

**Improvement District #4, Waterton**  
**November 15, 2024 - Improvement District No. 4 Council Meeting - 06:30 PM**

- 1 Call to Order**
- 2 Adoption of Agenda**
- 3 Council Minutes**
  - 📎 Council Minutes - September 20, 2024
  - 📎 Council Minutes - October 24, 2024
- 4 Financial Report**
  - 📎 Financial Report - August 2024
  - 📎 Deferred Grants Report
- 5 Parks Canada Report**
- 6 Council Committee Reports**
  - 6.1 AlbertaSW Report - Barbara Clay
    - 📎 AlbertaSW Bulletin - October 2024
    - 📎 AlbertaSW Board Minutes - September 2024
- 7 Items for Discussion**
  - 7.1 2025 ID4 Interim Budget
    - 📎 2025 ID4 Interim Budget
  - 7.2 Pine Ridge Campground Initiative - Barbara Clay
    - 📎 Motion 2024-071 Pine Ridge Campground Initiative
    - 📎 Bylaw 2019-04 Procedure
- 8 Correspondence**
  - 📎 Alberta Municipal Affairs - 2025/26 Local Government Fiscal Framework Capital Allocations
  - 📎 MP John Barlow - Impact of the Carbon Tax
- 9 Next Meeting**
- 10 Adjournment**

**Improvement District #4, Waterton**  
**Council Meeting Minutes**  
**September 20, 2024 - 06:30 PM**

**1      Call to Order**

Chair Brian Baker called the meeting of the Improvement District No. 4 Council to order at 6:50 p.m.

**Resolution  
No:**  
2024-062

**2      Adoption of Agenda**

**Moved By:** Keith Robinson

That the agenda be adopted as submitted.

**CARRIED UNANIMOUSLY**

**Resolution  
No:**  
2024-063

**3      Council Minutes**

**Moved By:** Barbara Clay

That the Council minutes of July 19, 2024, be approved as presented.

**CARRIED UNANIMOUSLY**

**4      Parks Canada Report**

Superintendent John Festarini reported a busy summer season in Waterton. Parks Canada is working on relationships with the community, Improvement District, Chamber, and other stakeholders. He reported that the new Superintendent had been hired and that Parks Canada would announce the new individual next week. Financially, the focus is minimizing staff, working with partners, and no new infrastructure projects. Options for the Crandell Mountain Campground are being explored as there are no new funds for this project. Parks Canada is reviewing their payments in lieu of taxes program. On a personal note, John thanked the Council for welcoming him to Waterton during his short-term appointment.

Rachel Fernandes-Ubell updated the Council on Parks Canada's composting programming, which is in the initial implementation phase. She discussed funding assistance from the Improvement District.

**Resolution  
No:**  
2024-064

**4.1 Parks Canada Composting Initiative**  
**Moved By:** Josef Pisa

That the Improvement District will provide \$10,000 in seed funding to the Parks Canada Composting Project.

**CARRIED UNANIMOUSLY**

**5 Council Committee Reports**

**5.1 AlbertaSW Report - Barbara Clay**

Councillor Barabara Clay reported that the Alberta SW Board of Directors met in Coleman on September 4, 2024. Highlights are as follows (minutes and bulletin are in the ID4 agenda):

- Each REDA will send a letter to the Premier encouraging the restoration of provincial funding for the regional economic development alliance organizations.
- NRED grants announced, and guidelines (also elsewhere in our agenda). NRED = Northern and Regional Economic Development; provincial ED projects can apply for funding.
- Blackfoot Signage Project is applying for Phase 2 funding. Discussion has taken place about how to include Piikani in this endeavour, as well as the communities of Cardston and Macleod.
- The fact of a municipal election in 2025 was noted.
- There will be a municipal plebiscite in the Crowsnest Pass to assess support or otherwise for open-pit coal mining.

**5.2 Campground Initiative - Ken Black**

Ken Black provided the Council with a detailed report on the Campground Initiative. The report included information on comfort cabins at Crooked Creek Campground, investigations into the Crandell Mountain Campground, and the Pine Ridge Campground initiative. Ken provided an overview of the information and answered questions, including whether another campground is needed and whether campgrounds fit in the Improvement Districts' mandate.

The Council felt that a special meeting for this purpose would be in the best interest of time and provide more opportunity to explore and discuss the Pine Ridge Campground Initiative thoroughly. Therefore, they discussed holding a special meeting for this purpose.

**Resolution  
No:**  
2024-065

**5.2.1 Special Council Meeting to discuss the Campground Initiative**

**Moved By:** Josef Pisa

That the Improvement District Council hold a special meeting of Council on October 24, 2024, at 6:30 PM to discuss in detail the Pine Ridge Campground Initiative.

**CARRIED UNANIMOUSLY**

**5.3 TED Committee Report - Brian Baker**

Brian Baker provided the Council with information on the Waterton Destination Stewardship Plan Steering Committee meetings. The terms of reference for the Destination Stewardship Plan are included in the Agenda Package. Brian explained that the Steering Committee is in the formative stage and investigating consulting services. John Festarini indicated that Parks Canada supports the initiative and recognizes the value of a Destination Stewardship Plan.

Tourism industry workforce housing was discussed based on correspondence and reports from the Tourism Industry Association of Alberta. John Festarini recognized the need for workforce housing in Waterton and provided Parks Canada's support for workforce housing initiatives in Waterton.

Brian Baker also provided information on the Chamber of Commerce's AGM held on September 18, 2024.

**5.4 Waterton Park Chamber - AGM September 18, 2024 - Brian Baker**

**6 Items for Discussion**

**6.1 2025 Municipal Elections - Josef Pisa**

Josef Pisa reminded the Council that 2025 is a Municipal Election year. He requested that municipal election information be placed on the Improvement District's Website. Information that provides eligibility information and the considerations to running for municipal office.

**6.2 Waterton Community Joint Venture Agreement Review**

Scott Barton provided information to the Council on PSAB 1300 - Controlled Organizations and options for them to consider regarding the Waterton Community Joint Venture.



- |                                   |            |  |
|-----------------------------------|------------|--|
| <b>Resolution No:</b><br>2024-066 | <b>6.3</b> | <b>NRED Grant Application</b><br><b>Moved By:</b> Ken Black<br><br>That Improvement District No.4 directs the administration to apply for the NRED Grant for tourism and economic development initiatives.<br><br><b>CARRIED UNANIMOUSLY</b> |
|                                   | <b>6.4</b> | <b>Municipal Census - Scott Barton</b><br><br>Scott Barton updated the Council on the 2024 Municipal Census, conducted in the Improvement District between May 15th and July 31st.   |
| <b>Resolution No:</b><br>2024-067 | <b>7</b>   | <b>Correspondence</b><br><b>Moved By:</b> Brian Baker<br><br>That the correspondence as information be accepted.<br><br><b>CARRIED UNANIMOUSLY</b>   |
|                                   | <b>7.1</b> | <b>TIAA Report - Alberta Tourism Workforce Housing Strategy</b>  |
|                                   | <b>8</b>   | <b>Next Meeting</b><br><br>The next Improvement District No. 4 Council meeting will be held on October 24, 2024, at 6:30 pm.   |
| <b>Resolution No:</b><br>2024-068 | <b>9</b>   | <b>Adjournment</b><br><b>Moved By:</b> Ken Black<br><br>To adjourn the meeting at 8:08 PM.<br><br><b>CARRIED UNANIMOUSLY</b>   |

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Chair Brian Baker

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CAO Scott Barton

**Improvement District #4, Waterton**  
**Council Meeting Minutes**  
**October 24, 2024 - 06:30 PM**

Those in Attendance: Chair Brian Baker, Councillors: Barbara Clay, Josef Pisa, Keith Robinson, and Ken Black

Officials: CAO Scott Barton

**1 Call to Order**

Chair Brian Baker called the October 24, 2024, meeting of the Improvement District No. 4 Council to order at 6:30 p.m.

**Resolution  
No:**  
[2024-069](#)

**2 Adoption of Agenda**

**Moved By:** Brian Baker

That the agenda be adopted as amended.

**CARRIED UNANIMOUSLY**

**3 Parks Canada Report**

Carmen Hancock, the new Superintendent for Waterton, introduced herself to the Council and briefly explained her career with Parks Canada.

Rachel Fernandes-Ubell updated the Council on the composting program and Fortis Solar Array.

**Resolution  
No:**  
[2024-069](#)

**4 Council Minutes**

**Moved By:** Ken Black

That the Council Organizational meeting minutes of September 20, 2024, be approved as presented.

**CARRIED UNANIMOUSLY**

**Resolution  
No:**  
[2024-70](#)

**5 Financial Report**

**Moved By:** Brian Baker

That the August 2024 Financial Report be approved as presented.

