

**MUNICIPALITY OF CROWSNEST PASS**

**TUESDAY, MAY 3, 2011**

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in the Council Chambers on Tuesday, May 3, 2011.

**PRESENT:**   **MAYOR:**               Bruce Decoux

**COUNCILORS:**   Siegbert Gail, Brain Gallant, Jerry Lonsbury, Larry Mitchell,  
Emile Saindon, Andrew Saje

**Also present:**

Chief Administrative Officer	Tully Clifford
Director of Finance & Systems	Marion Vanoni
Director of Operational Services	Myron Thompson
Director of Community Services	Cam Mertz
Director of Legislative and Human Resource Services	Lynne Cox
Municipal Tax Assessor	Glen Snelgrove

**CALL TO ORDER**

Mayor Decoux called the meeting to order at 7:00 pm.

**PUBLIC HEARING**

No Public Hearing was held.

**ADOPTION OF AGENDA**

**Additions:**

Other Business

10. Bellevue Campground
11. Reschedule Council Retreat
12. Invitation to "*The Futures Game*"... *Creating Prosperous Regions* Presentation

In Camera

3. Land
4. Land
5. Personnel (2)

**M#6030-11:**   Councillor Gail moved to accept the agenda as amended.

CARRIED

**ADOPTION OF THE PREVIOUS MINUTES**

Regular Council Meeting of April 19, 2011

Councillor Gallant noted on page 4 - “*Councillor Gallant felt an exclusion should be made to allow the Mayor to visit businesses and welcome them to the community at the Mayor’s discretion.*” - is not correct; intention was not to amend policy. Within the current policy it states that the Mayor and Councillors are allowed to request permission to do endorsements of different kinds, and the Mayor visiting businesses would be an example of this, by a motion of Council in accordance with the policy as is.

**M#6031-11:** Councillor Saje moved that the minutes of the Regular Council Meeting of April 19, 2011 be adopted as amended.

CARRIED UNANIMOUSLY

**DELEGATIONS**

No delegations were in attendance.

**ADMINISTRATIVE AND AGENCY REPORTS**

No Administrative and Agency Reports were presented.

**BUSINESS ARISING FROM THE MINUTES**

Motion Review 2004 - 2010

Administration provided Council with the report *Outstanding Actions for Administration – 2004 -2010*. Seventeen outstanding issues have been identified that Administration has determined to be significant and require follow up and actions plans.

**M#6032-11:** Councillor Mitchell moved that a special meeting be called to discuss the seventeen outstanding issues.

CARRIED

The Chief Administrative Officer advised that there has been action and will be ongoing action on many of the items by Administration which have been highlighted in the report. Additional details will be provided at the special meeting.

Mayor Decoux requested that Council members contact Ms. Lynne Cox to advise of the dates they are available to attend a special meeting.

**CORRESPONDENCE**

No correspondence was presented.

**COMMITTEE REPORTS**

Minutes of the April 12, 2011 Governance and Priorities Committee

**M#6033-11:** Mayor Decoux moved to accept the minutes of the April 12, 2011 Governance and Priorities Committee as presented.

CARRIED UNANIMOUSLY

Minutes of the March 23, 2011 Subdivision and Development Authority Meeting

Discussion took place regarding a resident indicating that he was given verbal approval to place a temporary garage on a property.

**M#6034-11:** Councillor Mitchell moved to accept the minutes of the March 23, 2011 Subdivision and Development Authority Meeting as presented.

CARRIED UNANIMOUSLY

**BYLAWS**

No Bylaws were presented.

**NOTICES OF MOTION**

No Notices of Motion were presented.

**OTHER BUSINESS**

Crowsnest Lions Club – Multi-Year Lease Blairmore Seniors Building

Mr. Cam Mertz, Director of Community Services, confirmed the Crowsnest Lions Club is currently using the building and a lease is in place. Mr. Mertz advised the Crowsnest Lions Club is seeking a longer term lease which would allow them to potentially access funding to make needed upgrades to the building. There is a verbal commitment from the group that it is their goal to complete the significant upgrades necessary, but this would be dependant on funding accessed.

**OTHER BUSINESS - Crowsnest Lions Club – Multi-Year Lease - Continued**

Discussion took place on the poor condition of the building and safety issues, such as handrails not up to code, in reference to the Municipality's liability.

Mr. Mertz advised that in 1998 an Engineered Study was done which included the Blairmore Seniors Hall, and that no improvements were made to any of the significant issues identified in this study at the time that the Blairmore Seniors Club ceased to operate.

**M#6035-11:** Councillor Saje moved that Administration determine the feasibility of upgrading the Blairmore Seniors Building and report back to Council.

CARRIED UNANIMOUSLY

Mayor Decoux requested that Administration complete this task as quickly as possible.

