



Improvement District No.9



Municipal Government Services for Banff National Park

## **Organizational Meeting Agenda**

Tuesday, October 8<sup>th</sup>, 2024 | 10:00am Lake Louise Sport & Recreation Centre

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- 1. Call Meeting to Order**
- 2. Adoption of Agenda/Call For Additions**
- 3. Chair & Vice Chair Appointments**
- 4. 2024/2025 Council Meeting Details**
- 5. Bylaw & Policy Review**
- 6. Assignments**
- 7. Adjournment**



**Issue Brief**  
**2024-10-08**

## Agenda Item 3 | Appointments

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### Background

The Chairperson, as internally appointed by Council, in addition to performing a councillor's duties, must preside when attending a council meeting, unless a bylaw provides otherwise. The Chair must also perform any other duty imposed under the MGA or any other enactment. In practice, the Chair is also generally the main spokesperson for the municipality, unless that duty is delegated to another councillor.

The Chair role, unless a bylaw says otherwise, includes:

- chairperson of council
- consensus seeker amongst members of council
- liaison with senior elected officials
- ex officio member on various boards and committees
- key representative with regard to ceremonial responsibilities
- liaison with other levels of government
- advice with regard to policy development

A Vice Chair will assume this role if the Chair is not available.

### Recommendation

That council review and discuss their recommendations. The motions must be as follows:

- The CAO will open the nomination process.
  - A councillor must nominate someone for the role of ID9 Chair (this can be done multiple times to accommodate multiple nominations).
  - Council can discuss these nominations.
- The CAO will close the nomination process.
- A councillor must move that one of the nominees act as the ID9 Chair.

Once the Chair is appointed, they will resume that position.

This process will be repeated for the Vice Chair position.



## Agenda Item 4 | 2024/2025 Council Meeting Details

### Background

As part of the Organizational Meeting, Council must determine the schedule for the upcoming years Council meetings. The day, time and location can change but based on past scheduling, one consideration would be as follows:

November 12 <sup>th</sup>	11:30am T&R Committee Meeting 1:30pm Regular Council Meeting	Rimrock Resort
December 10 <sup>th</sup>	1:30pm Council Meeting	LLSRC
January 14 <sup>th</sup>	10:00am Budget Planning Session 1:30pm Council Meeting	Juniper Hotel
February 11 <sup>th</sup>	1:30pm Council Meeting	LLSRC
March 11 <sup>th</sup>	1:30pm Council Meeting	Rimrock Resort
April 8 <sup>th</sup>	1:30pm Council Meeting	LLSRC
May 13 <sup>th</sup>	11:30am T&R Committee Meeting 1:30pm Council Meeting	Juniper Hotel
June 10 <sup>th</sup>	1:30pm Council Meeting	LLSRC
July 8 <sup>th</sup>	1:30pm Council Meeting	Rimrock Resort
August 12 <sup>th</sup>	1:30pm Council Meeting	LLSRC
September 9 <sup>th</sup>	9:30am Strategic Planning Update Session 1:30pm Council Meeting	Juniper Hotel
October 14 <sup>th</sup>	10:30am Organizational Meeting 1:30pm Council Meeting	LLSRC

Council can discuss options for locations and continuing with a hybrid style of meeting if desired.

### Conferences

RMA Spring Convention	March 17 <sup>th</sup> -19 <sup>th</sup>	Edmonton
Alberta Municipalities	November 12 <sup>th</sup> – 14 <sup>th</sup>	Calgary
RMA Fall Convention	November 17 <sup>th</sup> -20 <sup>th</sup>	Edmonton

FCM	May 29 <sup>th</sup> – June 1 <sup>st</sup>	Ottawa
<i>Admin Conferences</i>		
SLGM	May 11 <sup>th</sup> -16 <sup>th</sup>	Kananaskis
CAMA	May 26 <sup>th</sup> -28 <sup>th</sup>	Mont Tremblant
LGAA	June 18 <sup>th</sup> -20 <sup>th</sup>	Canmore

**Recommendation**

That Council review and discuss the options and determine a schedule (including locations and format) for the upcoming year.

That Council Move to have Administration book hotels at any of the above-mentioned conferences as desired.



***Issue Brief***  
**2024-10-08**

## **Agenda Item 5 | Bylaw & Policy Review**

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### **Background**

As part of the Organizational Meeting, Council should review relevant bylaws and policies and recommend updates/amendments to Administration.

All current bylaws and policies can be found on the Improvement District No. 9 website here:

<http://improvementdistrict9.ca/bylaws-and-policies/>

### **Recommendation**

That council review and discuss the current Bylaws & Policies and make any Motions for revisions as desired.



***Issue Brief***  
***2024-10-08***

## **Agenda Item 6 | Assignments**

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### **Background**

Council discussed and reviewed the current Assignments at the 2024 Organizational Review and Administration has updated the attached list for review.

### **Recommendation**

That council review and discuss the current assignments and re-assign Councillors where necessary. Council may also wish to add or remove Council Assignments.



# Council Organizations & Assignments

Improvement District No.9

Updated: 2023-11-14

Municipal Government Services for Banff National Park

## Council Committees, Assignments & Appointments

Council Committees	Council Appointees
<i>Truth &amp; Reconciliation Committee</i>	<i>Dave Schebek (Chair), Don Beaulieu, Julie Canning, Alexandra Parkinson, &amp; Jean-Marc Stelter</i>
External Board/Commission Appointments	Council Appointees
<i>AMPPE Board</i>	<i>Jean-Marc Stelter</i>
<i>Banff Library Board &amp; Marigold Library System Board</i>	<i>Alexandra Parkinson</i>
<i>Bow Valley Regional Housing Board</i>	<i>Don Beaulieu</i>
<i>Bow Valley Regional Transit Services Commission</i>	<i>Dave Schebek (Chair) &amp; Alexandra Parkinson</i>
<i>Lake Louise Sport &amp; Recreation Society Board</i>	<i>Alexandra Parkinson</i>
<i>Lake Louise Banff Municipal Services Society Board</i>	<i>Julie Canning (Chair), Don Beaulieu, &amp; Dave Schebek</i>
<i>Banff Police Advisory Committee</i>	<i>Julie Canning</i>
Other Standing Council Assignments	Council Appointees
<i>Banff Lake Louise Hospitality Association Representative</i>	<i>Julie Canning (Alexandra Parkinson Alt.)</i>
<i>Lake Louise Advisory Board Representative</i>	<i>Dave Schebek</i>
<i>Parks Canada Liasons</i>	<i>Dave Schebek (Lake Louise Townsite), &amp; Julie Canning (Banff Townsite)</i>
<i>RCMP Liaisons</i>	<i>Dave Schebek (Lake Louise Detachment), &amp; Julie Canning (Banff Detachment)</i>
<i>Sustainability &amp; Food Security Representatives</i>	<i>Alexandra Parkinson &amp; Jean-Marc Stelter</i>