**CARRIED UNANIMOUSLY**

**6 Items for Discussion**

**6.1 Pine Ridge Campground Initiative**

Councillor Ken Black lead a detailed discussion on the Pine Ridge Campground Initiative.

**Resolution No:**  
[2024-071](#)

**6.2**

**Pine Ridge Campground Initiative**

**Moved By:** Josef Pisa

That Improvement District No. 4 proceeds with the Pine Ridge Campground Initiative.

Name	Yes	No	Abstained	Absent
Brian Baker			✓	
Ken Black	✓			
Barbara Clay		✓		
Josef Pisa		✓		
Keith Robinson	✓			

**DEFEATED**

**Resolution No:**  
[2024-072](#)

**6.3**

**Pine Ridge Campground Initiative**

**Moved By:** Ken Black

That Ken Black is given permission to inform the participating Provincial Government Departments of the Council's decision regarding the Pine Ridge Campground Initiative.

**CARRIED UNANIMOUSLY**

**7**

**Next Meeting**

The next meeting of the Improvement District No. 4 Council will be a virtual meeting held on November 15, 2024, at 6:30 p.m.

**Resolution No:**  
[2024-073](#)

**8**

**Adjournment**

**Moved By:** Josef Pisa

To adjourn the meeting at 7:46 PM

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Chair Brian Baker

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CAO Scott Barton

	Fiscal YTD December 2024	2024	2024	2023	2024	2024
	Fund Center	ID 4 - Waterton Lakes NP	ID 4 - Waterton Lakes NP	ID 4 - Waterton Lakes NP	ID 4 - Waterton Lakes NP	ID 4 - Waterton Lakes NP
	Category	Budget	Actual	Actual	Budget to Actual variance	Actual to Actual variance
		Amount	Amount	Amount	Amount	Amount
G/L Account		CAD	CAD	CAD		
1010101150	CON-CIBC TRUST - Bank Account		1,536,257.00	1,574,666.57	0.00	(38,409.57)
1010102120	Cash Clearing-CIBC Collector		0.00	0.00	0.00	0.00
1010102150	Cash Clearing-CIBC Trust		10,105.19	0.00	0.00	10,105.19
1010104100	Cash In Transit		0.00	0.00	0.00	0.00
1010201460	Property Tax Receivable		203,624.43	61,234.73	0.00	142,389.70
1010201200	GST Receivable - Direct		0.00	0.00	0.00	0.00
1010201240	A/R Interest		0.00	4,634.48	0.00	(4,634.48)
1010201110	A/R from General Sources		(39,954.01)	0.00	0.00	(39,954.01)
1010201270	General receivables		198,816.00	50,000.00	0.00	148,816.00
1010203110	Allowance for Doubtful Accounts		0.00	0.00	0.00	0.00
1010500100	Prepaid Expenses		4,336.42	4,195.53	0.00	140.89
1010600100	CON-Inter-Entity Zero Balancing Account		0.00	0.00	0.00	0.00
1010600110	Inter-Entity Zero Balancing Account		0.00	0.00	0.00	0.00
1030102100	CON-Buildings		0.00	0.00	0.00	0.00
1030102110	Assets Under Construction - Buildings		0.00	0.00	0.00	0.00
1030102120	Buildings		0.00	0.00	0.00	0.00
1030106120	Other Capital Assets		105,000.00	105,000.00	0.00	0.00
1030107100	CON-Assets Under Construction		0.00	0.00	0.00	0.00
2060101100	CON-Accumulated Amortization-Buildings		0.00	0.00	0.00	0.00
2060101110	Accumulated Amortization - Buildings		0.00	0.00	0.00	0.00
2060105110	Accumulated Amortization - Other Capital Assets		(105,000.00)	(105,000.00)	0.00	0.00
	TOTAL ASSETS		1,913,185.03	1,694,731.31	0.00	218,453.72
2010101110	CON-Accounts Payable		0.00	0.00	0.00	0.00
2010101180	A/P - General/Other		0.00	0.00	0.00	0.00
2010204100	Accrued Liabilities - Other		0.00	0.00	0.00	0.00
2010205100	GST Payable		0.00	0.00	0.00	0.00
2010205270	Asset Retirement Obligation (ARO)		0.00	0.00	0.00	0.00
2040000110	Unearned Revenue		254,913.17	173,664.30	0.00	81,248.87
	TOTAL LIABILITIES		254,913.17	173,664.30	0.00	81,248.87
3010000100	Operating Reserves		0.00	0.00	0.00	0.00
3010000110	Net Assets/Liabilities		593,653.98	520,922.76	0.00	72,731.22
3050000100	Capital reserve		0.00	0.00	0.00	0.00
	TOTAL EQUITY		593,653.98	520,922.76	0.00	72,731.22
4020200100	Property Taxes	1,397,528.00	1,397,525.60	1,320,566.62	2.40	76,958.98
4050802170	Certificates	100.00	160.00	125.00	(60.00)	35.00
4050802400	Permits		0.00	0.00	0.00	0.00
4070701100	Investment Income	1,000.00	17,955.11	20,092.97	(16,955.11)	(2,137.86)
4090200110	Fines Late Payment Penalty	8,000.00	2,165.96	2,127.67	5,834.04	38.29
4090801190	Provincial Grants	336,986.00	38,170.00	38,170.00	298,816.00	0.00
4090801150	Other Grants		0.00	0.00	0.00	0.00
4090801230	Other Miscellaneous Revenue		0.00	0.00	0.00	0.00
4090801310	Rental Revenue		0.00	0.00	0.00	0.00
4090300100	Refund of Expenses		0.00	0.00	0.00	0.00
	TOTAL REVENUE	1,743,614.00	1,455,976.67	1,381,082.26	287,637.33	74,894.41
6010500130	Memberships	2,033.00	995.52	1,366.20	1,037.48	(370.68)
6020100110	Employee Travel-Mileage	1,000.00	0.00	0.00	1,000.00	0.00
6020100140	Employee Travel-Meals		0.00	0.00	0.00	0.00
6020100150	Employee Travel-Lodging		0.00	0.00	0.00	0.00
6020200170	Requisitions	754,927.00	338,951.57	326,509.62	415,975.43	12,441.95
6020100190	EmployeeTravel-Airfare Out of Province		0.00	0.00	0.00	0.00
6020300170	Advertising-Other	2,927.00	2,226.75	0.00	700.25	2,226.75
6020400100	Insurance Premiums	5,266.00	0.00	0.00	5,266.00	0.00
6020500100	Freight, Courier, Postage	500.00	0.00	0.00	500.00	0.00
6020700160	RENTAL OPERATING COSTS & TAXES		0.00	0.00	0.00	0.00
6021000110	Non Board Honoraria	18,100.00	0.00	0.00	18,100.00	0.00
6021400160	Utilities - Other		0.00	0.00	0.00	0.00
6021400190	Protective services	43,191.00	7,726.00	(319.04)	35,465.00	8,045.04
6021400240	Other Purchased Services		0.00	0.00	0.00	0.00
6021600130	Office And IT Supplies	89,200.00	21,208.95	32,408.10	67,991.05	(11,199.15)
6021701140	Legal Fees		0.00	0.00	0.00	0.00
6021701230	Assessment Services	27,500.00	20,250.00	19,875.00	7,250.00	375.00
6021701750	General Contracted Services		0.00	1,098.13	0.00	(1,098.13)
6030100120	Grants-Operating	798,816.00	0.00	0.00	798,816.00	0.00
6050100100	Bad Debt Expense		0.00	0.00	0.00	0.00
6040900100	Write Down Of Capital Assets		0.00	0.00	0.00	0.00
6060100100	Amortization - Buildings		0.00	0.00	0.00	0.00
6060100130	Amortization - Other Capital Assets		0.00	0.00	0.00	0.00
6080100100	Capital Assets Acquisitions Transfer		0.00	0.00	0.00	0.00
6080100160	Asset Purchase - Building		0.00	0.00	0.00	0.00
	TOTAL EXPENSES	1,743,460.00	391,358.79	380,938.01	1,352,101.21	10,420.78
	(DEFICIT) SURPLUS	154.00	1,064,617.88	1,000,144.25	(1,064,463.88)	64,473.63