**Family and Community Support Services Board Appointments**

**M#6036-11:** Mayor Decoux moved that Council accepts the recommendation of the Family and Community Support Services Board and approves the following board appointments:

Ms. Leslie McCallum	3 year term
Ms. Valerie Danielson	3 year term
Ms. Rose Farfus	3 year term

CARRIED UNANIMOUSLY

**Full Moon Adventure Co. – Waiver of Bylaw #722**

**RECUSED**

Councillor Gallant recused himself from discussion on this item due to pecuniary interests.

**M#6037-11:** Councillor Mitchell moved that Council provide the requested waiver of Bylaw #722 in support of the Sinister 7 Ultra + Relay hosted in the Crowsnest Pass on July 7 to 10, 2011.

CARRIED UNANIMOUSLY

**RETURN TO COUNCIL CHAMBERS**

Councillor Gallant returned to Council Chambers.

**OTHER BUSINESS - Continued**

2010 Audited Financial Statement and First Quarter Financial Report for 2011

Mr. Phil Wever, External Auditor for the Municipality, BDO Canada, was in attendance and provided a copy of the Audited Financial Statements for the year ending December 31, 2010 and reviewed the *Independent Auditor's Report* with Council.

Ms. Marion Vanoni, Director of Finance and Systems, reviewed the 2010 Municipal Audited Financial Statements and *Notes to Financial Statements*.

Mr. Wever advised that the Auditor's Report date has to be the same date that Council approves the Financial Statements. A draft statement could be provided for Council's review and the Auditor's Report date would then be required to be changed to the actual date that Council approves the financial statements under the new Auditing Standards. Mr. Wever suggested that in following years a draft financial statement could be provided approximately two weeks prior to the meeting for an opportunity for Council's review.

**M#6038-11:** Councillor Lonsbury moved that Council approve the 2011 Audited Financial Statements as presented by BDO Canada LLP and direct Administration to forward the 2010 Audited Financial Statements to Municipal Affairs.

CARRIED

The Chief Administrative Officer advised that a change will be incorporated in the budget process for a draft Audited Financial Statement to be provided to Council, and two weeks later at the next Council Meeting the final document will be presented to Council.

The Director of Finance and Systems reviewed the *Statement of Operational Cash Flow Requirements* and *Statement of Capital Cash Flow Requirements* as at March 31, 2011.

Councillor Saje commented he would like to see a forecast for each quarter based on a weighted distribution for the quarter.

Noted – *Sanitary Sewer* – Lagoon Wetlands drain pipe – should read Lagoon project

- Additional costs incurred will be covered by grants

Council requested that Administration provide a copy of the document from Municipal Affairs showing a comparison of reserves held by communities.

Mr. Mertz advised that the \$10,000 received from the Community Foundation of Lethbridge and Southwestern Alberta for the Walking Trails was a new grant opportunity successfully seized by the walking trails coordinator.

**OTHER BUSINESS**

**2010 Audited Financial Statement and First Quarter Financial Report for 2011 - Continued**

Mayor Decoux questioned if license fees are reviewed and compared to other communities of a similar size on a regular basis.

Ms. Vanoni advised that the Municipality is currently in the process of a review and gathering information from other communities for comparison as business licenses have not changed in many years.

**M#6039-11:** Mayor Decoux moved that Council accept as information the First Quarter Capital and Operational Cash Flow Requirement Statements for the period ending March 31, 2011 with the changes identifying the sewage lagoon.

CARRIED UNANIMOUSLY

**Crowsnest Pass/Elk Valley Elected Officials Meeting June 22, 2011**

Noted on page 4 of the Crowsnest Pass / Elk Valley Elected Officials Meeting 2010 Minutes that Reeve Rodney Cyr is listed for both the Municipal District of Pincher Creek and Municipal District of Ranchlands.

**M#6040-11:** Mayor Decoux moved that Council advises Administration on its attendance to the 2011 Elected Officials Meeting hosted by the District of Elkford on June 22, 2011 at 6:00 pm in Elkford.

CARRIED UNANIMOUSLY

Mayor Decoux advised that he will prepare a presentation for the 2011 Elected Officials Meeting for the review and approval of Council prior to the meeting.

Councillor Saje will circulate the idea of a golf tournament prior to the meeting in order to determine if there is enough interest to proceed in organizing a friendly golf game.

**Amendments to the Septage Bylaw 823, 2011**

**M#6041-11:** Councillor Mitchell moved that Council approves amendment to septage dumping fee schedule “D” contained within Bylaw 823, 2011 – the Septage Disposal Facility Bylaw.

CARRIED UNANIMOUSLY

**OTHER BUSINESS - Continued**

North Area Structure Plan

Councillor Saje commented the price of \$15,000 was high for a small area dictated by the topography, and suggested ORRSC expand the area to other parts of Coleman.

The Director of Operations explained:

- Additional lands were included and the cost is reflective of multiple property owners that would be involved in the process
- Will be getting a proposal
- \$15,000 is an upset fee in order to move forward
- The Land Sale Reserve will be replenished

Part of the process will be working jointly with current developers and additional public processes.

