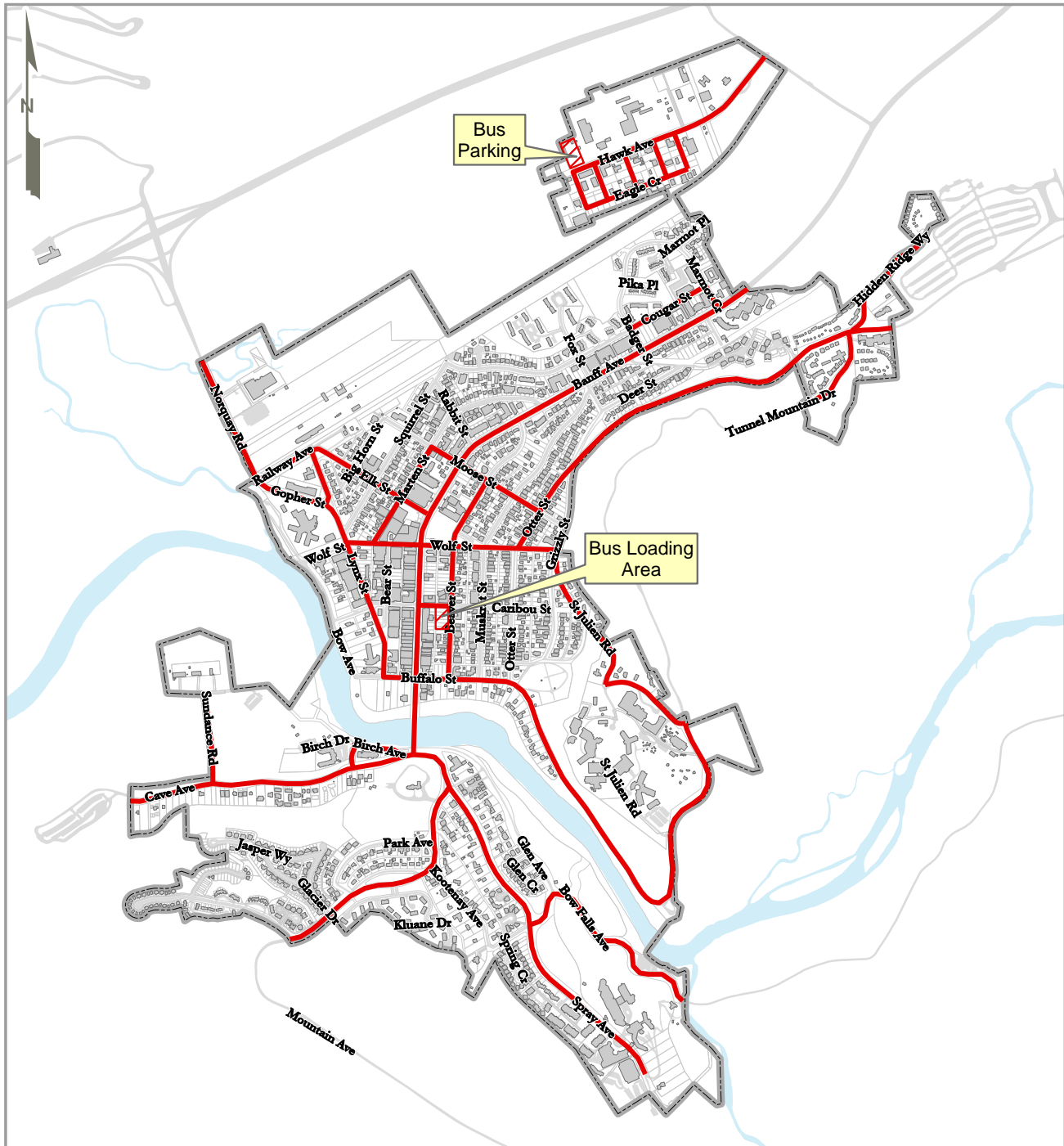


**Town of Banff
Traffic Bylaw
Schedule A - Truck Routes**



Date: 2017-08-01
 Author: Banff GIS (GISAssistant)
 Projection: UTM_ZONE_11N
 File: TruckRoute_Aug2017_Letter

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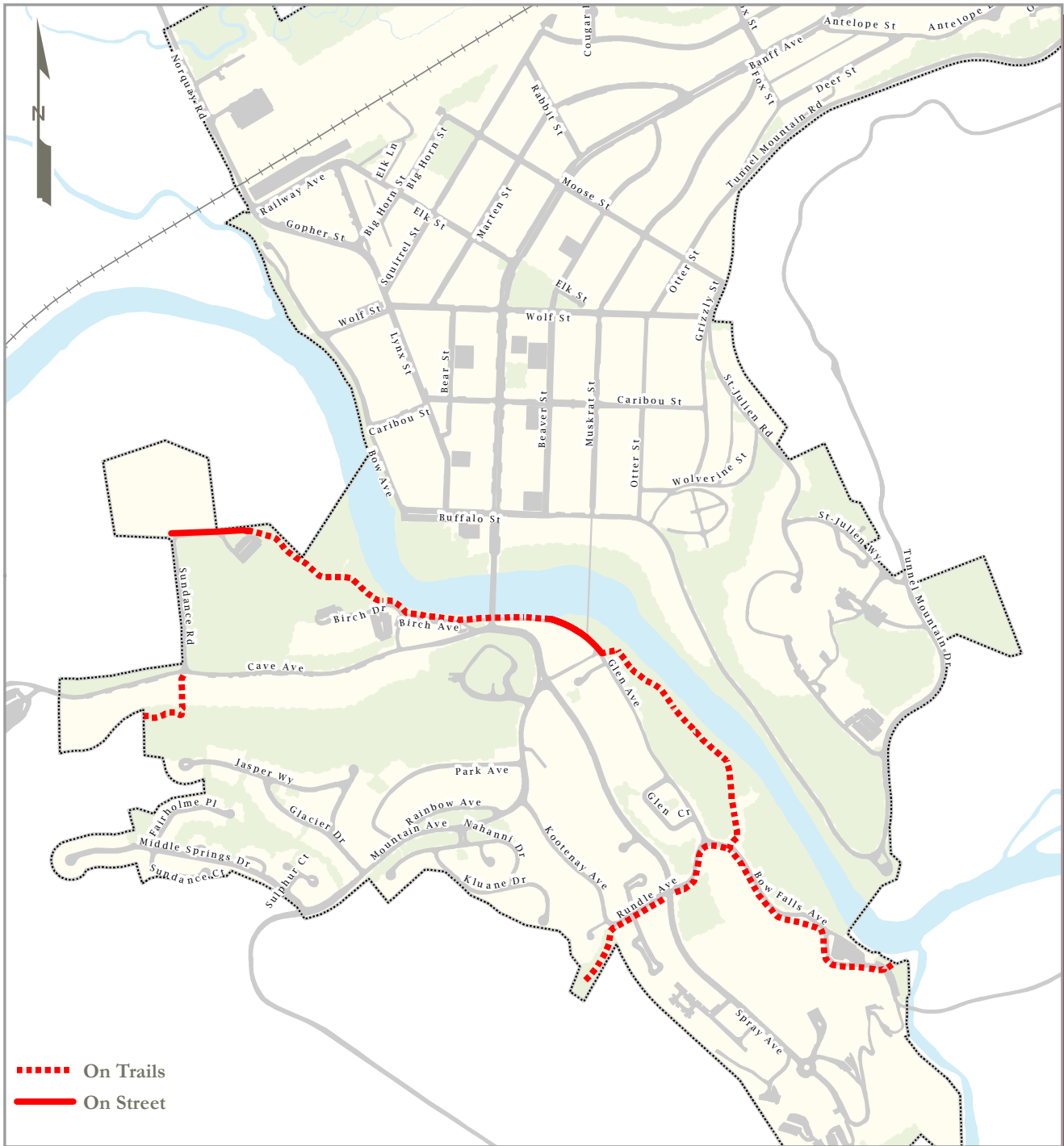


**Town of Banff
Traffic Bylaw
Schedule B - Bus Routes**



Date: 5/20/2006
 Author: Banff GIS (vanwynsberghe)
 Projection: UTM_ZONE 11N
 File: Traffic_Bylaw

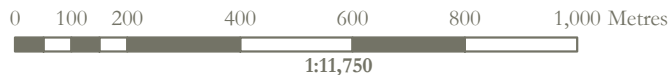
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- - - - - On Trails
————— On Street

Town of Banff Traffic Bylaw Schedule C - Equestrian Routes on Trails

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Date: 2017-08-01
 Author: Banff GIS (GISAssistant)
 Projection: UTM ZONE 11N
 File: EquestrianRoutesOnTrails_Aug2017_Letter

TOWN OF BANFF BYLAW 502

Being a Bylaw of the Town of Banff to Amend the Road, Sidewalk, and Trail Use Bylaw 16-9

WHEREAS it is desirable to amend the Road, Sidewalk, and Trail Use Bylaw to include provisions to address bus routes for passenger busses;

NOW THEREFORE the Council of the Town of Banff, in the Province of Alberta, duly assembled, **ENACTS AS FOLLOWS:**

1.0 CITATION

1.1 This Bylaw may be cited as “The Traffic Amending Bylaw 502”.

2.0 PROVISIONS

2.1 The Road, Sidewalk, and Trail Use Bylaw, being Bylaw 16-9 of the Town of Banff, is hereby amended, as follows:

2.1.1 Schedule B, Bus Route, is deleted and replaced with Schedule B, Bus Route, attached to this Bylaw.

3.0 SCHEDULES

3.1 Schedule B forms part of this Bylaw.

4.0 SEVERABILITY

4.1 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.

5.0 ENACTMENT

5.1 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, 20XX.