**IMPROVEMENT DISTRICT 4 CC 602396**  
**INTEREST EARNED ON GRANTS**  
**As at December 31, 2024**

		MSI / LGFF - Capital Grant			CCBF Grant			Total Deferred Revenue		
Amount Carried forward from 2023				\$ 2,271.84			\$ 53,825.33			\$ 56,097.17
	<u>Interest</u>	<u>Interest earned</u>	<u>Deposits / Expenditures</u>	<u>Ending Balance</u>	<u>Interest earned</u>	<u>Deposits / Expenditures</u>	<u>Ending Balance</u>	<u>Interest earned</u>	<u>Deposits / Expenditures</u>	<u>Ending Balance</u>
(Receivable)			-	2,271.84		(50,000.00)	3,825.33			6,097.17
Payable			-	2,271.84		-	3,825.33		-	6,097.17
Jan-24	5.40%	10.42	-	2,282.26	17.54	-	3,842.87	27.96	-	6,125.13
Feb-24	5.40%	9.79	-	2,292.05	16.49	-	3,859.36	26.28	-	6,151.41
Mar-24	5.40%	10.51	-	2,302.56	17.70	-	3,877.06	28.21	-	6,179.62
Apr-24	5.40%	10.22	-	2,312.78	17.21	-	3,894.27	27.43	-	6,207.05
May-24	5.40%	10.61	-	2,323.39	17.86	50,000.00	53,912.13	28.47	50,000.00	56,235.52
Jun-24	5.19%	9.91	-	2,333.30	229.98	-	54,142.11	239.89	-	56,475.41
Jul-24	5.09%	10.09	-	2,343.39	234.06	-	54,376.17	244.15	-	56,719.56
Aug-24	4.90%	9.75	-	2,353.14	226.29	-	54,602.46	236.04	-	56,955.60
Sep-24	0.00%	-	-	2,353.14	-	-	54,602.46	-	-	56,955.60
Oct-24	0.00%	-	-	2,353.14	-	-	54,602.46	-	-	56,955.60
Nov-24	0.00%	-	-	2,353.14	-	-	54,602.46	-	-	56,955.60
Dec-24	0.00%	-	-	2,353.14	-	-	54,602.46	-	-	56,955.60
		-	-	2,353.14	-	-	54,602.46	-	-	56,955.60
Receivable		-	198,816.00	201,169.14	-	-	54,602.46	-	198,816.00	255,771.60
Payable									-	255,771.60
		81.30	198,816.00		777.13	50,000.00		858.43	198,816.00	

254.913.17 Check TB Unearned Revenue 2040000110

	2019	2020	2021
<b>Deposits:</b>			
CCBF	-	50,000.00	50,000.00
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	<u>-</u>	<u>50,000.00</u>	<u>50,000.00</u>
<b>Expenditures:</b>			
	-	-	-
	-	-	-
			-
			-
			-
			-
			-
			-
			-
	<u>-</u>	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net Deposits/Expenditure</b>	<u><u>-</u></u>	<u><u>50,000.00</u></u>	<u><u>50,000.00</u></u>

ID Interest earned on deferred grants - 2024

Classification: Protected A

ID 4

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# Alberta SouthWest Bulletin October 2024

## Regional Economic Development Alliance (REDA) Update

### ❖ Check out Connect4Commerce...

This innovative on-line tool is licensed as a partnership of AlbertaSW, Community Futures Alberta Southwest, and Community Futures Crowsnest Pass. The tool is aligned with the real estate industry and automatically updates all MLS listings in the region every 24 hours.

A unique and useful feature: municipal assets can also be manually entered and listed.

All community listings are on the regional, and member communities can also arrange to have their listings branded and accessible on their own sites! <https://www.albertasouthwest.com/real-estate-tools>



### ❖ Municipal support for REDAs

On September 26 a resolution presented at Alberta Municipalities requested that the province continue to invest in operational support for Regional Economic Development Alliances in Alberta. The vote was 79.4% in favour.



### ❖ Waterton Lakes National Park visitation 2024

Christy Gustavison, Visitor Experience Manager, reported 500,000 visitors to the park as of September 30. Travel Alberta, South Canadian Rockies, our highway corridors and collaborative communities can play a role in creating positive visitor experiences. Further Parks Canada data analysis will be available in spring 2025.

### ❖ Manufacturing, Energy, Construction, Ag Processing (MECAP)

The first session of the speaker series was held on September 18... great presentations from

- **David Munro**, Manufacturing Consortium Manager, BC, AB, SK & MB

Excellence in Manufacturing Consortium (EMC) <https://emccanada.org/>

- **David Rist**, Quality & Productivity Leader,

Manufacturing Export Enhancement Cluster (MEEC) <https://www.meecluster.ca/>

- And joined by **Joseph Henke** Program Specialist

ENBIX (Emissions-Neutral Building Information Exchange) <https://www.enbix.ca/>



### ~~ PROJECT EVENTS THIS MONTH! ~~

Join the next event in the AlbertaSW **MECAP Industry Leaders Forum Speaker Series !**

- **Wednesday, October 16** 12:00-2:00pm (In-person; lunch served)-Town Office, Claresholm

**TO REGISTER...** e-mail [bev@albertasouthwest.com](mailto:bev@albertasouthwest.com) or [NatalieGibson@shaw.ca](mailto:NatalieGibson@shaw.ca) .....More details to follow!

**NOTE:** Mark your calendar and register ahead of time for the other virtual events in the series!

- **Wednesday, November 20** 12:00-2:00pm **Supply Chain (Virtual)**

- **Wednesday, December 18** 12:00-2:00pm. **Agri-value (Virtual)**

### ❖ Energy Futures Lab (EFL) pilot project: **SHAPING ENERGY FUTURE COMPETITIVENESS in Southern Alberta**



Energy development leads to conversations about community prosperity, regulations, land use, and best practices. Join the conversation to address issues, strengthen leadership, ask the right questions, and create possible answers!

- **Tuesday, October 8** 11:00am to 1:00pm (Virtual) Orientation and introduction to the project (

- **Wednesday, October 23** 8:45am to 5:00pm (In-person; lunch served)-Heritage Inn, Pincher Creek

This is a two-day workshop condensed into one day. Details to follow!

**TO REGISTER** please email [sspence@energyfutureslab.ca](mailto:sspence@energyfutureslab.ca)



### Alberta SouthWest Regional Economic Development Alliance

Box 1041 Pincher Creek AB T0K 1W0

403-627-0244 (cell)

[bev@albertasouthwest.com](mailto:bev@albertasouthwest.com)

[www.albertasouthwest.com](http://www.albertasouthwest.com)



# Alberta SouthWest Regional Alliance

## Minutes of the Board of Directors Meeting

Wednesday, September 4, 2024-Country Encounters, Crowsnest Pass



### Board Representatives

Brad Schlossberger, Claresholm  
Barbara Burnett, Cowley  
Blair Painter, Crowsnest Pass  
Cam Francis, Cardston County  
Kevin Todd, Nanton  
Barbara Clay, Waterton  
Tim Court, Cardston

### Guests and Resource Staff

Greg Long, LRSD  
Sacha Anderson, CF Crowsnest Pass  
Marie Everts, JET  
Brandie Lea, PrairiesCan  
Bev Thornton, AlbertaSW

- 1 Call to Order/ Vice-Chair Brad Schlossberger called the meeting to order.
- 2 Approval of Agenda Moved by Blair Painter THAT the agenda be approved with addition of Blackfoot Signage Project update  
**Carried.** [2024-09-912]
- 3 Approval of Minutes Moved by Cam Francis THAT the Minutes of July 31, 2024, be approved as presented.  
**Carried.** [2024-09-913]
- 4 Approval of Cheque Register Moved by Kevin Todd THAT cheques #3438 to #3449 be approved as presented.  
**Carried.** [2024-09-914]
- 5 REDA letter to Premier Smith Board reviewed letter and, further to motion 2024-07-909, will send letter with discussed revisions.
- 6 REDA Chairs/Managers meeting A meeting to discuss possible next steps for REDAs is being scheduled for Tuesday, September 24, in Red Deer, prior to Alberta Municipalities Convention. Bev will share details as agenda is finalized.
- 7 AlbertaSW Operations Summary Draft of project summary reviewed.  
Board prefers full summary, and in print form as well as digital to share with Councils. Bev will update the document and print copies for next meeting.
- 8 MECAP Speaker Series Plan Phase 2 of Manufacturing, Energy, Construction, Ag Processing project will be an "Industry Leaders Forum" and speaker series on the following dates, 3rd Wednesday of each month from 12 noon to 2:00pm:  
Wednesday, September 18 Manufacturing (virtual)  
Wednesday, October 16 Workforce (in-person)  
Wednesday, November 20 Supply Chain (Virtual)  
Wednesday, December 18 Agri-value (Virtual)  
January TBD Energy
- 9 New NRED Guidelines Board reviewed new guidelines and discussed project possibilities.  
Bev will begin a draft project description and circulate for added input.

