

## IMPROVEMENT DISTRICT #5 INTERIM ADVISORY COMMITTEE

### TERMS OF REFERENCE

The Interim Advisory Committee is appointed until October 31, 1995 to provide recommendations regarding local governance and policy issues related to Improvement District #5 and to represent residents and ratepayers in this regard. More specifically, the terms of reference for the Committee include the following:

1. Provide the Minister of Environmental Protection with a recommendation for a permanent, long-term solution to governance for I.D. #5 which ensures fair representation for the residents and ratepayers of the I.D.

This recommendation should be provided by March 31, 1995 in consideration of timelines surrounding municipal elections.

2. Provide recommendations regarding:
  - A. Policy issues.
  - B. General budget issues or policy.
  - C. Other matters referred by the Minister of Environmental Protection, Director of Kananaskis Country, or residents and ratepayers of I.D. #5. Such recommendations are to be normally presented to the Director of Kananaskis Country/Manager of I.D. #5, with the acknowledgment that such recommendations may also be taken directly to the Minister of Environmental Protection.
3. Communicate as appropriate with residents and ratepayers:
  - A. Through special public sessions as necessary.
  - B. Through minutes, etc. advising of decisions or requesting input.
  - C. To establish, assess and prioritize issues as identified by ratepayers and residents of I.D. #5.
4. Receive oral or written presentations from individuals or groups related to the areas outlined above. No public hearings will be entertained by the Committee.
5. The rules of the Committee should be in accordance with the Roberts Rules.
6. Quorum for meetings and decisions shall be four.

September 20, 1994

**INTERIM ADVISORY COMMITTEE RECOMMENDATION**  
**FOR LONG TERM GOVERNANCE OF IMPROVEMENT DISTRICT NO. 5**

**RECOMMENDATION:** It is recommended that the Minister of Municipal Affairs recommend to the Lieutenant Governor in Council, that a new Improvement District be formed to replace I.D. #5.

The boundaries of the new Improvement District will coincide exactly with the boundaries of Kananaskis Country.

The new Improvement District will officially be called Kananaskis Improvement District (K.I.D.).

**PURPOSE:**

The main objective is to streamline and make more efficient the administration of the area and provide meaningful local representation.

The area serves the year round needs of visitors, both Albertans, and others. A sizeable local permanent population cannot develop within the area.

The K.I.D. Council will provide ratepayers and residents a means of dealing with local issues, and of having meaningful input into the management of Kananaskis Country.

**COUNCIL:**

The K.I.D. Council will be made up of seven members selected as follows:

- A) Four members will be selected from the local ratepayers and residents as follows:
- 1) One member representing ratepayers from the Lower Kananaskis Lake cabin area.
  - 2) One member representing non commercial residents.
  - 3) One member representing businesses employing 50 or more people.
  - 4) One member representing businesses employing 49 or less people.
- B) Three members selected from Albertans at large and appointed by the Minister of Municipal Affairs.

The Chairperson will be selected from among the four local members based on the majority support from the whole membership of Council.

It is recommended that representation be reviewed in three years.

Meeting schedule will be determined by the Council. All meetings are open to the public. Compensation for the Council members will be in keeping with government policy. The four Kananaskis ratepayer and resident council members will be remunerated by the K.I.D.. The Albertan 'at large' council members will be remunerated from Alberta government general revenue.

**SELECTION  
PROCESS:**

The residents and ratepayers of K.I.D. are limited in numbers and are composed largely of seasonal employees and non-resident ratepayers. The Provincial election process is not likely to give proper representation to these groups.

Therefore the following procedure is recommended.

- A) Members representing local ratepayers and residents will be chosen by and within each representative sector.
- B) Members representing the citizens of Alberta will be selected from replies to applications circulated throughout Alberta.

**OPERATIONS:**

The operation of the K.I.D. will be the responsibility of the seven member K.I.D. Council. They will work in conjunction with the Kananaskis Country Manager, who will be responsible for the Kananaskis Country, and Kananaskis Improvement District daily operations. The K.C. Manager will sit as an ex-officio member of the K.I.D. Council.

The existing Improvement District Office in the Kananaskis Village Centre will continue as the future K.I.D. Office.

**K.I.D. Budget Committee:**

The four members of Council, representing the local residents and ratepayers, will form the K.I.D. Budget Committee. They will be responsible for the K.I.D. property assessment, assessment notices, tax rolls, and tax notices. They will prepare the annual operating and capital budgets for K.I.D., for the approval by the Minister of Municipal Affairs. K.I.D. budgets will be co-ordinated with K.C. budgets to ensure fair cost sharing on items of mutual concern.