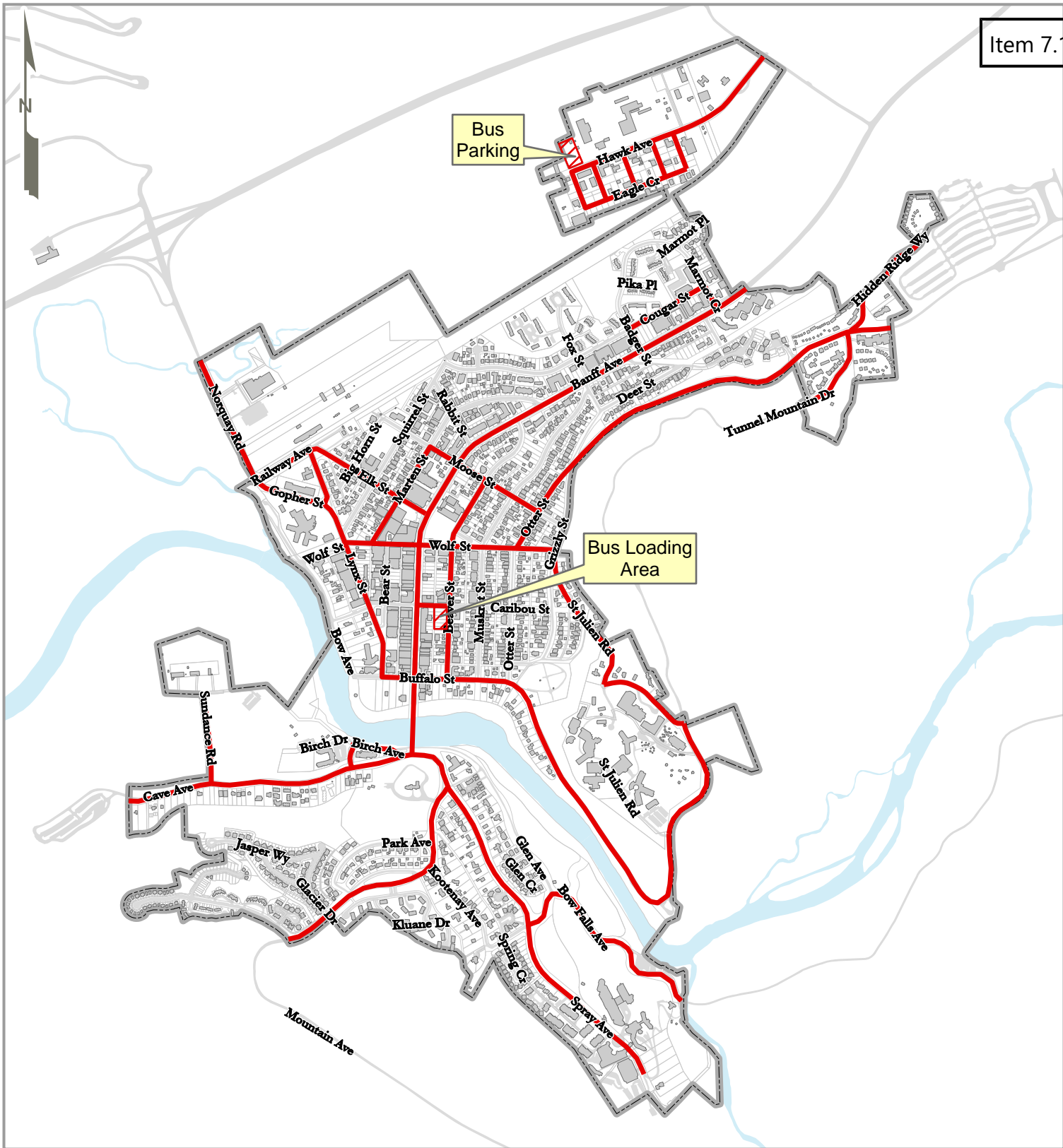
READ A SECOND TIME this xx day of XXXX, 20XX.

READ A THIRD TIME this xx day of XXXX, 20XX.

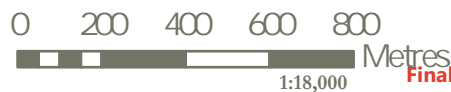
SIGNED AND PASSED this xx day of XXXX, 20XX.

Corrie DiManno
Mayor

Kelly Gibson
Town Manager



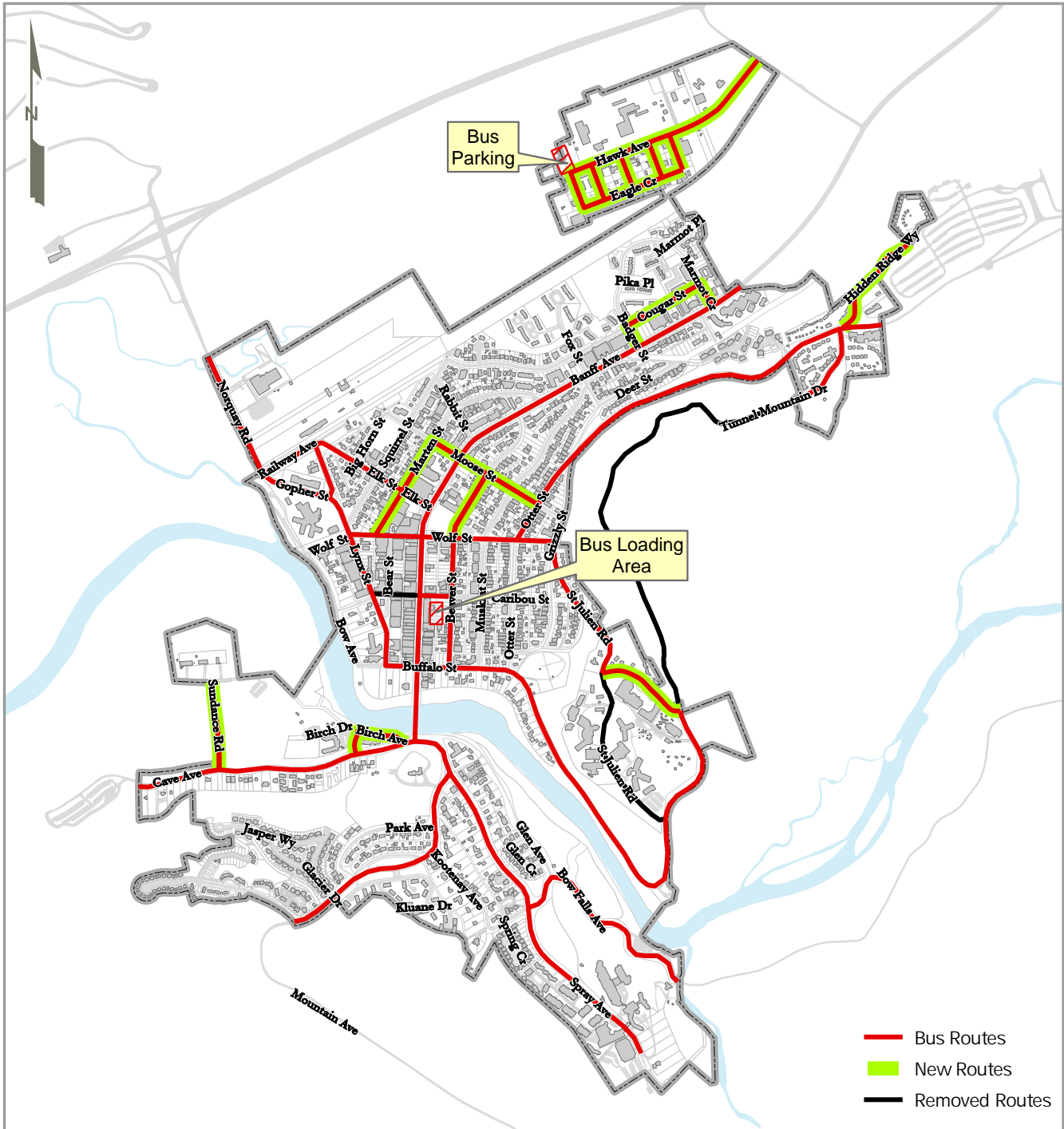
Town of Banff Traffic Bylaw Schedule B - Bus Routes



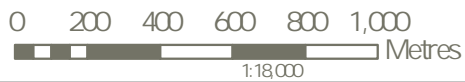
Final Agenda for the Tuesday, June 09, 2026, Regular Meeting of Council

Date: 5/20/2026
Author: Banff GIS (vanwynsberghe)
Projection: UTM ZONE 11N
File: Traffic_Bylaw

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Town of Banff Bus Routes



Date: 5/20/2026
 Projection: UTM ZONE 11N
 Author: Banff GIS (vanwynsbergha)
 File: Traffic_Bylaw

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REQUEST FOR DECISION

Subject: Proposed Bylaw 11-7, The Banff Municipal Emergency Management Bylaw



Presented to: Council - Regular
Date: June 9, 2026

Submitted by: Katherine Severson, Director, Emergency and Protective Services
Protective Services-2026-002

ADMINISTRATIVE RECOMMENDATION

That Council give three readings to proposed Bylaw 11-7, The Banff Municipal Emergency Management Bylaw (Attachment 2).

BACKGROUND

Reason for Report

This report has been prepared for Council in response to the 2026 Council Workplan and scheduled review of Bylaw 11-6, Banff Municipal Emergency Organization, and to Council Motion COU26-041.

