



### Improvement District No. 9

#### Terms of Reference *ID9 Advisory Committee*

#### COMPOSITION OF COMMITTEE

The ID9 Advisory Committee (the “Committee”) is comprised of up to six (6) ratepayer representatives, defined as representatives of ratepayers within the ID who have the authority to represent their respective business, with an emphasis on those representing businesses outside of the community of Lake Louise, plus three (3) agency representatives (Banff Fire, Parks Canada Banff Field Unit, and Banff RCMP) and three (3) Councillors in accordance with the Improvement District No. 9 Procedural Bylaw.

The Committee shall elect a chairperson and a vice-chairperson from among their members at the inaugural meeting and annually thereafter. The Chair is responsible for meeting management, agenda guidance, and liaising with the CAO or designate.

#### STATEMENT OF PURPOSE

The Committee is established by Council to provide structured, balanced, and proactive advocacy on behalf of the stakeholders within Improvement District No. 9 (ID9) who predominantly seek services outside of the catchment area of the community of Lake Louise. The Committee will support Council by identifying issues, opportunities, and shared priorities that strengthen the wellbeing, sustainability, and representation of the district as a whole.

#### MANDATE

The Committee will:

- **Identify and communicate interests** of the ID9 directly to Council
- **Provide informed recommendations** that support Council’s advocacy and relationship-building with the Government of Alberta, Parks Canada, regional partners, and other agencies.
- **Support transparent engagement** by developing methods to share information and receive input.
- **Advise on priority areas** as they coincide with the Strategic Goals as determined by Council.
- **Respect jurisdictional limits**, ensuring all recommendations align with the legislative framework governing Improvement Districts.

#### DUTIES AND POWERS

The Committee is advisory in nature, making recommendations to Council by way of motion at a Committee Meeting and submitted to a subsequent council agenda for consideration by way of report.

The Committee’s work will include, but is not limited to:

- Reviewing district-wide stakeholder concerns and preparing summary reports for Council.
- Recommending advocacy positions or strategies for Council consideration.

- Assisting in the development of communication channels to maintain strong relationships with key partners and community groups.
- Monitoring issues relevant to ID9 such as tourism impacts, emergency services, recreation, housing, transportation, and municipal service delivery.
- Hosting or participating in stakeholder engagement sessions when directed by Council.
- Conducting its operations and meetings in accordance with the Procedural Bylaw;
- and, acting in a manner respecting the Improvement District No. 9, Banff National Park, the community, residents, and visitors.

The provisions of the Municipal Government Act regarding pecuniary interest shall apply to all members of the Committee.

## **MEETINGS**

The Committee will meet initially monthly for the first period until the ID9 Organizational Meeting, or as required at the call of the Chair. The Committee will meet bi-monthly for the following 12 months, or as required at the call of the Chair.

Quorum shall consist of 50% +1 of voting members.

Meetings may be held in-person, virtually, or as a hybrid format to ensure accessibility for district-wide representation based on the work requirements of the Committee. Other meetings may be designated as working meetings.

Committee members are expected to attend all meetings; however, it is recognized that Committee members may be unable to attend some meetings due to conflicts with other commitments or unforeseen circumstances. It is important that the Chair be informed prior to any absences. Where a committee member holding a public seat fails to attend 50% of the meetings of the Committee in a 12 month period, the Chair shall discuss the reason for the absences with the member and may ask the individual to resign, if the member has not discussed the reasons for the absences in advance with the Chair. A member's record of attendance may be submitted to Council with respect to renewal of the Committee term.

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

## **TERM**

Members shall be appointed initially until the ID9 Organizational Period. Members shall then be appointed for a twelve month term, renewable annually at the Council's Organizational meeting. Vacancies occurring mid-term may be filled by Council through targeted or open recruitment.

## **SELECTION**

Selection of committee members will happen by resolution of Council. Following a public or targeted recruitment process, interested applicants must:

1. Complete the application form
2. Submit a resume and cover letter

These documents will then be reviewed by the working group (consisting of 3 members of Council), with the final recommendation to be presented to Council for approval.

Members should collectively demonstrate:

- A strong understanding of ID9's unique governance context
- Experience with stakeholder engagement or advocacy

- Commitment to representing district-wide interests
- Ability to collaborate, communicate respectfully, and maintain impartiality

## **LIAISON**

The CAO or their designate will act as the primary liaison between the committee and the administrative staff and will support the working activities of the Committee. Administration shall act as recording secretary and will facilitate communications between the Committee and Council through the distribution of meeting minutes and reports. Administration shall provide clerical support, including but not limited to, agenda package preparation, meeting scheduling, and meeting notification.

The Committee Terms of Reference shall be reviewed in the year preceding the Appointments to ensure that they reflect the current mandate of the Committee.