10	Blackfoot Signage Project	<p>The pilot project, led by Community Futures Lethbridge Region is deemed a success, and funding will be secured for Phase 2.</p> <p>There is interest in expanding the opportunity and making it open to AlbertaSW businesses and communities.</p> <p>An important part of this will be to engage the Piikani Nation to assist with correctness of translation and interpretation and strengthen partnerships and relationships. It is an opportunity to further build upon the principles of the MOU in place with Blood Tribe.</p>
11	Executive Director Report	Accepted as information.
12	Round table	Accepted as information.
13	Upcoming Board Meetings	<p>➤ Wednesday, October 2, 2024 location TBD; Parks Canada invited</p> <p>➤ Wednesday, November 6, 2024 - TBD; date of RMA</p> <p>➤ Wednesday, December 4, 2024-Organizational Meeting-Pincher Creek</p>
14	Adjourn	<p>Moved by Blair Painter THAT the meeting be adjourned.</p> <p><b>Carried.</b> [2024-09-915]</p>

**Approved October 2, 2024.....**

## **Executive Director Report September 2024**

### **MEETINGS and PRESENTATIONS**

Sept 4: Blackfoot Signage project meeting

Sept 4: AlbertaSW Board Meeting, Crowsnest Pass

Sept 5: Meeting with GoGood Travel and Flying compass, Zoom

Sept 9: Meeting with Travel Alberta and SCR re: overview of TDZ consultations, Teams

Sept 9: Meeting with Aimee Benoit, Heritage Canada Funding programs, Teams

Sept 10: RINSA planning meeting, Lethbridge

Sept 10: Tourism Lethbridge Advisory Committee Meeting (regrets)

Sept 11: Planning meeting with Energy Futures Lab, Zoom

Sept 11: Meeting with MediaPlanet (National Post) re: regional promotion, Zoom

Sept 12: Highway3 Twinning Development Association meeting, Lethbridge

Sept 16: Consultation meeting with Travel Alberta, Pincher Creek

Sept 17: REDA Managers Meeting, Zoom

Sept 17: Energy Futures Lab convening team meetings, Zoom

Sept 17: present mapping project idea to University of Lethbridge Geography 3700 class, Zoom

Sept 18: Economic Development Lethbridge board meeting, Lethbridge

Sept 18: Session 1 of MECAP speaker series, Zoom (16 participants)

Sept 24: REDA Chairs and Managers in-person meeting cancelled (Red Deer)



Sept 24: NRED information webinar, Teams

Sept 25: Meeting with Geography 3700 student team, professor, and InnoVisions re: mapping project, Zoom

Sept 26: MECAP planning meeting conference call

Sept 26: IEDC-AEDO Accreditation Committee meeting, Zoom

#### **PROJECT MANAGEMENT and REPORTING**

- Presentation ideas for Energy Futures Lab (EFL) pilot project development
- Coordinate REDA stories for 2025 EDA Invest/Xperience magazine
- Compile RBL updates
- Continued tweaks to new website and on-line tools
- Scenario planning for Crown of the Continent Geotourism Council
- REDA managers plans and ideas for next steps
- Renew subscriptions and web domains
- Planning for Southern Economic Summit March 27, 2025 tentatively at Lethbridge Agri-Food Hub
- Planning for next phase of Blackfoot Signage Project

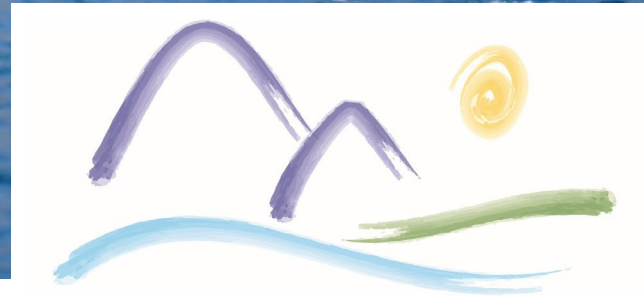
#### **INVESTMENT ATTRACTION and REGIONAL PROMOTION**

- Continued collaboration regarding options for future REDA operations
- Participate in Travel Alberta Tourism Development Zone consultations
- Provide data and support to University of Lethbridge Geography 3700 student mapping project
- Planning for upcoming Southern Economic Summit-March 27, Agrifood Hub
- Invited to be guest speaker at opening session of Energy Futures Lab pilot project

# Improvement District No. 4

2025 ID4 OPERATING  
AND CAPITAL INTERIM  
BUDGET PROPOSAL

NOVEMBER 15, 2024



IMPROVEMENT DISTRICT #4  
WATERTON LAKES NATIONAL PARK



# MUNICIPAL GOVERNMENT ACT

## CHAPTER M-26

### Budgets - Adoption of operating budget

242(1) Each council must adopt an operating budget for each calendar year.

(2) A council may adopt an interim operating budget for part of a calendar year.

(3) An interim operating budget for a part of a calendar year ceases to have any effect when the operating budget for that calendar year is adopted.







# MUNICIPAL GOVERNMENT ACT

## CHAPTER M-26

### Financial Plans and Capital Plans - Required plans

283.1(1) In this section,

(a) “capital plan” means a plan referred to in subsection (3);

(b) “financial plan” means a plan referred to in subsection (2).

(2) Each municipality must prepare a written plan respecting its anticipated financial operations over a period of at least the next 3 financial years.

(3) Each municipality must prepare a written plan respecting its anticipated capital property additions over a period of at least the next 5 financial years.

(4) The 3 financial years referred to in subsection(2) and the 5 financial years referred to in subsection(3) do not include the financial year in which the financial plan or capital plan is prepared.

(5) Council may elect to include more than 3 financial years in a financial plan or more than 5 financial years in a capital plan.

(6) Council must annually review and update its financial plan and capital plan.

(7) The Minister may make regulations respecting financial plans and capital plans, including, without limitation, regulations

(a) respecting the form and contents of financial plans and capital plans;

(b) specifying the first financial year required to be reflected in a financial plan;

(c) specifying the first financial year required to be reflected in a capital plan.





## 2025 ID STRATEGIC FOCUS

- Sources of Revenue/Sustainability of Community Funds and Initiatives
- Taxation rates: rising property assessment
- Foster healthy and cooperative relations with Parks Canada
- Communications with the community and leaseholders
- Tourism and Economic Development: Waterton Destination Stewardship Planning and Travel Alberta Strategic Directions
- Governance: Municipal Elections and Council Transition/Orientation
- Finish existing projects: Lions Hall Renewal Project and Broadband Upgrades

Improvement District No. 4, Waterton Lakes National Park  
2025 Interim Operating and Capital Budget

Operating Budget		2023	2024	2025	2026	2027	2028
G/L Account	Account Description	Actual	Budget	Budget	Budget	Budget	Budget
4020200100	Property Taxes						
	Residential - Municipal	220,408	220,408	227,020	233,831	240,846	248,071
	Non Residential - Municipal	422,193	422,193	434,859	447,905	461,342	475,182
	Residential - ASFF	444,591	486,963	491,833	496,751	501,718	506,736
	Non Residential - ASFF	233,312	267,912	270,591	273,297	276,030	278,790
	Non Residential - DI	52	52	52	55	55	55
4050802170	Certificates	225	100	100	100	100	100
4070701100	Investment Income - CCITF	43,035	1,000	1,000	1,000	1,000	1,000
4090200110	Fines Late Payment Penalty	7,816	8,000	8,000	8,000	8,000	8,000
4090801190	Provincial Grants - MSI/LGFF/CCBF	158,200	286,986	294,547	297,820	297,820	297,820
	NRED - Regional Economic Development Fund			100,000	100,000	100,000	
2040000110	Unearned Revenue - CCBF		50,000				
	<b>TOTAL REVENUE</b>	<b>\$ 1,529,832</b>	<b>\$ 1,743,614</b>	<b>\$ 1,828,002</b>	<b>\$ 1,858,758</b>	<b>\$ 1,886,911</b>	<b>\$ 1,815,754</b>
G/L Account	Account Description	2023	2024	2025	2026	2027	2028
		Actual	Budget	Budget	Budget	Budget	Budget
6010500130	Memberships	1,965		2,200	2,200	2,200	2,200
	Southern Rockies Region (Travel Alberta)		315				
	Rural Municipalities of Alberta (RMA)		205				
	SouthWest Alberta Regional Alliance		513				
	Chinook Arch Regional Library System (CARL)		1,000				
6020100110	Travel - Mileage	762	1,000	1,000	1,000	1,000	1,000
6020200170	Requisitions - ASFF	677,903	754,927	762,476	770,103	777,803	785,581
6020300170	Advertising-other	-	1,000	1,000	1,000	1,000	1,000
	RMV - Waterton Guide		1,927	2,000	2,000	2,000	2,000
6020400100	Insurance Premiums	5,039		5,400	5,500	5,600	5,600
	Liability and Terrorism		4,526				
	Legal Expense		320				
	Aviation Liability		220				
	Risk Pro Workshop		200				
6020500100	Freight, Courier, Postage	-	500	500	500	500	500
6021000110	Council Honoraria	18,100	18,100	18,100	18,100	23,000	23,000
6021400190	Protective services - Policing	22,859	43,191	40,000	41,866	41,866	41,866
6021600130	Office And IT Supplies	83,033					
	Alberta Municipal Affairs Expense		40,000	45,000	45,000	48,000	48,000
	Town of Raymond Contract		37,000	54,000	55,356	56,736	58,152
	Council & Admin Office Costs		2,000	9,949	2,500	2,500	2,500
	Municipal Elections Costs			10,000			
	All-Net Software/Website		10,200	12,000	12,000	12,000	12,000
6021701230	Assessment Services	26,375					
	Benchmark Assessment Services		26,500	27,000	29,000	30,000	30,000
	ORRSC ARB Services		500	500	500	500	500
	ARB Hearing Contingency		500	500	500	500	500
6021701750	General Contracted Services	1,046					
6030100120	Waterton Community Sustainability Fund	620,030					
	WCSF - WCIV Operating		150,000	250,000	250,000	250,000	250,000
	WCSF - WCIV Capital		200,000				
	WCSF - Tourism and Economic Development		150,000	330,000	350,000	350,000	250,000
	WCSF - CCBF Capital		100,000	50,000	50,000	50,000	50,000
	WCSF - LGFF Capital		198,816	206,377	209,650	209,650	209,650
	<b>TOTAL EXPENSES</b>	<b>\$ 1,457,112</b>	<b>\$ 1,743,460</b>	<b>\$ 1,828,002</b>	<b>\$ 1,846,775</b>	<b>\$ 1,864,855</b>	<b>\$ 1,774,049</b>
	<b>(DEFICIT) SURPLUS</b>	<b>\$ 72,720</b>	<b>\$ 154</b>	<b>\$ 0</b>	<b>\$ 11,983</b>	<b>\$ 22,055</b>	<b>\$ 41,705</b>