COU26-041 **Moved by** Councillor Pelham

That Council further amend the Proposed 2026 Council Workplan (Attachment 3) by including Bylaw 66-2, Fire Department, and Bylaw 11-6, Banff Municipal Emergency Organization, to be reviewed no later than Q2 2026

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

MOTION CARRIED

Summary of Issue

Bylaw 11-6, Banff Municipal Emergency Organization, was last updated in 2022. Since that time, there have been updates to the *Alberta Emergency Management Act*, and the *Local Authority Emergency Management Regulation*. The Emergency Management Act and *Local Authority Emergency Regulation* delegates emergency management responsibilities to local authorities including the requirement for municipalities to have an emergency management bylaw. The 2025-2026 Alberta Emergency Management Agency (AEMA) audit of the Town of Banff Bylaw 11-6 and the Banff Municipal Emergency Management Plan found all standards were fully met. However, Administration’s further review of Bylaw 11-6 has resulted in recommendations for some minor additions and changes that will reflect updated titles and terminology as subordinate legislation, including:

Area or Section of Bylaw	Proposed Change
Recitals	Inclusion of the sections of the Emergency Management Act and Local Authority Emergency Management Regulation that outline the responsibilities of a local authority’s emergency

	management bylaw, emergency management agency, program and plans, and during emergencies.
Title of Bylaw	The proposed new title, replacing the word "Organization" with "Management", more accurately aligns with the Emergency Management Regulation and reflects the scope and provisions of the Bylaw itself.
Section 4.1	Adds the Director of Emergency & Protective Services to the Municipal Agency
Throughout the Bylaw	Minor changes to terminology
Throughout the Bylaw	Minor grammar edits

Response Options

Council may:

1. Repeal Bylaw 11-6 by giving three readings to proposed Bylaw 11-7, Municipal Emergency Management Bylaw,
Or
2. Give first reading to Bylaw 11-7, Municipal Emergency Management Bylaw, and make amendments prior to second and thirds readings;
Or
3. Give first reading to Bylaw 11-7, Municipal Emergency Management Bylaw, and direct Administration to return to a future meeting of Council with proposed amendments prior to second and third readings;
Or
4. Make no change to Bylaw 11-6, Municipal Emergency Management Bylaw and accept this report for the Corporate Record.

OTHER INFORMATION

Budget

n/a

Internal Resources

n/a

Communication

Approved Town of Banff Bylaws are posted online at www.banff.ca

Public Input

A Public Hearing is not required for this proposed Bylaw change.

Banff Community Plan

4.6.6 PUBLIC SAFETY OBJECTIVES

Develop and maintain emergency response plans for all hazards, adhering to applicable emergency management legislation and best practices.

Council Strategic Priorities

COU26-041 noted above.

Legislation/Policy

In accordance with the requirements of the *Municipal Government Act* (MGA) every proposed bylaw must have three separate and distinct readings. Section 63 (2) (a) of the MGA states that a council may by Bylaw: omit and provide for the repeal of a bylaw or a provision of a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective.

Alberta Emergency Management Act
Local Authority Emergency Management Regulation

Other

n/a

ATTACHMENTS

Attachment 1 – Redlined Bylaw 11-6, The Banff Municipal Emergency Organization Bylaw
Attachment 2 – Proposed Bylaw 11-7, The Banff Municipal Emergency Management Bylaw

Circulation date: May 26, 2026

Submitted By: Katherine Severson
Director,
Emergency and Protective Services

Reviewed By: Kelly Gibson
Town Manager

BYLAW 11-67

**BEING A BYLAW OF THE TOWN OF BANFF IN THE PROVINCE OF ALBERTA
TO PROVIDE FOR THE DIRECTION AND CONTROL OF EMERGENCY
MANAGEMENT ~~AND RESPONSE~~**

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~~WHEREAS the *Emergency Management Act*, Chapter/Regulation: E-6.8 RSA 2000 provides that the Local Authority of each municipality shall be responsible for the direction and control of the local authority's emergency response unless the Government assumes direction and control under section 18 of the *Emergency Management Act*;~~

WHEREAS the *Emergency Management Act*, Chapter/Regulation: E-6.8 RSA 2000 provides that that the Local Authority

- (a) shall, at all times, be responsible for the direction and control of the local authority's emergency response unless section 19(5.1) applies or except to the extent provided in an order made under section 24(1.01) or (1.011);
- (b) shall approve emergency plans and programs, subject to the regulations;
- (c) may enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs.

AND WHEREAS the *Emergency Management Act*, Chapter/Regulation: E-6.8 RSA 2000 further provides that a local authority shall establish and maintain, subject to the regulations, an emergency management agency to act as the agent of the local authority in exercising the local authority's powers and duties under this Act.

AND WHEREAS the *Emergency Management Act*, Chapter/Regulation: E-6.8 RSA 2000 further provides that a there shall be a director of the emergency management agency, who shall

- (a) prepare and co-ordinate emergency plans and programs for the municipality,
- (b) act as director of emergency operations on behalf of the emergency management agency,
- (c) co-ordinate all emergency services and other resources used in an emergency, and
- (d) perform other duties as prescribed by the local authority.

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AND WHEREAS the *Local Authority Emergency Management Regulation*, Alberta Regulation 203/2018 provides that a local authority shall appoint an emergency advisory committee by bylaw, if the local authority is a municipal council.

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

1.0 CITATION

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1.1 This bylaw may be cited as "The Banff Municipal Emergency ~~Organization~~ Management Bylaw".

2.0 INTERPRETATION

2.1 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 references to a Town of Banff staff position, department or committee is deemed to be to the current name that the staff position, department or committee is known by;
- c) Alberta Emergency Management Agency means the provincial government agency charged with the administration of the *Emergency Management Act* and the *Local Authority Emergency Management regulations*;
- d) Banff Municipal Emergency Management Agency or Agency means the Agency established by this bylaw;
- e) Deputy Director of Emergency Management or DDEM means the person(s) appointed as the Deputy Director(s) of the Banff Emergency Management Agency;
- f) Director of Emergency Management or DEM means the person appointed as the Director of the Banff Emergency Management Agency;
- g) "Emergency" and "State of Local Emergency" shall have the meaning ascribed to them by the *Emergency Management Act*, as amended from time to time;
- h) Emergency ~~Management~~ Plan means the plan approved by the Committee to coordinate the Towns response to an Emergency;
- i) Municipal Emergency Advisory Committee or Committee means the committee established by this bylaw;
- j) Town of Banff or 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; and
- k) 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.

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3.0 MUNICIPAL EMERGENCY ADVISORY COMMITTEE

- 3.1 There is hereby established a Municipal Emergency Advisory Committee, which shall consist of the Mayor and two (2) other Council members as the Mayor designates and that the Mayor shall be the chair.
- 3.2 In the absence of the Mayor and any Council member designated by the Mayor, the Deputy Mayor shall act in place of the Mayor.
- 3.3 In the absence of the Mayor, any Council member designated by the Mayor and the Deputy Mayor, the Acting Mayor shall act in place of the Mayor.
- 3.4 In the absence of all ~~of~~ the above, the Town Manager shall designate a member of Council to act in place of the Mayor.
- 3.5 The quorum for this committee will be met and shall be convened a minimum of once per year and unless otherwise stated in this bylaw, procedural requirements for decision making will follow the Procedures Bylaw, as amended from time to time.
- 3.6 The Municipal Emergency Advisory Committee, in accordance with the *Emergency Management Act*, shall:
 - a) Provide guidance and direction to the Banff Municipal Emergency Management Agency;
 - b) Approve the Emergency Management Plan;
 - c) Declare, renew, or terminate a State of Local Emergency; and
 - d) Advise Council on the development of emergency plans and programs.
- 3.7 The power to declare a State of Local Emergency, in accordance with the *Emergency Management Act* is hereby delegated to the Municipal Emergency Advisory Committee. A quorum of one (1) is required to declare a State of Local Emergency.

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4.0 MUNICIPAL EMERGENCY MANAGEMENT AGENCY

- 4.1 There is hereby established an agency of Council, to be known as the Banff Municipal Emergency Management Agency, the membership of which shall include:
 - a) The Town Manager;
 - ~~b) The Director of Emergency and Protective Services;~~
 - ~~b)c) Any Town of Banff employee designated to fulfill key roles within the municipal emergency plan as needed; and~~
 - ~~e)d) Invited ADHOC external partners (public or private organizations) deemed appropriate to assist in the emergency response.~~

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- 4.2 The Banff Municipal Emergency Management Agency is delegated to act as the agent of the local authority to carry out the Town of Banff's statutory powers and obligations under the *Emergency Management Act* ~~and the Local Authority Emergency Management Regulation-~~
- 4.3 The Banff Municipal Emergency Agency shall report to the Municipal Emergency Advisory Committee a minimum of once per year to provide updates on Agency activities and emergency plan review.
- 4.4 The Banff Municipal Emergency Management Agency will use a command, control and coordination system as prescribed by the Managing Director of the Alberta Emergency Management Agency.
- 4.5 The Town Manager or the person delegated by the Town Manager shall be the Director of the Municipal Emergency Management Agency and shall:
 - a) Prepare and ~~administer~~ ~~coordinate~~ emergency ~~management~~ plans and programs for the municipality;
 - b) Act as Director of Emergency Management on behalf of the Banff Municipal Emergency Management Agency;
 - c) Coordinate all emergency services and other resources used in an emergency; and
 - d) Perform other duties as prescribed by the Municipal Emergency Advisory Committee.

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5.0 ENACTMENT/TRANSITION

- 5.1 Bylaw #11-~~56~~ is hereby repealed upon this bylaw coming into effect.
- 5.2 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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READ A FIRST TIME this ~~9th day of June, 2026~~ ^{24th day of May, 2022}.

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SIGNED AND PASSED this ~~10th of June, 2026~~ ^{25th day of May, 2022}.