**M#6042-11:** Councillor Gallant moved that Council authorizes administration to undertake the development of an Area Structure Plan in the defined area and further that this work be funded through a budget reallocation from the Land Sale Reserve.

CARRIED UNANIMOUSLY

Equipment Purchase

The Director of Operational Services advised that a 2011 Tridem Trailer is required as originally a rubber tired excavator was to be purchased, but it was determined that a track excavator would be more suitable. The cost would be funded mainly by the sale of used assets currently being disposed of. Confirmed the sale of obsolete items will be put back into Equipment Reserves.

The Chief Administration Officer advised appropriation forms will be brought forward to allow Council to track funding changes that have been made.

**M#6043-11:** Mayor Decoux moved that Council approves the purchase of a 2011 Tridem Trailer for \$25,000 plus GST to be funded through a budget reallocation from Operational Services – Equipment Reserves.

CARRIED

Equipment Replacement Policy

Noted Section 4.1.2 – Should read “Consider the allocation of resources for successful implementation of the policy.”

**OTHER BUSINESS – Equipment Replacement Policy - Continued**

The Director of Finance and Systems advised that based on information from the policy, the Equipment Replacement Policy will have a significant impact on the millrate.

The Chief Administrative Officer advised:

- Administration anticipates presenting a draft Reserve Policy at the May Policy Committee Meeting
- A decision of Council in the budget process will be required on how to fund reserves set out in the policy
- Administration is investigating all grant opportunities

**M#6044-11:** Councillor Mitchell moved that Council recommend that the Equipment Replacement Policy 1600-01 be approved.

CARRIED UNANIMOUSLY

**Reschedule Council Retreat**

**M#6045-11:** Councillor Lonsbury moved to reschedule the Council Retreat to Tuesday, May 10, 2011 from 9:30 am to 5:30 pm.

CARRIED UNANIMOUSLY

**Invitation to “The Futures Game”...Creating Prosperous Regions Presentation**

**M#6046-11:** Councillor Lonsbury moved to allow three Councillors to attend “The Futures Game”...Creating Prosperous Regions presentation on May 9, 2011.

CARRIED UNANIMOUSLY

**Bellevue Campground**

Council noted a vehicle has been parked at the Bellevue Campground for approximately three months.

The Chief Administrative Officer advised Administration is currently reviewing whether guidelines or a policy exists on the Bellevue Campground including length of stay, if a policy exists that appropriate signage is in place, and will advise Council of the outcome.

Councillor Mitchell noted the property belongs to Alberta Transportation and is looked after by the Bellecrest Association.

Mayor Decoux requested Administration investigate to determine who owns the Bellevue Campground and provide the outcome of the review to Council.

**OTHER BUSINESS – Continued**

Off-Site Levies

The Chief Administrative Officer advised off-site levies were in the process of being reviewed and the outcome will be presented at a future Council Meeting.

**COUNCIL MEMBERS REPORTS**

Councillor Gallant

- Movie Premier of the Coleman Rodeo and Parade
- Presentation on Effects of Fire and Logging on River Basins and Snow Pack in Crowsnest Pass

Councillor Saindon

- Southern Alberta Energy from Waste Committee Meeting
- Library Board Meeting
- Spray Lakes Committee Meeting

Councillor Mitchell

- Meeting on Lost Creek Fire Implications
- Coleman Rodeo
- Protective Services Meeting
- Policy Committee
- Land Use Framework Information

**PUBLIC INPUT**

No public input was provided.

**IN CAMERA**

**M#6047-11:** Councillor Gail moved to go In Camera at 8:55 pm.

CARRIED UNANIMOUSLY

**RECESS/RECONVENE**

Council recessed at 8:55 pm and reconvened at 9:00 pm.

**BUSINESS OUT OF CAMERA**

**M#6048-11:** Councilor Mitchell moved that Council come Out of Camera at 9:45 pm.

CARRIED UNANIMOUSLY

Plumbing Inspector and Safety Codes Classification

**M#6049-11:** Councilor Lonsbury moved to postpone the *Plumbing Inspector and Safety Codes Classification* item until such time that a legal opinion can be obtained and reviewed, and meet again at the next opportunity.

CARRIED

Equipment Operator Training Policy

**M#6050-11:** Councilor Gallant moved to approve the Equipment Operator Training Policy.

CARRIED UNANIMOUSLY

Motion Review

A Special Council Meeting will be held on Wednesday, May 11, 2011 from 1:00 pm to 3:00 pm.

**ADJOURN**

**M#6051-11:** Councilor Lonsbury moved to adjourn the meeting at 9:50 pm.

CARRIED UNANIMOUSLY

*B.V. Decoux*  
MAYOR

*Original Signed*

*Tully Clifford*  
CHIEF ADMINISTRATIVE OFFICER

Minutes edited and approved by

*Lynne Cox*  
Lynne Cox, Director of Legislative &  
Human Resource Services