**Improvement District No. 4 - 2025 Capital Budget**

Capital Revenue		2024	2025	2026	2027	2028	2029
Agency	Account Description	Budget	Budget	Budget	Budget	Budget	Budget
ID4	Community Sustainability Program	200,000					
AMA	LGFF Capital Funding	198,816	206,377	209,650	209,650	209,650	209,650
AMA	CCBF	100,000	50,000	50,000	50,000	50,000	50,000
	Other Funding - Affordable Housing			600,000			
	<b>Total Capital Revenue</b>	<b>\$ 498,816</b>	<b>\$ 256,377</b>	<b>\$ 859,650</b>	<b>\$ 259,650</b>	<b>\$ 259,650</b>	<b>\$ 259,650</b>
Capital Expenditure		2024	2025	2026	2027	2028	2029
Priority	Capital Project	Budget	Budget	Budget	Budget	Budget	Budget
CSP #1	Lions Hall (Broadband Hub) Addition and Renewal Project	250,000	206,377				
CSP #2	Campground Initiative Renewal Project				180,000		
CSP #3	Playground and Spray Park Renewal Project			209,650			
CSP #4	Broadband Network Renewal	100,000	50,000	50,000			
CSP #5	Affordable Housing Initiative			600,000			
	<b>Total Capital Expenditures</b>	<b>\$ 350,000</b>	<b>\$ 256,377</b>	<b>\$ 859,650</b>	<b>\$ 180,000</b>	<b>\$ -</b>	<b>\$ -</b>



**IMPROVEMENT DISTRICT #4, WATERTON**  
201 Cameron Falls Drive , Waterton Park , Alberta , T0K 2M0  
Tel: 1-403-308-0034

October 24, 2024

**RESOLUTION**

**Resolution # 2024-071**

**Agenda Item # 7.1** Campground Initiative - Ken Black

**Moved By :** Josef Pisa

That Improvement District No. 4 proceeds with the Pine Ridge Campground Initiative.

**Recorded Vote** Requested By : Josef Pisa

Name	Yes	No	Abstained	Absent
Barbara Clay		✓		
Brian Baker			✓	
Josef Pisa		✓		
Keith Robinson	✓			
Ken Black	✓			

**Defeated**

  
\_\_\_\_\_  
**CAO Scott Barton**  
Improvement District #4, Waterton

**Improvement District No. 4 Waterton Lakes National Park**  
**Procedural Bylaw**  
**Bylaw No. 2019-04**

WHEREAS pursuant to the Municipal Government Act, R.S.A. 2000, Chapter M-26 and amendments thereto, a council may pass bylaws in relation to the orderly procedures of council, council committees and other bodies established by the council.

NOW THEREFORE, the Municipal Council of the Improvement District No. 4, duly assembled enacts as follows:

**PART 1: Purpose and Definitions**

**Purpose**

1. The purpose of this bylaw is to establish rules to guide orderly procedures for the Improvement District No. 4.

**Definitions**

2. The following words and phrases mean:
  - (1) Administrative Inquiry - an inquiry made at a meeting by a Council Member relating to the business of I.D. 4;
  - (2) CAO – Chief Administrative Officer or their delegate
  - (3) Chair - the person who has been given authority to direct the conduct of a meeting including the appointed head of a Committee;
  - (4) Chief Elected Official - the chief elected representative of I.D. 4 whether elected or appointed as described in the Municipal Government Act;
  - (5) Committee - a committee of Council that is either a Standing Committee, Special Committee, or a Council Committee, that is carrying out a power, duty or function delegated to it by Council, but excluding Committee of the Whole;
  - (6) Committee of the Whole - a procedural device that permits Council greater freedom of debate;
  - (7) Council - the municipal Council of the Improvement District;
  - (8) Council Committee - any committee, board or other body established by Council under the Municipal Government Act, unless Council decides that this bylaw does not apply to any particular Council Committee;



- (9) General Municipal Election - an election held in I.D. 4 to elect the members of Council as described in the Local Authorities Elections Act.
- (10) I.D. 4 –Improvement District No. 4 (Waterton)
- (11) Member - a member of Council
- (12) Orders of the Day - the order of business and time schedule for a meeting of Council or a Standing Committee;
- (13) Organizational Meeting - the meeting held as described in Section 7
- (14) Person - includes a corporation;
- (15) Presiding Officer - the Chief Elected Official, or in the absence of the Chief Elected Official, the Deputy Chief Elected Official, or in the absence of both, any other Council Member chosen to preside over and chair a meeting;
- (16) Previous Question - a motion to end debate and vote on the motion under debate;
- (17) RCMP - Royal Canadian Mounted Police;
- (18) Special Resolution - a resolution passed by a two-thirds majority of all Council Members or two-thirds of all members of a Committee;
- (19) Statutory Hearing – means a hearing that is legislated as part of a statutory plan or another quasi-judicial board.
- (20) Table - a motion to delay consideration of any matter in order to deal with more pressing matters, which does not set a specific time to resume consideration of the matter;
- (21) Terms of Reference - a written statement that defines the composition, term, objectives and mode of operation of a Committee or Task Force;
- (22) I.D. 4 Official - an official appointed by Council, including the Chief Administrative Officer, any designated officers appointed under the Municipal Government Act or any of their delegates;

## **PART 2: Interpretation and Application**

### Rules for Interpretation

- 3. The marginal notes and headings in this Bylaw are for reference purposes only.

### Reference Source

- 4. If a question relating to the procedures of Council or Committees is not answered by this Bylaw, reference shall be had to the most recent revision of Robert's Rules of Order.

### Suspension of Rules

5. Council may suspend any provision of this Bylaw by Special Resolution with the required two-thirds vote of Council present. Council may not suspend provisions of this bylaw if:

- (1) the provisions are regarding statutory hearings; and
- (2) the provisions are for amending or repealing this bylaw.

#### Paramount Rules

6. If the provisions in any other bylaw conflict with the rules in this Bylaw, this Bylaw will prevail.

### **PART 3: Organization of Council**

#### Organizational Meetings

7. An Organizational Meeting must be held in October in each year. In the year of a general election, the Organizational meeting shall occur in the first meeting following the election. At this meeting:

- (1) Council must
  - (a) establish the dates, times and places for regularly scheduled Council and Standing Committee meetings
  - (b) appoint Council Members to Committees; and
- (2) In the case of the first meeting following a General Municipal Election:
  - (a) every member of Council must take the Oath of Office
  - (b) appoint a Deputy Chief Elected Official
  - (c) administration will provide orientation training to elected officials;

### **PART 4: Meeting Times, Date and Location of Meetings**

8. Council will hold regular meetings on the dates established at the Organizational Meeting. If a regular Council meeting cannot be held it will be rescheduled by motion of council.