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On Original

Corrie DiManno
Mayor

On Original

Kelly Gibson
Town Manager

PROPOSED

TOWN OF BANFF BYLAW 11-7

BEING A BYLAW OF THE TOWN OF BANFF IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE DIRECTION AND CONTROL OF EMERGENCY MANAGEMENT

WHEREAS the Emergency Management Act, Chapter/Regulation: E-6.8 RSA 2000 provides that that the Local Authority:

- a) shall, at all times, be responsible for the direction and control of the local authority's emergency response unless section 19(5.1) applies or except to the extent provided in an order made under section 24(1.01) or (1.011);
- b) shall approve emergency plans and programs, subject to the regulations;
- c) may enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs.

AND WHEREAS the Emergency Management Act, Chapter/Regulation: E-6.8 RSA 2000 further provides that a local authority shall establish and maintain, subject to the regulations, an emergency management agency to act as the agent of the local authority in exercising the local authority's powers and duties under this Act.

AND WHEREAS the Emergency Management Act, Chapter/Regulation: E-6.8 RSA 2000 further provides that there shall be a director of the emergency management agency, who shall

- a) prepare and co-ordinate emergency plans and programs for the municipality,
- b) act as director of emergency operations on behalf of the emergency management agency,
- c) co-ordinate all emergency services and other resources used in an emergency, and
- d) perform other duties as prescribed by the local authority.

AND WHEREAS the Local Authority Emergency Management Regulation, Alberta Regulation 203/2018 provides that a local authority shall appoint an emergency advisory committee by bylaw, if the local authority is a municipal council.

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

1.0 CITATION

- 1.1 This bylaw may be cited as "The Banff Municipal Emergency Management Bylaw".

PROPOSED

2.0 INTERPRETATION

2.1 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 references to a Town of Banff staff position, department or committee is deemed to be to the current name that the staff position, department or committee is known by;
- c) Alberta Emergency Management Agency means the provincial government agency charged with the administration of the *Emergency Management Act* and the *Local Authority Emergency Management* regulations;
- d) Banff Municipal Emergency Management Agency or Agency means the Agency established by this bylaw;
- e) Deputy Director of Emergency Management or DDEM means the person(s) appointed as the Deputy Director(s) of the Banff Emergency Management Agency;
- f) Director of Emergency Management or DEM means the person appointed as the Director of the Banff Emergency Management Agency;
- g) Emergency and State of Local Emergency shall have the meaning ascribed to them by the *Emergency Management Act*, as amended from time to time;
- h) Emergency Management Plan means the plan approved by the Committee to coordinate the Towns response to an Emergency;
- i) Municipal Emergency Advisory Committee or Committee means the committee established by this bylaw;
- j) Town of Banff or 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; and
- k) 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.

3.0 MUNICIPAL EMERGENCY ADVISORY COMMITTEE

- 3.1 There is hereby established a Municipal Emergency Advisory Committee, which shall consist of the Mayor and two (2) other Council members as the Mayor designates and that the Mayor shall be the chair.
- 3.2 In the absence of the Mayor and any Council member designated by the Mayor, the Deputy Mayor shall act in place of the Mayor.
- 3.3 In the absence of the Mayor, any Council member designated by the Mayor and the Deputy Mayor, the Acting Mayor shall act in place of the Mayor.
- 3.4 In the absence of all of the above, the Town Manager shall designate a member of Council to act in place of the Mayor.

PROPOSED

- 3.5 The quorum for this committee will be met and shall be convened a minimum of once per year and unless otherwise stated in this bylaw, procedural requirements for decision making will follow the Procedures Bylaw, as amended from time to time.
- 3.6 The Municipal Emergency Advisory Committee, in accordance with the Emergency Management Act, shall:
- a) Provide guidance and direction to the Banff Municipal Emergency Management Agency;
 - b) Approve the Emergency Management Plan;
 - c) Declare, renew, or terminate a State of Local Emergency; and
 - d) Advise Council on the development of emergency plans and programs.
- 3.7 The power to declare a State of Local Emergency, in accordance with the *Emergency Management Act* is hereby delegated to the Municipal Emergency Advisory Committee. A quorum of one (1) is required to declare a State of Local Emergency.

4.0 MUNICIPAL EMERGENCY MANAGEMENT AGENCY

- 4.1 There is hereby established an agency of Council, to be known as the Banff Municipal Emergency Management Agency, the membership of which shall include:
- a) The Town Manager;
 - b) The Director of Emergency and Protective Services;
 - c) Any Town of Banff employee designated to fulfill key roles within the municipal emergency plan as needed; and
 - d) Invited ADHOC external partners (public or private organizations) deemed appropriate to assist in the emergency response.
- 4.2 The Banff Municipal Emergency Management Agency is delegated to act as the agent of the local authority to carry out the Town of Banff's statutory powers and obligations under the Emergency Management Act and the Local Authority Emergency Management Regulation
- 4.3 The Banff Municipal Emergency Agency shall report to the Municipal Emergency Advisory Committee a minimum of once per year to provide updates on Agency activities and emergency plan review.
- 4.4 The Banff Municipal Emergency Management Agency will use a command, control and coordination system as prescribed by the Managing Director of the Alberta Emergency Management Agency.
- 4.5 The Town Manager or the person delegated by the Town Manager shall be the Director of the Municipal Emergency Management Agency and shall:
- a) Prepare and administer coordinate emergency management plans and programs for the municipality;

PROPOSED

- b) Act as Director of Emergency Management on behalf of the Banff Municipal Emergency Management Agency;
- c) Coordinate all emergency services and other resources used in an emergency; and
- d) Perform other duties as prescribed by the Municipal Emergency Advisory Committee.

5.0 ENACTMENT/TRANSITION

5.1 Bylaw #11-6 is hereby repealed upon this bylaw coming into effect.

5.2 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 xx day of XXXX, 20XX.

READ A SECOND TIME this xx day of XXXX, 20XX.

READ A THIRD TIME this xx day of XXXX, 20XX.

SIGNED AND PASSED this xx day of XXXX, 20XX.

Corrie DiManno
Mayor

Kelly Gibson
Town Manager

REQUEST FOR DECISION/ DIRECTION

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



Presented to: Council - Regular
Date: June 9, 2026

Submitted by: Libbey McDougall, Municipal Clerk
Corporate Services-2026-017

ADMINISTRATIVE RECOMMENDATION

That Council:

1. 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;
2. Further amend the Amended 2026 Council and Committee Calendar by:
 - Cancelling the Tuesday, June 23, 2026, Regular Meeting of the Governance and Finance Committee scheduled for 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; and
3. Approve the Amended 2026 Council and Committee Meeting Calendar, as further amended by Recommendation 2.

BACKGROUND

Reason for Report

The Banff Housing Corporation Shareholder's Annual General Meeting (BHC Shareholder's AGM) is typically scheduled for late June each year half an hour before the start of a regularly scheduled Governance and Finance Committee Meeting. In 2026, the AGM has been scheduled for 8:30 a.m. on Tuesday, June 23, 2026, prior to the regularly scheduled Governance and Finance Committee, scheduled for 9:00 a.m.

The Banff Housing Corporation (BHC) has approached Administration to inform them that they anticipate the 2026 AGM, which typically requires only a half hour of meeting time, will require significantly more time than usual due to an external presentation and a number of strategic items the Board wishes to present for Shareholder consideration. As such, additional time has been requested for the AGM. Coincidentally, there are currently no items scheduled for the Regular Meeting of the Governance and Finance Committee scheduled to commence immediately following the AGM. Administration is therefore requesting that Council:

- Cancel the June 23, 2026, Regular Meeting of the Governance and Finance Committee, currently scheduled to commence at 9:00 a.m. in the Council Chamber; and

- Reschedule the start time of the Banff Housing Corporation Shareholders Annual General Meeting from 8:30 a.m. to 9:00 a.m.

These changes should ensure that there is sufficient time for the BHC Shareholders AGM as it would be the only meeting scheduled for the morning of June 23, 2026.

Summary of Issue

Under the *Municipal Government Act* (MGA), a council can reconsider and revisit past decisions, but only if they follow the specific procedures outlined in their municipality's Procedure Bylaw. Councils act strictly by bylaw or resolution, and a formal process is required to change a prior decision. Section 9.2 of Council's Procedures Bylaw states:

- 9.22 An adopted motion may be revisited at a subsequent Meeting at which the original motion was decided via a motion to rescind or amend something previously adopted provided it has not been acted upon. The motion:
- b) May be made by a Member who voted on the prevailing side, a Member who was not present when the vote was taken on the motion in question, or any Member after six months have passed; and
 - b) Is debateable.

Council adopted its 2026 Council and Committee Meeting Calendar as part of the 2025 Annual Organizational Meeting of Council. As a previous decision was rendered by Council, only Council can make changes/ amendments to this schedule, barring those exceptions set out in the Procedures Bylaw.

Response Options

Council may:

1. Revisit the decision to approve the Amended 2026 Council Calendar and make further amendments as outlined in the Administrative Recommendations portion of this Report; or
2. Take no further action at this time by receiving this Report for the Corporation, thereby leaving the 2026 Council and Committee Calendar unchanged.

OTHER INFORMATION

Budget

There are no budgetary implications associated with this Report

Internal Resources

No significant impact on Town staff resources or workload is anticipated.

Communication

The adjustment to the 2026 Council and Committee Calendar will be communicated through the Town's official communication channels, as well as posted at Banff.ca, to ensure public and stakeholder awareness.

Public Input

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

Banff Community Plan

There is no direct link to the Banff Community Plan.

Council Strategic Priorities

There is no direct link to Council's Strategic Priorities but providing an accessible meeting calendar online does help to ensure the public can be engaged and participate in the various Council and Council Committee meetings.