**PLANNING & DEVELOPMENT:**

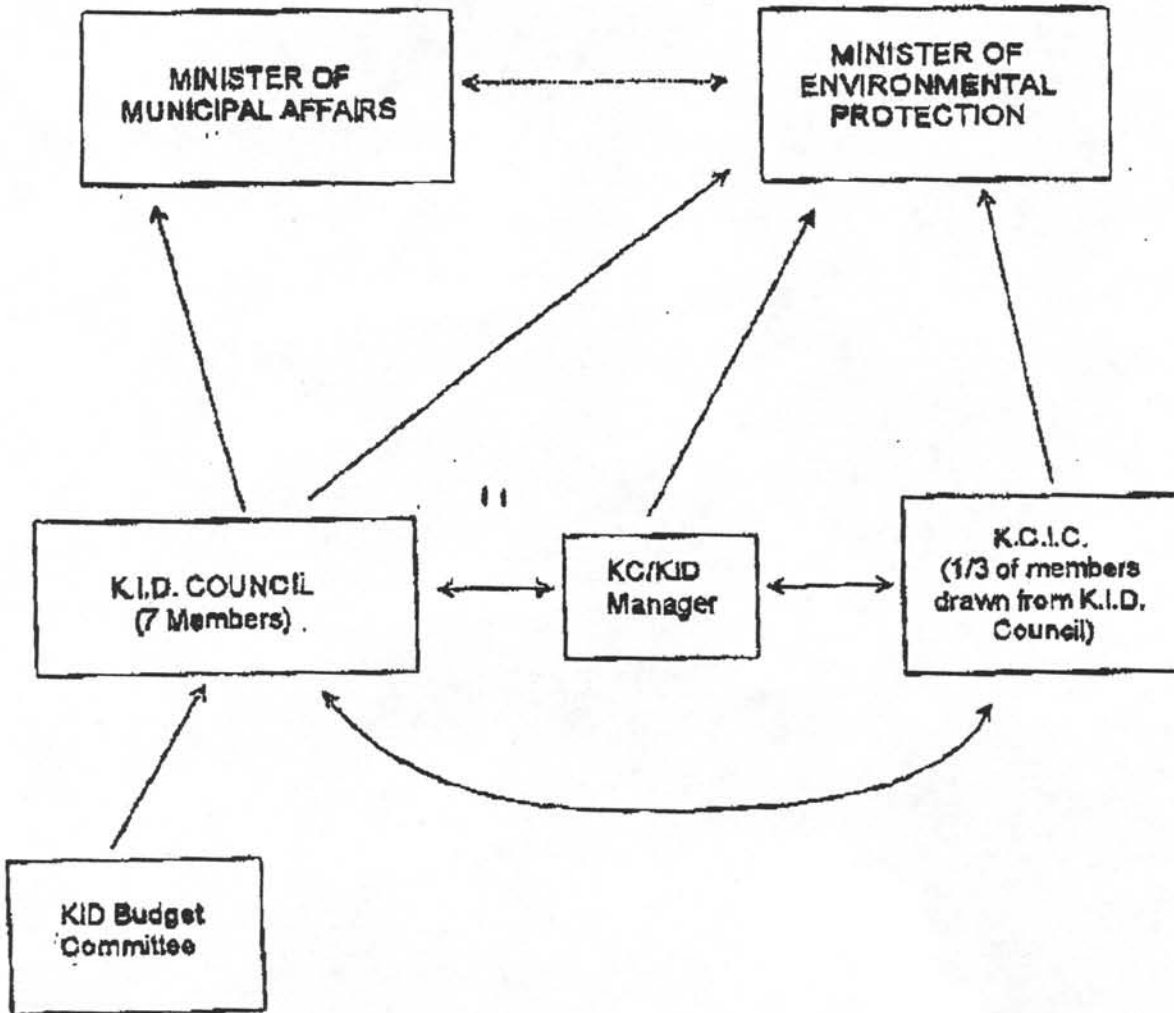
The K.I.D. Council will have an advisory role in Municipal Planning and Development Approval.

**TIMING:**

The Kananaskis Improvement District Council will have a three year term commencing in the Fall of 1995. It will be selected and in place to coincide with the Provincial Municipal Elections.

# ORGANIZATION CHART

## KANANASKIS IMPROVEMENT DISTRICT



**SUMMARY**

**KANANASKIS IMPROVEMENT DISTRICT COUNCIL  
TERMS OF REFERENCE**

1. Term - 3 years commencing in the Fall of 1995.
2. Council will be involved in all major policy decisions for the area.
3. The K.I.D. Budget Committee will represent local ratepayers in all budget matters.
4. The K.I.D. Council will have representation on the Kananaskis Country Interdepartmental Committee to the extent of supplying 1/3 of the K.C.I.C. total membership.
5. The K.I.D. annual budget will be fully co-ordinated with the K.C. budget on matters of mutual concern.
6. Consideration will be given to seeking agreement by the Minister of Municipal Affairs, that the K.I.D. Council report exclusively to the Minister of Environmental Protection. Meetings with the Minister will be held on a regular basis.
7. Communication with residents and ratepayers will follow a defined schedule.
8. Robert's Rules will be followed for all Council matters.
9. A quorum will consist of 4 council members.