#### Regular Meetings

9. The schedule and times for regular Council Meetings will be determined at the annual Organizational Meeting by motion of Council. The Council Meeting schedule will be posted as per section 12 of this bylaw.

#### Meeting Place

10. Regular Council Meetings and Public Hearing Meetings will be held in the Waterton Community Centre, unless at the Chair's discretion circumstances dictate otherwise.

#### Cancellation

11. Council may cancel any meeting, on 24 hours' notice. In circumstances of inclement weather or emergency, Council may cancel meetings on less than 24hr notice.

#### Notice of Committee Meetings

12. Committee Meetings-will be posted on the I.D. 4 website. Any other notice of these meetings will be posted as directed by Council.

#### Special Meetings

13. The Chief Elected Official may call a special Council meeting at any time and must do so if a majority of Council Members so request by a written notice, which includes a statement of the purpose of the meeting. A special meeting requested by Council Members must be held within 14 days after the request is received by the Chief Elected Official.

#### Notice of Committee Meetings and Cancellation

14. Any standing committee may schedule additional meetings by motion, but must give notice to all Council Members. Any Committee may cancel a meeting by resolution.

#### Notice of Special Meetings

15. Special Council meetings will be held on the date and at the time and location specified in the notice of the special meeting. If a matter is not specified in the notice of the Special Council Meeting, it may not be dealt with unless all Council Members are present and Council passes a motion, by majority vote, to deal with the matter.

#### Quorum Requirements

16. Quorum is a majority of Council Members.

#### Electronic Devices



17. At the top of each agenda a statement may be recorded for the Chair to state, if they feel it is necessary, that no part of the meeting may be recorded and that all electronic devices are to be set to silent mode.

#### Commencement Proceedings

18. As soon as there is a quorum after the time for commencement of a Council meeting:
  - (1) the Presiding Officer must take the chair and begin the meeting; or
  - (2) if the Chief Elected Official and the Deputy Chief Elected Official are absent, the CAO must begin the meeting by calling for a motion for the appointment of a Presiding Officer.

#### When no Quorum

19. If there is no quorum within 15 minutes after the time set for the meeting, the Recording Secretary will record the names of the Council Members present and the meeting will be adjourned to the time of the next regular Council meeting. The agenda for the adjourned meeting will be dealt with at the beginning of the next regular meeting, unless a special meeting is called before or after the next regular Council meeting to deal with the business of the adjourned meeting.

#### Order of Business

20. The order of business at a meeting is the order of the items on the agenda except:
  - (1) when a previous meeting has been adjourned for lack of a quorum and no special meeting has been called to deal with the business of the adjourned meeting, the agenda items from the adjourned meeting must be dealt with before any items on the current agenda;
  - (2) when Council alters the order of business for the convenience of the meeting by a Majority Vote; and
  - (3) when the same subject matter appears in more than one place on an agenda and Council decides, on motion, to deal with all items related to the matter at the same time.
  - (4) Council need not deal with any item on the agenda if no motion is made about it.

### **PART 5: Agendas and Records of Meetings**

## Agenda Preparation

21. The CAO or their delegate is responsible for preparing the meeting agendas for Council or Committee meetings.
22. Any delegation or item to be included on the agenda should be received by the CAO by noon on the day agenda is sent to Council. Items that arise after this deadline will be placed on the next meeting agenda, unless a motion is made by Council to include it during the current meeting.

## Agenda Format

23. The agenda orders the business for a meeting and will follow the appropriate Order of Business as established by motion of Council.

## Agenda Distribution

24. The CAO will e-mail copies of the agenda and reports to Council members by the Friday one week prior to the next Council meeting, unless circumstances arise that prevent their distribution.
25. Agendas, reports and supplementary materials that are received too late to be included with the agenda or that are intended for special Council meetings will be made available as soon as reasonably possible.

## Adoption of Agenda

26. Council must vote to adopt the agenda prior to transacting other business and may:
  - (1) add new items to the agenda by majority vote; or
  - (2) delete any matter from the agenda by unanimous vote.

## Preparation of Minutes

27. The CAO must prepare Council minutes which will include:
  - (1) all decisions and other proceedings;
  - (2) the names of the Council Members present at and absent from the meeting;
  - (4) any abstention pursuant to a declaration of pecuniary interest made under the Municipal Government Act by any Council Member and any other abstention permitted by statute; and
  - (5) the signatures of the Presiding Officer, and the CAO or designate.

- (6) Names of those present for in-camera sessions and the reasons for allowing them to attend.

28. Council or Committee meetings shall not be recorded with audio or visual equipment by anyone, unless requested by a majority of the Councillors in attendance.

#### Adoption of Minutes

29. The minutes of each meeting must be circulated prior to the meeting at which they are to be adopted. If there are errors or omissions, Council must:

- (1) pass a motion to amend the minutes; and
- (2) adopt the minutes as amended,

and if there are no errors or omissions, Council must adopt the minutes as circulated.

### **PART 6: Inquiries and Responses**

#### Division 1: Inquiries at Council

##### Administrative Inquiry

30. Any Council Member may make an Administrative Inquiry through the CAO.

##### Public Inquiry

31. As time allows, the public will be permitted to ask questions following each discussion item.

#### Division 2: Instructions to Employees

##### Interference by Council Members

32. Council Members must not direct or interfere with the performance of any work for I.D. 4 without specific direction from Council or a Standing or Special Committee.

##### Orders to Employees

33. Council or a Standing or Special Committee may give instructions to any I.D. 4 employee through the CAO, but Council Members must not give direct instructions to I.D. 4 employees without a specific direction from Council.

## **PART 7: Motions**

### **Presentation of Motions**

34. No motion bringing a new matter before Council may be made while any other motion is pending.

Recommendations are not Motions

35. A recommendation in a report does not constitute a motion until a Council Member has expressly moved it.

Withdrawal

36. Once a motion has been moved, it is in the possession of Council, and may not be withdrawn without unanimous consent of all Council Members present at the meeting.

Put by the Chair

37. All motions must be put by the Chair before a vote is taken.

Motion to Table

38. A motion may be tabled to enable Council to deal with other more pressing matters. A motion that has been tabled may be brought back at any time by a majority vote and when brought back, it will take precedence over other new motions.

All Connected Motions

39. A motion to Table is not debatable and takes precedence over all other motions connected with the motion being tabled, which is **are** tabled along with the motion.

Motions Disallowed

40. If a motion is contrary to the rules and privileges of Council, the Chair may refuse to accept it and must cite the rule or authority applicable without other comment.



## Adjournment

41. A motion to adjourn is not debatable or amendable.
42. Council will take up a motion pending at the time of adjournment as the first item under unfinished business at the next meeting.

## Chair May Adjourn

43. The Chair may adjourn a meeting without a motion to adjourn.

## Dividing Motions into Parts

44. A Council member may request that a motion be divided if it contains parts which stand as complete propositions. Council must then vote separately on each proposition if approved by majority vote of Council to separate.

## Motions Previously Considered

45. Once Council has dealt with any matter, a motion that would have the same or similar result may not be made for a period of 4 months.

## **PART 8: Voting**

### Motion Carried

46. A motion will be carried when a majority of Council Members present at a meeting vote in favour of the motion, unless otherwise specified in this Bylaw.

### Tie Vote

47. A motion is lost when the vote is tied.

### Recorded Votes

48. The names of the Councillors who voted in favour or against a motion shall not be recorded in the minutes.

### Loss of Quorum (Abstention)

49. If a motion cannot be voted on because there would be no quorum due to any abstention allowed or required by statute, then the matter will be dealt with as unfinished business and proceeded with at the next regular meeting



of Council. If Council is unable to achieve quorum at any meeting on an issue due to allowable abstentions, then Council must ask the Minister of Municipal Affairs for an order under the Municipal Government Act.

#### Voting Procedures

50. Votes on all motions must be taken as follows:

- (1) the Chair must put the motion forward;
- (2) Council Members must vote by a show of hands;
- (3) the Chair must declare the result of the vote.

#### No Change to Vote

51. After the Chair declares the result of a vote, Council Members may not change their vote for any reason.

#### Silence Once Question is Put

52. From the time the question is put by the Chair until the result of the vote is declared, Council Members must be silent.

### **PART 9 – Rules of Governing Debate**

#### Order of Speakers

53. The Chair will determine the speaking order when two or more Council Members wish to speak.

#### Interruptions

54. Council Members who have been assigned their turn to speak may only be interrupted by other Council Members including the Chair:

- (1) when a Council Member is discussing a subject and no motion is on the floor;
- (2) by an objection to the consideration of a motion.

#### Council Member Called to Order

55. A Council Member who is called to order must immediately stop talking, but must be given an opportunity to speak before debate is closed.