Legislation/Policy

Noted above.

Other

There are no other associated issues.

ATTACHMENTS

Attachment – 2026 Council and Committee Calendar

Circulation date: May 28, 2026

Submitted By: Libbey McDougall
Municipal Clerk

Reviewed By: Kelly Gibson
Town Manager

TOWN OF BANFF 2026 COUNCIL AND COMMITTEE MEETING CALENDAR

2026 January	Meeting	Meeting Type	Time	Location
Tuesday, January 13	Governance and Finance Committee	Service Review	9:00 a.m. — 1:00 p.m.	Council Chamber
Tuesday, January 13	Council	Regular	9:00 a.m. 2:00 p.m.	Council Chamber
Tuesday, January 15	Governance and Finance Committee	Service Review	9:00 a.m. — 5:00 p.m.	Council Chamber
Tuesday, January 20	Council	2026 Budget Finalization	9:00 a.m. — 5:00 p.m.	Council Chamber
Tuesday, January 27	Governance and Finance Committee	Regular	9:00 a.m.	Council Chamber
Tuesday, January 27	Council	Regular	2:00 p.m.	Council Chamber
2026 February	Meeting	Meeting Type	Time	Location
Tuesday, February 10	Governance and Finance Committee	Regular	9:00 a.m.	Council Chamber
Tuesday, February 10	Council	Regular	2:00 p.m.	Council Chamber
Tuesday, February 24	Governance and Finance Committee	Regular	9:00 a.m.	Council Chamber
Tuesday, February 24	Council	Regular	2:00 p.m.	Council Chamber

Council Meetings (Regular/ Public Hearing/ AOM):

Governance & Finance Committee Meetings:

Service Review and Council Budget Meetings:

BHC Shareholder’s AOM Meeting:

Public Hearings and Special Meetings of Council may be called by Council as necessary.

*All Meetings are held in the Town of Banff Council Chamber (conducted as an in-person/virtual hybrid meeting).

commence at 2:00 p.m. unless otherwise noted
 commence at 9:00 a.m. unless otherwise noted
 commence at 9:00 a.m. and run for ½ or full day
 commence at 8:30 a.m.

2026 March	Meeting	Meeting Type	Time	Location
Tuesday, March 10	Governance and Finance Committee	Regular	9:00 a.m.	Council Chamber
Tuesday, March 10	Council	Regular	2:00 p.m.	Council Chamber
Tuesday, March 24	Governance and Finance Committee	Regular	9:00 a.m.	Council Chamber
Tuesday, March 24	Council	Regular	2:00 p.m.	Council Chamber
2026 April	Meeting	Meeting Type	Time	Location
Tuesday, April 14	Governance and Finance Committee	Regular	9:00 a.m.	Council Chamber
Tuesday, April 14	Council	Regular	2:00 p.m.	Council Chamber
Tuesday, April 28	Governance and Finance Committee	Regular	9:00 a.m.	Council Chamber
Tuesday, April 28	Council	Regular	2:00 p.m.	Council Chamber
2026 May	Meeting	Meeting Type	Time	Location
Tuesday, May 12	Governance and Finance Committee	Regular	9:00 a.m.	Council Chamber
Tuesday, May 12	Council	Regular	2:00 p.m.	Council Chamber
Tuesday, May 26	Governance and Finance Committee	Regular	9:00 a.m.	Council Chamber
Tuesday, May 26	Council	Regular	2:00 p.m.	Council Chamber

Council Meetings (Regular/ Public Hearing/ AOM): commence at 2:00 p.m. unless otherwise noted
 (Regular Meetings are to last for no more than 4 hours unless extended by a majority vote of Council as per S. 7.10 of the Procedures Bylaw)

Governance & Finance Committee Meetings: commence at 9:00 a.m. unless otherwise noted

Service Review and Council Budget Meetings: commence at 9:00 a.m. and run for ½ or full day

BHC Shareholder's AOM Meeting: commence at 8:30 a.m.

Public Hearings and Special Meetings of Council may be called by Council as necessary.

All Meetings are held in the Town of Banff Council Chamber (conducted as an in-person/virtual hybrid meeting).

2026 June	Meeting	Meeting Type	Time	Location
Tuesday, June 09	Governance and Finance Committee	Regular	9:00 a.m.	Council Chamber
Tuesday, June 09	Council	Regular	2:00 p.m.	Council Chamber
Tuesday, June 23	Banff Housing Corporation Shareholder's Annual Organizational Meeting	Annual Organizational Meeting	8:30 a.m.	Council Chamber
Tuesday, June 23	Governance and Finance Committee	Regular	9:00 a.m.	Council Chamber
Tuesday, June 23	Council	Regular	2:00 p.m.	Council Chamber
2026 July	Meeting	Meeting Type	Time	Location
Tuesday, July 14	Governance and Finance Committee	Regular	9:00 a.m.	Council Chamber
Tuesday, July 14	Council	Regular	9:00 a.m.	Council Chamber
2026 August	Meeting	Meeting Type	Time	Location
Tuesday, August 11	Governance and Finance Committee	Regular	9:00 a.m.	Council Chamber
Tuesday, August 11	Council	Regular	2:00 p.m.	Council Chamber
2026 September	Meeting	Meeting Type	Time	Location
Tuesday, September 08	Governance and Finance Committee	Regular	9:00 a.m.	Council Chamber
Tuesday, September 08	Council	Regular	2:00 p.m.	Council Chamber

Council Meetings (Regular/ Public Hearing/ AOM): commence at 2:00 p.m. unless otherwise noted
 (Regular Meetings are to last for no more than 4 hours unless extended by a majority vote of Council as per S. 7.10 of the Procedures Bylaw)

Governance & Finance Committee Meetings: commence at 9:00 a.m. unless otherwise noted

Service Review and Council Budget Meetings: commence at 9:00 a.m. and run for ½ or full day

BHC Shareholder's AOM Meeting: commence at 8:30 a.m.

Public Hearings and Special Meetings of Council may be called by Council as necessary.

All Meetings are held in the Town of Banff Council Chamber (conducted as an in-person/virtual hybrid meeting).

Tuesday, September 15	Governance and Finance Committee	Regular	9:00 a.m.	Council Chamber
Tuesday, September 15	Council	Regular	2:00 p.m.	Council Chamber
Tuesday, September 22	Governance and Finance Committee	Regular	9:00 a.m.	Council Chamber
Tuesday, September 22	Council	Regular	2:00 p.m.	Council Chamber
Tuesday, September 29	Governance and Finance Committee	Regular	9:00 a.m.	Council Chamber
Tuesday, September 29	Council	Regular	2:00 p.m.	Council Chamber
2026 October	Meeting	Meeting Type	Time	Location
Tuesday, October 13	Governance and Finance Committee	Regular	9:00 a.m.	Council Chamber
Tuesday, October 13	Council	Regular	2:00 p.m.	Council Chamber
Tuesday, October 20	Council	Annual Organizational Meeting	2:00 p.m.	Council Chamber
Tuesday, October 27	Governance and Finance Committee	Regular	9:00 a.m.	Council Chamber
Tuesday, October 27	Council	Regular	2:00 p.m.	Council Chamber
2026 November	Meeting	Meeting Type	Time	Location
Tuesday, November 10	Governance and Finance Committee	Regular	9:00 a.m.	Council Chamber
Tuesday, November 10	Council	Regular	2:00 p.m.	Council Chamber

Council Meetings (Regular/ Public Hearing/ AOM): commence at 2:00 p.m. unless otherwise noted
 (Regular Meetings are to last for no more than 4 hours unless extended by a majority vote of Council as per S. 7.10 of the Procedures Bylaw)

Governance & Finance Committee Meetings: commence at 9:00 a.m. unless otherwise noted

Service Review and Council Budget Meetings: commence at 9:00 a.m. and run for ½ or full day

BHC Shareholder's AOM Meeting: commence at 8:30 a.m.

Public Hearings and Special Meetings of Council may be called by Council as necessary.

All Meetings are held in the Town of Banff Council Chamber (conducted as an in-person/virtual hybrid meeting).

Tuesday, November 24	Governance and Finance Committee	Service Review	9:00 a.m. – 1:00 p.m.	Council Chamber
Tuesday November 24	Council	Regular	2:00 p.m.	Council Chamber
Thursday, November 26	Governance and Finance Committee	Service Review	9:00 a.m. – 5:00 p.m.	Council Chamber
2026 December	Meeting	Meeting Type	Time	Location
Tuesday, December 01	Governance and Finance Committee	Service Review	9:00 a.m. – 5:00 p.m.	Council Chamber
Thursday, December 03	Governance and Finance Committee	Service Review	9:00 a.m. – 5:00 p.m.	Council Chamber
Tuesday, December 08	Governance and Finance Committee	Service Review	9:00 a.m. – 1:00 p.m.	Council Chamber
Tuesday, December 08	Council	Regular	2:00 p.m.	Council Chamber
Thursday, December 10	Governance and Finance Committee	Service Review	9:00 a.m. – 5:00 p.m.	Council Chamber
Tuesday, December 15	Governance and Finance Committee	Service Review	9:00 a.m. – 1:00 p.m.	Council Chamber
Tuesday, December 15	Council	Regular	2:00 p.m.	Council Chamber
Thursday, December 17	Governance and Finance Committee	Service Review	9:00 a.m. – 1:00 p.m.	Council Chamber

Council Meetings (Regular/ Public Hearing/ AOM): commence at 2:00 p.m. unless otherwise noted
 (Regular Meetings are to last for no more than 4 hours unless extended by a majority vote of Council as per S. 7.10 of the Procedures Bylaw)
Governance & Finance Committee Meetings: commence at 9:00 a.m. unless otherwise noted
Service Review and Council Budget Meetings: commence at 9:00 a.m. and run for ½ or full day
BHC Shareholder's AOM Meeting: commence at 8:30 a.m.
Public Hearings and Special Meetings of Council may be called by Council as necessary.
 All Meetings are held in the Town of Banff Council Chamber (conducted as an in-person/virtual hybrid meeting).