Eric Loughead, Chairman  
I.D. #5 Advisory Committee  
c/o Suite 2020, 500 - 4th Avenue SW  
Calgary, Alberta  
T2P 2V8

October 4, 1995

Brian Evans, M.L.A.  
P.O. Box 1893  
Canmore, Alberta  
T0L 0A0

Dear Brian Evans

RE: Improvement District #5 Governance Model

Your letter of September 22, 1995, was gratefully received and was reviewed with the Interim Advisory Committee at our September 25, 1995 meeting. The following answers to your queries reflect the result of the committee's discussion of each item. The governance model we propose should be reevaluated in the Spring of 1996, to assess its effectiveness over its first term, allowing time for any desired changes to be made prior to the selection of a new council.

Honourable Tom Thurber's Queries

A) Areas of responsibility for I. D. Council:

1. Preparation of Operating/Capital Budgets
2. Street Lighting
3. Municipal Capital Works
4. Assessment
5. Tax Roll
6. Assessment Review Board
7. Municipal Planning (advisory input to Kananaskis Country through K.C.I.C.)
8. Development Approvals (advisory input to Kananaskis Country through K.C.I.C.)
9. Bylaw Development and Enforcement (I.D. Orders will be utilized through the Minister of Municipal Affairs)
10. Safety Codes (Fire related only)
11. Regulations
12. Legal (Department of Municipal Affairs)
13. Council Selection (I.D. recommends, Municipal Affairs approves)
14. M.E.P. (Secondary responsibility for I.D. #5, primary responsibility K.C.)
15. Fire Service (Primary for ratepayers and residents of I.D. #5 with some advantage to K.C.)
16. Ambulance Service (K.C. will be responsible for a portion of the service)
17. Garbage Collection (Operational Support from Environmental Protection)
18. Sewage Disposal and Water (E.P. provides project management, necessary inspections and traces for related repairs. I.D.#5 is responsible for purchasing equipment and supplies necessary to repair that portion of the system serving the Mt. Kidd R. V. Park and the golf course subdivision. Sewage treatment, waterline and distribution would remain the primary responsibility of A.P.W.S.S.)
19. Weed Control (Inspection)
20. Municipal Administration (I.D. Manager to continue to be provided through E.P.)

- 21. Roads (Transportation and Utilities)
- 22. Drainage / Flood Control (Environmental Protection)

B) Ministerial Order can be used to change name etc.: committee agrees

C) Remuneration:

The committee recognizes the obligation of the I.D. to bear the cost of the four council members selected from the residents and ratepayers of the area. The two provincial appointees to K.C.I.C. and the council will be paid by the province. (See also "E" below)

D) I.D. #5 Council reporting responsibilities:

The committee feels that for at least its initial term, the new council would benefit from involvement with both the Department of Municipal Affairs and the Department of Environmental Protection.

E) Council Size:

The committee agrees with the proposal that the new council be limited to six members. Four will be nominated by the residents and ratepayers, and approved by the appropriate Minister. Two members will be drawn from the current citizen members (Albertans at large) of the K.C.I.C. They will be the Ministers representatives on the proposed Kananaske Improvement District (K.I.D.) Council. The chairman for the council will be selected from the four area representatives and will vote only to break deadlocks. Two of the four area reps. will be appointed to the K.C.I.C.

#### Honorable Ty Lund's Queries

A) Municipal responsibilities:  
See "A" above.

B) Purpose:

The majority of residents and business operators in I.D.#5 support recreational activities in Kananaske Country, creating a unique and close relationship between K.C. and I.D.#5. Although two separate budgets are prepared by I.D.#5 and K.C., most municipal services are shared. To insure equitable treatment, these shared items must be the subject of discussion.

C) Council and Council Selection:  
See "C" and "E" above.

D) Operations:

The operational procedures and management currently in place, provide satisfactory service to I.D.#5.

E) K.C.I.C. Membership:

The committee endorses the proposal that the two public members of K.C.I.C. become members of the K.I.D. Council. In addition, two other council members will be nominated to K.C.I.C.

F) Exclusive Reporting:

The committee agrees that regular meetings with the Ministers could be too time consuming and support the idea of an annual meeting.


In addition to the above, I would like to make you aware of the committee's position on the question of continuing past the end of the agreed upon October 31, 1985 term.



- All members recognize that it is very unlikely that the new council will be in place by the agreed date of October 31, 1995. Since some of the members of the Interim Advisory Committee cannot serve past December 31, 1995, the group feels that all efforts must be made to complete their assignment by year end.
- The Interim Advisory Committee feels that they are entitled to an honorarium for any meetings they attend after October 31, 1995. The following schedule is recommended.
  - Member / hr - \$30.00
  - Chairman / hr - \$25.00
  - Meal - as currently provided
  - Travel - as currently agreed

Please do not hesitate to contact me should you wish to discuss any aspect of this project.

Yours truly



Eric Lougheed