#### Prohibited Acts

56. Council Members must not:

- (1) speak disrespectfully of any member of any other governing body in Canada or Council;
- (2) use offensive words in Council Chambers, or against Council or any Council Member;
- (3) discuss a vote of Council, unless to move to reconsider, renew or rescind;
- (4) break the rules of Council or disturb the proceedings; or
- (5) disobey the decision of the Chair or of the Council on any question of order, practice or interpretation.

#### Request to Have Motion Considered

57. A Council Member may require that the motion being considered be read at any time during debate, but must not interrupt a speaker.

#### Number of Speeches

58. Unless otherwise provided in the Bylaw, Council Members may speak only twice on any motion, once in debate and once to ask questions; however, Council may give permission to speak again.

#### Opportunity to be Heard

59. Each Council Member will be given an opportunity to speak to a motion before it is put to a vote, unless a motion is passed to limit or end debate.

### **PART 10: Duties of the Chair**

#### Chair to Maintain Order

60. The Chair must preserve order and decorum and decide all questions of procedure.

#### Citing Reasons for Decisions

61. When the Chair makes a decision on a question of procedure, except a Parliamentary Inquiry, he or she must provide a reason for the decision.

#### Leaving Chair

62. If the Chair wishes to leave the chair for any reason, he or she must call on the Deputy Chief Elected Official, or in his or her absence, the Presiding Officer, to preside.

#### Granting Permission to Approach Council

63. Anyone who is not a Council Member is not allowed to approach or to speak to any Council Member without the Chair's permission.

### **PART 11: Disciplinary Procedures**

#### Calling Council Member to Order

64. The Chair may call to order any Council Member who is out of order.

65. Council may challenge the Chair's actions by a majority vote of those Councillors in attendance.

### **PART 12: Public and Private Meetings**

#### Public Meetings

66. Council and Council Committee meetings will be held in public and no person may be excluded. However, the Chair may order a member of the public who disturbs the proceedings of Council by words or actions to be expelled from the meeting.

#### Private Meetings

67. Council, Committee of the Whole, or a Council Committee may, by resolution, meet privately to discuss any matter within the following categories:

- (1) commercial information, if disclosure would likely prejudice the commercial position of the person who supplied it, prejudice I.D. 4's activities or negotiations, or if it would allow the information to be used for improper gain or advantage, or reveal a trade secret;
- (2) confidential information, if disclosure would likely prejudice the future supply of similar information or advice or prejudice I.D. 4's activities or negotiations, or if it would prejudice health and safety, or if Council Members or employees might be improperly pressured or harassed, or legal professional privilege breached;
- (3) personal information, including personnel information, unless its disclosure is for the purpose for which it was obtained, or for a

consistent purpose, or it must be disclosed for I.D. 4 to carry out its duties and functions, or it is in a statistical or other form so that the names of persons are not revealed or made identifiable.

- (4) deliberative information and draft reports that will likely be publicly released in final form in due course;
- (5) information that, if disclosed, could prejudice security and maintenance of the law;
- (6) information about assessments and taxes;
- (7) information placed before a Council or a Council Committee meeting that is closed to the public;
- (8) information that cannot be released under any statute; and
- (9) any other matter permitted by the Municipal Government Act.

#### Persons in Attendance During Closed Session

- 68. If all or part of a meeting is closed to the public, the Council or Council Committee may allow one or more other persons to attend, as it considers appropriate.

#### No Resolutions in a Closed Session of Council

- 69. The only resolution that can be passed in a closed session of Council is a resolution to revert to open session.

### **PART 13: Committee of the Whole**

#### Chair of the Committee of the Whole

- 69. The Chief Elected Official will chair the Committee of the Whole.

#### Quorum

- 70. Quorum of Committee of the Whole is a majority of Council Members.

#### Rules of Procedure in Committee of the Whole

- 71. Procedures in Committee of the Whole only differ from Council's in that no motions will be permitted other than motions to go in and out of closed.

### **PART 14: Council Committees**

#### Division 1: General



72. The procedural rules of Council as set out in this bylaw shall apply to all Council Committees if a dispute arises between committee members.

#### Standing Committees

73. The only standing committees of Council will be those defined by bylaw.

#### Appointing Special Committees

74. Council may appoint special committees of one or more Council Members to undertake specific tasks.

#### Appointing Council Committees

75. Council may appoint Council Committees comprised of Council Members, I.D. 4 employees or any other individuals to investigate and report to Council or a Standing Committee about any matter.

#### Council Responsibilities on Appointing Committees Task Forces

76. When any Special Committee or Council Committee is appointed, Council must:

- (1) name it;
- (2) establish Terms of Reference;
- (3) establish the term of appointment, or direct that the special committee or Task Force exists at the pleasure of Council;
- (4) establish requirements for reporting to Council or a Standing Committee; and
- (5) allocate any necessary budget or other resources.

#### Membership of Standing Committees

77. All Council Members may attend any meeting of any Standing or Special Committee and participate in debate, but may not make motions or vote.

#### Quorum

78. Quorum of any Committee is a majority of members.

#### Chief Elected Official Ex Officio Member

79. The Chief Elected Official is an ex officio member of all Council Committees excluding the Assessment Review Board. Council may also appoint the

Chief Elected Official as an actual member of a particular Committee. If the Chief Elected Official is a member by virtue of office and is present at a Committee meeting, the Chief Elected Official must be counted to determine quorum and has all of the rights and privileges of the other Committee members including the right to make motions and vote.

#### Authority of Standing Committees

80. All Committees are advisory to Council unless authority to exercise or perform any power or duty is specifically delegated by Council.
81. Committees have the responsibility of analyzing all matters placed before them and submitting recommendations to Council on ways and means of dealing with these matters. In appropriate cases, Committees may submit matters to Council without recommendation.
82. Committee actions are not binding on I.D. 4 unless power to take such action has been specifically delegated to a Committee by Council.

#### Division 2: Committee Appointments

83. A member of Council may be appointed to a Committee even if the member is absent from the meeting at which the appointment is made.
84. The Chairman & Vice-Chairman will be selected according the Terms of Reference (Section 68).
85. Council will recommend appointments to Committees and appointments of representatives to external organizations, unless otherwise specified in this Bylaw.
86. Recommendations for appointments will be based on the following considerations in the order listed:
  - (1) the best interests of I.D. 4
  - (2) the convenience of members
  - (3) the competence of members
  - (4) willingness to serve
  - (5) the desires expressed by members
87. Recommendations will be in the form of a nominating list which will be considered by Council. Council may choose to consider the nominating list in private. The nominating list may be amended by the consensus of

Council. The nominating list, as amended, will be submitted to Council in public session for approval.

#### Council Rules to Supplement Committee Rules

88. Unless specific rules for Committee procedures exist, Committees must follow the procedural rules of Council.

### **PART 15: Bylaws**

#### Title and Bylaw Number

89. All proposed bylaws must have a bylaw number assigned by the CAO and a concise title indicating the purpose of the bylaw.

#### Notice of Proposed Bylaw

90. The bylaw number and the short title of a proposed bylaw must be included on the agenda, and the CAO must provide all Council Members with a copy of the proposed bylaw prior to any motion for first reading.

#### First Reading

91. A proposed bylaw must be introduced at a Council meeting by a motion that "Bylaw Number (specify the number assigned by the CAO) be read for a first time". Council may hear an introduction of the proposed bylaw from the administration.

#### Second Reading

92. After first reading has been given, any Council Member may move that "Bylaw Number (specifying the proposed bylaw number) be read a second time".

#### Third Reading

93. After second reading has been given, any Council Member may move that "Bylaw Number (specifying the bylaw number) be read a third time and passed".

#### Amendment Prior to Third Reading

94. Any amendments to the bylaw which are carried prior to the motion for third reading being put will be considered to have been given first and



second reading and will be incorporated into the proposed bylaw. If amendments to the proposed bylaw have been carried:

- (1) all Council Members must be given an opportunity to review the full text of the amendments, and
- (2) the Chair must put the question that "Bylaw Number (specify the bylaw number), as amended, be given third reading".

#### Number of Readings Allowed at a Meeting

95. Council may not give a bylaw more than two readings at a meeting unless all Council Members present at the meeting vote in favour of allowing a third reading at that meeting.

#### Failure of a Reading

96. If any reading of a proposed bylaw fails:
- (1) any previous readings are rescinded, and
  - (2) first reading of a proposed bylaw may not be dealt with again except in accordance with Sections 40.

#### Effective Date

97. A bylaw is effective from the beginning of the day it is given third reading and signed, unless the bylaw or any applicable statute provides for another effective date.

#### Signing and Sealing Bylaws

98. The Chief Elected Official or Presiding Officer must sign and the CAO or person acting as CAO at the meeting must sign and seal the bylaw as soon as reasonably possible after third reading is given.