Changes to the Town of Banff 2026 Council and Committee Calendar

Item 7.3

Meeting Type	Original Meeting Date	Original Start Time	Revised Meeting Date	Revised Start Time	Location	Motion Number
Service Review Meeting of the GFC	January 13, 2026	9:00 a.m.	Cancelled	Cancelled	Cancelled	FIN25-242
Regular Council Meeting	January 13, 2026	2:00 p.m.		9:00 a.m.	Council Chamber	COU25-462
Service Review Meeting of the GFC	January 15, 2026	9:00 a.m.	Cancelled	Cancelled	Cancelled	FIN25-242
Regular Meeting of the GFC	September 15, 2026	9:00 a.m.	September 08, 2026		Council Chamber	COU25-475
Regular Meeting of Council	September 15, 2026	2:00 p.m.	September 08, 2026		Council Chamber	COU25-475
Regular Meeting of the GFC	September 29, 2026	9:00 a.m.	September 22, 2026		Council Chamber	COU25-475
Regular Meeting of Council	September 29, 2026	2:00 p.m.	September 22, 2026		Council Chamber	COU25-475
2026 Budget Finalization Meeting of Council	January 20, 2026	9:00 a.m.	Cancelled	Cancelled	Cancelled	COU26-017

Council Meetings (Regular/ Public Hearing/ AOM):

Governance & Finance Committee Meetings:

Service Review and Council Budget Meetings:

BHC Shareholder's AOM Meeting:

Public Hearings and Special Meetings of Council may be called by Council as necessary.

*All Meetings are held in the Town of Banff Council Chamber (conducted as an in-person/virtual hybrid meeting).

commence at 2:00 p.m. unless otherwise noted
 commence at 9:00 a.m. unless otherwise noted
 commence at 9:00 a.m. and run for ½ or full day
 commence at 8:30 a.m.



**MINUTES OF THE MUNICIPAL PLANNING COMMISSION
of the Town of Banff in the Province of Alberta
Wednesday, April 15, 2026, at 9:00 a.m.**

COMMISSION MEMBERS PRESENT

Stavros Karlos	Public Representative (Chairperson)
Tamra Malczyk	Public Representative (Vice Chairperson)
Michelle Lem	Public Representative
Peter Eshenko	Public Representative
Richard Yuh	Public Representative
David Fullerton	Council Representative
Marc Ledwidge	Council Representative
Josh Simpson	Parks Canada Representative

COMMISSION MEMBERS ABSENT

ADMINISTRATION PRESENT

Dave Michaels	Manager, Planning and Environment
Drew Cornell	Development Planner, Planning and Environment
Julien Doucette-Preville	Planning Technician, Planning and Environment
Kerry MacInnis	Planning and Environment, MPC Recorder

1.0 CALL TO ORDER

Chair Karlos called the April 15, 2026, Municipal Planning Commission meeting to order at 9:00a.m.

2.0 APPROVAL OF AGENDA

2.1. Approval of the Municipal Planning Commission agenda for April 15, 2026

MPC26-18 **Moved by Commissioner Malczyk**

That the agenda for the April 15, 2026, meeting of the Municipal Planning Commission be approved as presented.

MOTION CARRIED

2.2. Declaration of Conflicts

There was no declaration of conflict.



3.0 ADOPTION OF PREVIOUS COMMISSION MINUTES

3.1 Minutes of the March 18, 2026, meeting of the Municipal Planning Commission

MPC26-19 Moved by Councillor Fullerton

That the minutes of the March 18, 2026, meeting of the Municipal Planning Commission be adopted as presented.

MOTION CARRIED

4.0 UNFINISHED BUSINESS

There was no unfinished business.

5.0 REPORTS

5.1 Accessory Guest Accommodation and Accessory Dwelling at 210 Marmot Crescent – 26DP18

- i. Staff Presentation
Administration provided a presentation and overview of the proposal as included in the agenda package.
- ii. Public Input
There was no public input.
- iii. Applicant Input
Kerry and Bunny Julius, applicants were present to answer questions from the commission and speak to their written submission provided in this agenda package as 5.iii.

MPC26-20 Moved by Commissioner Simpson that MPC move into closed meeting at 9:37a.m. pursuant to Sections 24 (advice from officials) of the Freedom of Information and Protection of Privacy Act and Section 3.2.12 of the Land Use Bylaw, to deliberate and discuss confidential matters with respect to Item 5.1, Accessory Guest Accommodation and Accessory Dwelling at 210 Marmot Crescent – 26DP18.

MOTION CARRIED

Administration in attendance during the closed meeting discussions with respect to Item 5.1, Proposed Accessory Guest Accommodation and Accessory Dwelling at 210 Marmot Crescent – 26DP18.

Advice: D. Michaels



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

MPC26-21 Moved by Commissioner Yuh that MPC return to open public session.

MOTION CARRIED

MPC26-22 Moved by Commissioner Karlos

That the Municipal Planning Commission approve development permit application 26DP18 – the conversion of an Accessory Dwelling into an Accessory Guest Accommodation, and the creation of a new Accessory Dwelling in the basement at 210 Marmot Crescent, subject to the amended conditions of approval attached as Appendix ‘A’ with consideration of the proposed driveway width.

Amended conditions:

- 1.d) Submit revised landscaping plan for review and approval of the Development officer:
 - i) Plant material consistent with the design guidelines
 - ii) Clearly identify and delineated parking areas to prevent expansion of the driveway beyond 5.7m
 - iii) Increased soft landscaping screening of the driveway and boulevard in accordance with section 8.16.27

MOTION CARRIED

Appendix A – conditions of approval – 26DP18

(1) Conditions to be met prior to the issuance of the Development Permit:

- (a) Pay to the Town of Banff the fees as established in Schedule G of the Land Use Bylaw:
 - i. Bed and Breakfast Application Fee of \$1,500.00 + \$100.00/guest room (\$1,600.00 total);
 - ii. Municipal Planning Commission Surcharge Fee of \$125.00; and,
 - iii. iGuide Fee of \$300.
- (b) Submit confirmation to the satisfaction of the Development Officer of existing water and sanitary services with details of size/materials and a video inspection of the sanitary service from building to Town of Banff main. If the Town Manager determines that the existing sewer services do not comply with the existing Town of Banff Engineering Design Standards, the existing sewer services are not designed to manage the proposed development or that they are in a state of disrepair, the Owner shall, at his own cost, modify or repair or replace the existing sewer connection to the satisfaction of the Town Manager;
- (c) Submit revised Plans for review and approval of the Development Officer, showing exterior material finishes consistent with the existing materials for the new entrance and window;



- (d) Submit revised Landscape Plan for the review and approval of the Development Officer,
 - i) Plant material consistent with the design guidelines
 - ii) Clearly identify and delineated parking areas to prevent expansion of the driveway beyond 5.7m
 - iii) Increased soft landscaping screening of the driveway and boulevard in accordance with section 8.16.27
- (e) Submit confirmation, to the satisfaction of the Development Officer, that the property complies with the Alberta Building Code and Alberta Fire Code including bedroom egress, smoke alarms and placement of fire extinguishers;
- (f) Submit confirmation, to the satisfaction of the Development Officer, that any and all Parks Canada requirements have been met; and,
- (g) Submit a Statutory Declaration, to the satisfaction of the Development Officer, confirming that:
 - i. The owners reside at 210 Marmot Crescent as their primary residence;
 - ii. The Accessory Guest Accommodation will be managed and operated exclusively by the Live-in Owner;
 - iii. The Live-in Owner will not operate the Accessory Guest Accommodation while not in residence at the property; and,
 - iv. The Live-in Owner is aware that any non-conformance with the conditions of approval or non-compliance with the Land Use Bylaw will result in the revocation of the Development Permit;

(2) Specific Conditions:

- (a) This approval allows for an Accessory Guest Accommodation containing one (1) bedroom and the number of guests (pillows) shall be restricted to four (4), and a one (1) bedroom Accessory Dwelling;
- (b) Non-compliance with any conditions of the Development Permit relating to the Accessory Guest Accommodation will result in the revocation of the Accessory Guest Accommodation permit; and,
- (c) Upon cessation of the Accessory Guest Accommodation, this permit allows for a total of three (3) dwellings on site as a Duplex with Accessory Dwelling.

(3) General Conditions:

- (a) Obtain a Business License from the Town of Banff for the operation of an Accessory Guest Accommodation. The number of guest bedrooms shall be restricted to one (1) and the number of guests (pillows) shall be restricted to four (4);
- (b) The Development Permit is valid for a period not to exceed the term of the Business License or one (1) year from the date of issuance, whichever first occurs;
- (c) Any further changes to the approved plans or building shall be submitted for review and approval of the



Development Officer prior to implementation on-site;

- (d) All signs require a separate Development Permit in accordance with the Town of Banff Land Use Bylaw;
- (e) A copy of the Development Permit shall be posted in a prominent and visible place in the home and in each approved guest bedroom at all times;
- (f) The Accessory Guest Accommodation shall be operated exclusively by the live-in owner as an accessory use. The Accessory Guest Accommodation shall not change the principal residential character, use or external appearance of the dwelling;
- (g) Obtain all permits required in accordance with the *Province of Alberta Safety Codes Act Revised Statutes of Alberta, Chapter S-1. The Act requires* that all property owners and contractors working in Alberta obtain permits prior to commencing work on buildings covered by the Alberta Building Code or prior to conducting work governed by the regulations of the *Canadian Electrical Code*, the *Alberta Fire Code*, the *Alberta Gas Code* or the *Alberta Plumbing Code*;
- (h) Vehicular traffic generated by the Accessory Guest Accommodation shall not be in excess of what is characteristic of the neighbourhood in which it is located;
- (i) On-site parking shall conform to the approved site plan. No parking of guest vehicles is permitted on adjacent public roadways;
- (j) The owner will maintain a daily guest registry which will include rooms occupied and vehicle license plate information. If a complaint is received, the owner, upon request from the Town shall provide the daily guest registry for inspection and shall provide license plate numbers of permanent resident vehicles. The Town may request this at any time between the hours of 8:00 a.m. and 8:00 p.m.;
- (k) All signs require a separate Development Permit in accordance with the Town of Banff Land Use Bylaw;
- (l) Contact Alberta Health Services (Banff Health Unit) at 403.762.2990 regarding the *Guidelines for Bed and Breakfast Establishments*, to arrange an inspection of the property prior to operation and to obtain a food establishment permit if required;
- (m) The owner shall be responsible for complying with the Alberta Fire Code;
- (n) Protect all existing services, including landscaping, on adjacent roadways and properties during construction. Assume responsibility and repair all damages to any existing services and landscaping on adjacent roadways and properties;
- (o) All existing trees to be retained shall be protected by fencing set at the outer canopy (drip line) of the trees during demolition, excavation and construction;
- (p) Protect undisturbed land by only stockpiling materials on heavy canvas or polypropylene tarpaulins to protect native vegetation. All materials will be stored with the confines of the work site. All fuels, oils, lubricants, and other petrochemical products shall not be stored within 100m of any waterbody;



- (q) Confine “noise” activities to hours set out in *Town of Banff Community Standards Bylaw 260*;
- (r) Minimize the idling of construction vehicle engines at all times in accordance with *Town of Banff Traffic Bylaw 16-7*; and,
- (s) Ensure that all garbage and food waste is stored in bear-proof bins as per *Town of Banff Waste Bylaw 18-4*. Construction sites must undergo thorough clean-up, including removal of general litter at project completion.

5.2 Duplex Housing with Accessory Dwelling at 427 Cougar Street – 26DP08

- i. Staff Presentation
Administration provided a presentation and overview of the proposal as included in the agenda package.
- ii. Public Input
There was no public input.
- iii. Applicant Input
There was no applicant input.

MPC26-23 Moved by Councillor Fullerton that MPC move into closed meeting at 10:45a.m. pursuant to Sections 24 (advice from officials) of the Freedom of Information and Protection of Privacy Act and Section 3.2.12 of the Land Use Bylaw, to deliberate and discuss confidential matters with respect to Item 5.2 Duplex Housing with Accessory Dwelling at 427 Cougar Street – 26DP08.

MOTION CARRIED

Administration in attendance during the closed meeting discussions with respect to Item 5.2 Duplex Housing with Accessory Dwelling at 427 Cougar Street – 26DP08

Advice: D. Michaels and Drew Cornell

MPC reconvened in public meeting at 11:00a.m., with Commissioner Karlos in the chair.

MPC26-24 Moved by Councillor Fullerton that MPC return to open public session.

MOTION CARRIED



MPC26-25 Moved by Commissioner Malczyk

That the Municipal Planning Commission approve development permit application 26DP08 for the conversion of existing non-conforming Single-Family Housing into Duplex Housing containing an Accessory Dwelling, subject to the conditions of approval attached as Appendix 'A', with a variance to the following sections of the Land Use Bylaw:

1. Section 12.29.6.e to allow for the continued placement of the existing portion of the building within the required west and east 1.8m side yard setback; and
2. Section 8.6.1.b to allow for the continued placement of a chimney that projects 1m into the required west facing side yard setback.

MOTION CARRIED

Appendix A – conditions of approval – 26DP08

1) Conditions to be met prior to the issuance of the Development Permit:

- a) Pay to the Town of Banff the following fees as established by Town of Banff *Land Use Bylaw*:
 - i. \$2,300 (\$1,700 + \$200 per dwelling) Development Permit Application Fee
 - ii. \$400 Municipal Planning Commission Surcharge; and
 - iii. \$1,900 in-lieu of On-Site Garbage Facilities (\$950/dwelling rate); and
 - iv. \$375 Address Assignment Fee (\$125/dwelling rate).
- b) Provide details, for review and approval of the Development Officer, of all proposed exterior materials;
- c) Provide confirmation, to the satisfaction of the Development Officer, that any and all Parks Canada requirements have been satisfied;
- d) Provide confirmation, to the satisfaction of the Director of Engineering, that existing services are suitable for the proposed development;
- e) Submit a detailed Stormwater Management Plan, for review and approval of the Director of Engineering, in compliance with the Town of Banff Engineering Standards;
- f) Submit an exterior lighting plan, for review and approval of the Development Officer, showing numbers, types, locations and technical specifications for individual light fixtures in conformance with s.8.22.0 of the Town of Banff Land Use Bylaw;
- g) Submit a drawing and provide a description of soil and erosion control mitigations that will be used during construction for review and approval by the Development Officer;
- h) Submit a Site De-Watering Plan for review and approval of the Director of Engineering and Parks Canada Environmental Assessment Office;



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- i) Submit a proposed Truck Route and Traffic Plan for construction vehicles. Show locations of all on-site storage (e.g. material, equipment, etc.) during construction;
 - j) Submit a Construction Hoarding Plan for the site including proposed height, colour, location of access points and any off-site encroachments associated with the required construction hoarding, in accordance with the Town of Banff Policy C3000, for review and approval by the Development Officer. For further information see <http://www.banff.ca/DocumentCenter/View/5911>. All existing trees to be retained shall be protected by fencing set at the outer canopy (drip line) of the tree during demolition, excavation and construction;
 - k) Submit a revised Landscape Plan, in compliance with the Town of Banff Land Use Bylaw and *Banff Design Guidelines*, for on and off-site landscaping, for review and approval by the Development Officer, that includes:
 - i. Location, number and species for all proposed shrubs and trees
 - ii. Consideration of FireSmart principles;
 - l) Submit a detailed cost estimate, as determined by the Landscape Architect or contractor, for all on and off-site landscaping specifying all plant materials, their size, numbers, location and species. Provide an irrevocable letter of credit in the amount of 125% of the cost of landscaping to secure completion of this work;
 - m) Submit a Waste Management Plan form for review and approval by the Development Officer, which can be found here - <https://banff.ca/FormCenter/Operations-7/Zero-CRD-Waste-Plan155>. Be advised that all projects that require a building permit in Banff must adhere to strict zero waste requirements, following deconstruction or green demolition principles. More information about the Zero Waste Requirements can be found here - <https://banff.ca/1173/Zero-Waste-Requirements-for-Building-Per>
- 2) Specific Conditions:
- a) This application approves Duplex Housing with an Accessory Dwelling located at 427 Cougar Street only.
- 3) General Conditions:
- a) Any changes to the approved plans or building shall be submitted for review and approval of the Development Officer prior to implementation on-site.
 - b) All exposed metal flashing, mechanical equipment and flues shall be coordinated to match the building colour;
 - c) Protect all existing services, including landscaping, on adjacent roadways and properties during construction. Assume responsibility and repair all damages to any existing services and landscaping on adjacent roadways and properties;
 - d) All existing trees to be retained shall be protected by fencing set at the outer canopy (drip line) of the trees during demolition, excavation and construction;



- e) Protect undisturbed land by only stockpiling materials on heavy canvas or polypropylene tarpaulins to protect native vegetation. All materials will be stored within the confines of the work site. All fuels, oils, lubricants, and other petrochemical products shall not be stored within 100m of any waterbody;
- f) Confine “noise” activities to hours set out in *Town of Banff Community Standards Bylaw 260*;
- g) Minimize the idling of construction vehicle engines at all times in accordance with *Town of Banff Traffic Bylaw 16-7*; and,
- h) Ensure that all garbage and food waste is stored in bear-proof bins as per *Town of Banff Waste Bylaw 18-4*. Construction sites must undergo thorough clean-up, including removal of general litter at project completion.

5.3 Home Occupation Type 2 – at unit 304-414 Cougar Street – 26DP10

- i. Staff Presentation
 Administration provided a presentation and overview of the proposal as included in the agenda package.
- ii. Public Input
 There was no public input.
- iii. Applicant Input
 Hector Navarro, applicant was present via zoom to answer questions from the commission.

MPC26-26 Moved by Commissioner Karlos

That the Municipal Planning Commission approve development permit application 26DP10 for a proposed Home Occupation Type 2 (Painting Contracting Service) at 304-414 Cougar Street, subject to conditions of approval attached as Appendix ‘A’.

MOTION CARRIED

Appendix A – conditions of approval – 26DP10

(1) Conditions to be met prior to issuance of the Development Permit:

- a) Pay to the Town of Banff the following fees as established by Town of Banff Land Use Bylaw:
 - i. Development Permit Application Fee \$150.00
 - ii. Municipal Planning Commission surcharge fee of \$125.00.



(2) Specific Conditions:

- a) This approval allows only for the administrative activities associated with a Painting Contracting Service. Any future expansion or changes to the business will require a new development permit in accordance with the requirements of the *Land Use Bylaw*;
 - a. No paint, varnishes or lacquers shall be stored within the dwelling;
- b) The Home Occupation Type 2 shall not involve the sale or display of any goods on the site;
- c) The home occupation shall not generate more than two clients to the site from which the occupation is being operated at any given time;
- d) The Home Occupation Type 2 shall not engage more than one other person who does not live at 304-414 Cougar Street in the operation of the Home Occupation; and,
- e) The home occupation shall have no more than three (3) business associated vehicle visits per day, where business associated vehicle visits to the use include drop-offs or pick-ups, deliveries, and visits from customers or consultants.