#### Amendment and Repeal

99. Once a bylaw has been passed, it may only be amended or repealed by another bylaw made in the same way as the original bylaw, unless another method is specifically authorized by statute.

### **PART 16: Statutory and Non-Statutory Hearings**

#### Division 1: Non-Statutory Hearings

##### Persons Wishing to Address Council



100. If a person wishes to speak to Council or a Committee on any matter for which a hearing is not required by statute, that person must arrange a delegation through the Chair or CAO. No person or group will be permitted to appear before council for a given issue more than twice in a year when there are no developments for that issue.

101. A person may only address Council at any other time during a meeting if the Councilors present unanimously agree.

#### Council Consideration of Request

102 Council may:

- (1) determine whether to hear the person or an individual authorized to speak for the person.
- (2) hear the person and refer the matter to a Committee or Administration; or
- (3) consider a motion on the subject matter of the presentation in accordance with the Order of Business.

#### Division 2: Statutory Hearings

##### Rules for Statutory Hearings

103. To begin a statutory hearing, the Chair must ask if anyone is present to speak to the proposed bylaw or resolution.

##### When Speaker Present

104. If a person indicates that he or she is present to speak to the proposed bylaw or resolution, the following procedures will apply:

- (1) administration will introduce the proposed bylaw or resolution;
- (2) the Chair will inform Council on the number and nature of written submissions;
- (3) the Chair will reference that each party has the right to be represented by legal Counsel if desired.
- (4) persons will be allowed five minutes to speak and may provide Council with documentation supporting their position if not already submitted previously and they may utilize any audio/visual equipment present in the Council chambers. Those in favour will speak first, followed by those opposed;

- (5) the Chair may exercise discretion if they determine that additional time should be given to a particular speaker so as to ensure that each party has had a fair and equitable opportunity to express their views.
- (6) after a person has spoken, any Council Member may ask that speaker relevant questions;
- (7) any Council Member may ask the administration relevant questions after all persons who wish to speak have been heard;
- (8) Council may limit the number of speakers if they are making the same representations.
- (9) Council must allow an opportunity to all persons to respond to any new information that has arisen; and
- (10) the Chair may then close the hearing.

#### When No Speaker Present

105. If no one is present to speak to a proposed bylaw which requires a statutory hearing;

- (1) Council may hear an introduction of the matter from the administration,
- (2) the Chair will inform Council on the number and nature of written submissions,
- (3) any Council member may ask administration relevant questions, and
- (4) the Chair may close the hearing.

106. After the close of the statutory hearing, Council may debate the proposed bylaw or resolution in accordance with the Order of Business, and may:

- (1) pass the bylaw or resolution, or
- (2) make any necessary amendments to the bylaw or resolution and pass it without further advertisement or hearing.

#### Abstention

107. A Council Member who was absent for all of a public statutory hearing on a proposed bylaw or resolution must not vote. A Council Member who was absent for part of a statutory hearing may choose not to vote. If a Council Member does not vote, the abstention must be recorded.

#### Division 3: Representatives

##### Representing More than One Person

108. Notwithstanding that an authorized speaker represents more than one person, he or she will be allowed only five minutes to speak. The time allowed to speak may be extended:

- (1) to 10 minutes by the Chair
- (2) beyond 10 minutes by majority vote.

## **PART 17 - Communications**

### **Requirements for Written Communications**

109. Any written communication intended for Council or a Committee which reaches the CAO must:

- (1) be legible and coherent;
- (2) be signed by at least one person who provides a printed name and address;
- (3) be on paper; and
- (4) not be libelous, impertinent or improper.

### **CAO to Process Communications**

110. If the requirements of Section 110 are met, the CAO must:

- (1) prepare a direct response if appropriate;
- (2) if it relates to an item already on an agenda, deliver a copy of the communication to Council Members with the agenda or at the meeting;
- (3) send a copy of the communication or a summary of it to all Council Members; or
- (4) take any other appropriate action on the communication.

### **Disposal of Communications**

111. If the requirements of Section 111 are not met the CAO may file the communication, or dispose of it, unless the CAO determines the communication to be libelous, impertinent or improper, in which case the CAO must summarize the communication and inform Council that it is being withheld.

### **Advise Communicator**

112. The CAO must make reasonable efforts to respond to the person sending the communication and to advise that person of any action taken on the subject of the communication.

#### Debate on Communications

113. Council may:

- (1) direct that any communication being withheld under Section 103 be forwarded to Council;
- (2) refer any communication to the administration or a Committee for a report or recommendation; or
- (3) give other instructions on the communication,
- (4) consider motions on the substance of the communication.

#### Petitions

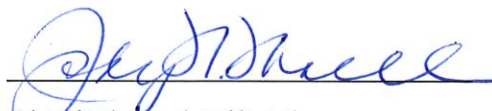
114. Any matter required to be brought to Council by way of petition must be supported by a petition that complies with the Municipal Government Act or other applicable legislation.

This bylaw will come into force on the date of third and final reading.

**READ** a first time this 20th day of September 2019.

**READ** a second time this 20th day of September 2019.

**READ** a third time and finally passed this 15th day of November 2019.



Chief Elected Official  
Jody Thael



Chief Administrative Officer  
Abe Tinney





Scott Barton &lt;admin@id4waterton.ca&gt;

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**2026 Local Government Fiscal Framework Capital Allocations**

1 message

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**MA.lgffcapital@gov.ab.ca** <MA.lgffcapital@gov.ab.ca>  
To: Scott Barton <admin@id4waterton.ca>

Fri, Oct 25, 2024 at 2:39 PM

Dear Chief Elected Officials:

The Local Government Fiscal Framework (LGFF) is our government's commitment to assist local governments with infrastructure funding, and I am pleased to announce the release of information on LGFF Capital allocations for the 2026 program year. I expect this information will facilitate your capital planning, and allow you to more effectively budget for, and manage, your projects.

The 2026 LGFF Capital allocations for all local governments are available on the [program website](#).

The allocations are based on total program funding of \$800 million, with \$423 million allocated to the cities of Calgary and Edmonton, and \$377 million allocated to the remaining local governments.

Compared to 2025, this is a decrease of 2.5 per cent, which is the same as the decrease in provincial revenues between 2022/23 and 2023/24, as is prescribed by the Revenue Index Factor in the *Local Government Fiscal Framework Act*. Please note that while total funding will decrease by 2.5 per cent, funding impacts on individual municipalities and Metis Settlements will vary depending on changes in their formula factors relative to other local governments.

I look forward to continuing to work with you to build stronger communities in a sustainable way that continues to be reflective of Alberta's finances.

Sincerely,

Ric McIver  
Minister

cc: Chief Administrative Officers



Scott Barton &lt;admin@id4waterton.ca&gt;

## Impact of the Carbon Tax Request

Penner, Carrie (Barlow, John - MP) <carrie.penner.722@parl.gc.ca>

Wed, Oct 30, 2024 at 4:42 PM

Hello,

Pierre Poilievre and the Official Opposition are pushing for a carbon tax election because we are the only team in the House of Commons who cares about the impact the costly carbon tax is having on Canadian families, businesses, farmers, and municipalities.

In our efforts to axe the tax and force a carbon tax election, we want Canadians to understand the significant impact the carbon tax is having on municipal budgets. During a time of increased inflation, this additional cost has been even more challenging to overcome for the municipalities in Foothills as you have limited budgets and do not want to pass these costs on to your residents. As councillors, you have seen firsthand the difficulty Foothills residents are having to pay their bills and make ends meet at the end of the month.

It is our understanding some municipalities, like the MD of Willow Creek, have started isolating and quantifying the additional costs of the carbon tax on their budgets. This includes the carbon tax costs associated with heating municipal buildings and facilities, fuel for public works fleet and equipment, seniors' centres, hockey rinks and more. You may even be charged a separate line item on some of your construction or maintenance contracts and on the delivery of items.

If you have that information, Mr. Barlow would appreciate it if you would share it with our office. We can keep this information confidential if you wish, but we want to share it with Pierre Poilievre and for Mr. Barlow to use in Question Period, speeches in debate and for his work at committee. This information is critical in their fight to axe the tax. Therefore, any insights you can provide as to the overall impact of the carbon tax on your budget would also be helpful. This information will allow him to work with Caucus to advocate for the removal of the carbon tax more effectively. The carbon tax is set to increased once again on April 1 so time is of the essence, please provide your information as soon as you can put the data together.

If you would prefer to meet with John in person to discuss the impacts of the carbon tax on your municipal budget, please reach out to me directly and we will schedule a meeting.

Sincerely,



*Carrie Penner*

Chief of Staff

Office of John Barlow, Member of Parliament for Foothills

Shadow Minister for Agriculture, Agri-Food, and Food Security

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