(3) General Conditions:

- a) No variation from the residential character and appearance of land or buildings shall be permitted except as an incidental use by a resident of a Dwelling Unit for a business purpose, the scale and intensity of which are limited so that no impacts of the business are observed or felt outside of the Dwelling Unit;
- b) A home occupation shall not generate any electronic interference, dust, noise, odour, smoke or anything of an offensive or objectionable nature, which is detectable to normal sensory perception, outside the building containing the use;
- c) At all times the privacy and enjoyment of adjacent dwellings shall be preserved and the Home Occupation shall not adversely affect the amenities of the neighborhood;
- d) The home occupation shall not occupy more than 20% of the gross floor area of the dwelling unit, or 30.0 square meters, whichever is less;
- f) The home occupation shall not generate any pedestrian or vehicular traffic or parking in excess of that which is characteristic of the neighborhood within which it is located;
- g) No exterior storage of materials, tools, products or equipment or any activities related to the use or operation of the home occupation shall be permitted outside of the a building;
- h) No signs advertising Home Occupations are permitted;
- i) The Development Permit is valid for a period not to exceed the lesser of the term of the Business License or a period of one year from the date of issuance; and



- j) The applicant shall obtain a valid Town of Banff Business License. Please contact the Business License Clerk at Town Hall or by telephone at 403.762.1215.

5.4 Home Occupation Type 2 at 149 Pika Place – 26DP15

- i. Staff Presentation
Administration provided a presentation and overview of the proposal as included in the agenda package.
- ii. Public Input
There was no public input.
- iii. Applicant Input
There was no applicant input.

MPC26-27 Moved by Councillor Karlos

That the Municipal Planning Commission approve development permit application 26DP15 for a proposed Home Occupation Type 2 (General Contracting Service) at 149 Pika Place, subject to conditions of approval attached as Appendix 'A'.

MOTION CARRIED

Appendix A – conditions of approval – 26DP15

(1) Conditions to be met prior to issuance of the Development Permit:

- b) Pay to the Town of Banff the following fees as established by Town of Banff Land Use Bylaw:
 - iii. Development Permit Application Fee \$150.00
 - iv. Municipal Planning Commission surcharge fee of \$125.00.

(2) Specific Conditions:

- k) This approval allows only for the administrative activities associated with a General Construction Contracting Service. Any future expansion or changes to the business will require a new development permit in accordance with the requirements of the *Land Use Bylaw*;
- l) The Home Occupation Type 2 shall not involve the sale or display of any goods on the site;



- m) The home occupation shall not generate more than two clients to the site from which the occupation is being operated at any given time;
- n) The Home Occupation Type 2 shall not engage more than one other person who does not live at 149 Pika Place in the operation of the Home Occupation; and,
- o) The home occupation shall have no more than three (3) business associated vehicle visits per day, where business associated vehicle visits to the use include drop-offs or pick-ups, deliveries, and visits from customers or consultants.

(3) General Conditions:

- e) No variation from the residential character and appearance of land or buildings shall be permitted except as an incidental use by a resident of a Dwelling Unit for a business purpose, the scale and intensity of which are limited so that no impacts of the business are observed or felt outside of the Dwelling Unit;
- f) A home occupation shall not generate any electronic interference, dust, noise, odour, smoke or anything of an offensive or objectionable nature, which is detectable to normal sensory perception, outside the building containing the use;
- g) At all times the privacy and enjoyment of adjacent dwellings shall be preserved and the Home Occupation shall not adversely affect the amenities of the neighborhood;
- h) The home occupation shall not occupy more than 20% of the gross floor area of the dwelling unit, or 30.0 square meters, whichever is less;
- p) The home occupation shall not generate any pedestrian or vehicular traffic or parking in excess of that which is characteristic of the neighborhood within which it is located;
- q) No exterior storage of materials, tools, products or equipment or any activities related to the use or operation of the home occupation shall be permitted outside of the a building;
- r) No signs advertising Home Occupations are permitted;
- s) The Development Permit is valid for a period not to exceed the lesser of the term of the Business License or a period of one year from the date of issuance; and
- t) The applicant shall obtain a valid Town of Banff Business License. Please contact the Business License Clerk at Town Hall or by telephone at 403.762.1215.



5.5 Home Occupation Type 2 – 2026 renewals

- i. Staff Presentation
Administration provided a presentation and overview of the proposal as included in the agenda package.
- ii. Public Input
There was no public input.
- iii. Applicant Input
There was no applicant input.

MPC26-28 Moved by Commissioner Karlos

That the Municipal Planning Commission approve Development Permits for the Home Occupations (Type 2) listed in Appendix ‘A’ for a 1-year term through 2026, subject to the conditions of approval attached as Appendix ‘B’.

MOTION CARRIED

Appendix ‘A’ Recommended Development Permit Renewals for Home Occupations (Type 2) in 2026

DP #	LOCATION OF BUSINESS	TYPE OF BUSINESS
16DP08	349 Muskrat Street	Outdoor Equipment Sewing Service
24DP01	22, 223 Muskrat Street	Service – Cleaning
25DP59	102 Spray Avenue, Unit 304	Service – Cleaning

Appendix ‘B’ Recommended Conditions of Approval

(4) Specific Renewal Conditions:

- a) The applicant(s) shall abide by the regulations pertaining to the operation of a Home Occupation Type 2 as outlined in the *Town of Banff Land Use Bylaw* and any additional conditions specified in the original Development Permit and subsequent renewals;
- b) The Development Permit is valid for a period not to exceed the lesser of the term of the business license, a period of one year from the date of issuance or until transfer/change in ownership of the subject property; and,
- c) The applicant(s) shall maintain a valid *Town of Banff Business License*.



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Town of Banff Municipal Planning Commission Meeting
Wednesday, April 15, 2026
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6.0 CORRESPONDENCE

There was no correspondence for this meeting.

7.0 NEW BUSINESS

7.1 Development Appeal Board decision (verbal update) – DAB2026-02 (130 Park Avenue):
[https://www.banff.ca/AgendaCenter/ViewFile/Agenda/ 03262026-1515](https://www.banff.ca/AgendaCenter/ViewFile/Agenda/03262026-1515)

8.0 INQUIRIES

There were no inquiries for this meeting.

9.0 DATE OF NEXT MEETING

The next scheduled meeting of the Municipal Planning Commission is scheduled for **Wednesday, May 20, 2026.**

10.0 ADJOURNMENT

MPC26-29 **Moved by Councillor Ledwig**

That the Municipal Planning Commission adjourn at 11:40a.m.

MOTION CARRIED

Stavros Karlos
MPC Chair

Kerry MacInnis
MPC Recording Clerk

**BOW VALLEY REGIONAL TRANSIT SERVICES
COMMISSION REGULAR MEETING**

111 Hawk Avenue and MS Teams

MINUTES

May 13th, 2026 2:00-4:00pm

BOARD MEMBERS PRESENT

Dave Schebek, ID9 (Chair)
Tanya Foubert, Town of Canmore
Don Beaulieu, ID9
Sean Krausert, Town of Canmore (Virtual)
Brian Standish, Town of Banff

BOARD MEMBERS ABSENT

Barb Pelham, Town of Banff (Vice Chair)

Dave Schebek

Dave Schebek

Dave Schebek (May 28, 2026 10:07:48 MDT)

BVRTSC ADMINISTRATION PRESENT

Martin Bean, CEO
Natasha Gray, Office Administrator (Virtual)
Steve Nelson, Director of Service Delivery
Matt Simmonds, Director of Finance and Administration
Marek Cerny, Data Analyst & Transit Planner (Virtual)
Caz Vary, Safety & Training Manager (Virtual)

ADMINISTRATION PRESENT

Patti Youngberg, Parks Canada
Dustin Schinbein, Town of Canmore (Virtual)
Adrian Field, Town of Banff

PUBLIC PRESENT

Greg Colgan, CBC News

1. Call to Order

BVRTSC-26-21 Dave Schebek calls the meeting to order at 14:00

2. Approval of the Agenda

Ask to add information re. gas prices into New Business - D.

BVRTSC-26-22 Dave Schebek makes a motion to accept agenda as amended with one addition.

Carried Unanimously

[Type here]

3. Minutes

- Approval of the April 16th, 2026 Regular Meeting Minutes (attached) – 14:01

BVRTSC-26-23 Dave Schebek moves to approve the April 16th Regular Meeting Minutes as presented.

Carried Unanimously

4. Regular Agenda Items

- CEO Report (For Information)
- Bring Forward List of Pending Items (For Information)
- Transit Service Monthly Statistics (For Information)

Request from Sean Krausert for detailed ridership information on the significant increase in route 3. Visitor v. commuters, type of passes etc.

5. New Business

- Presentation of Q1 Financials (For Information Only)
- Updated Employee Retirement Program (Request for Decision)

BVRTSC-26-24 Tanya Foubert moves that the board approve the following:

That the Board revise the eligibility criteria for the Lifetime Transit Pass program, initially approved on April 16, 2026, from the current requirement of age 60 with a minimum of 10 years of service to a revised requirement of a combined total of 70 years of age and eligible service with the organization.

Carried Unanimously

- Fleet and Facilities Report Discussion (For Information Only)
- ADDED - Gas & fuel pricing (For Information Only)

6. Next Regular Meeting – Wednesday June 10th, 2026 2- 4pm

To be held at: 111 Hawk Avenue, Banff and Microsoft Teams

7. Adjournment

BVRTSC-26-25 Dave Schebek moves to adjourn the meeting.

Carried Unanimously

[Type here]