

**MUNICIPALITY OF CROWSNEST PASS
TUESDAY, MAY 10, 2011
GOVERNANCE & PRIORITIES COMMITTEE**

A meeting of the Governance and Priorities Committee was held in the Council Chambers on Tuesday, May 10, 2011.

PRESENT: **MAYOR:** Bruce Decoux

COUNCILLORS: Siegbert Gail, Brian Gallant, Jerry Lonsbury, Larry Mitchell,
Emile Saindon, Andrew Saje

Also present:

Chief Administrative Officer	Tully Clifford
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

Absent:

Director of Finance & Systems	Marion Vanoni
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Also Present:

Recording Secretary	Carolee Ison
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CALL TO ORDER

Mayor Decoux called the meeting to order at 7:01 pm.

ADOPTION OF AGENDA

Additions

Topics for Discussion

9. Atlas Road – License of Control
10. Community Standards
11. *13 Ways to Kill Your Community*
12. Municipal Office Restructuring

G#122-11: Councillor Gail moved to adopt the agenda as amended.

CARRIED UNANIMOUSLY

DELEGATIONS

Dan McKim – Member of Livingstone Landowners Group

Update on the Impact of the Micrex Burmis Magnetite Mine Proposal

Mr. Dan McKim, member of the Livingstone Landowner Group, was in attendance to provide an update on the impact of the Micrex Mining project. His presentation included:

- Understands that the Municipality of Crowsnest Pass has no bylaws or legislation in place that deal directly with the Micrex proposal, as do the MD of Ranchlands and MD of Pincher Creek
- Micrex's proposal was for less than 45,000 tonnes, therefore a full environmental impact assessment was not initiated
- Reviewed the political history of the project
- The project has been turned over to the Natural Resource Conservation Board
- Felt the questions of the social needs and economics of the project have not been addressed
- Have not found anything positive with the project as far as real return

Further discussion included:

- The MD of Pincher Creek has bylaws regarding use of roads and rezoning for the use of a deeded quarter for the Micrex plant
- Ranchlands has jurisdiction in the forest reserve where a roadway would have to be built
- There are wildlife corridors in the area
- Does not foresee a larger market increasing production and providing more permanent jobs
- Currently part-time and seasonal positions will be created
- Mixed reviews on markets
- Advised there are no tonnage commitments from Teck
- Performance bonds questioned –
 - The government and Alberta Sustainable Resource Development have performance bond requirements for projects
 - Felt restrictive guidelines would be imposed on use of roads, water, and dust control
- Discussed the possible loss of current regional jobs in reference to current land use and recreational activities
- A designated viewscape in the area was discussed and noted it was the only viewscape designated in Canada to date

Mr. McKim noted the NRCB will provide notification of open houses to be held in approximately six weeks. Public hearings will be held in September and October.

Mayor Decoux thanked Mr. McKim for his presentation.

TOPICS FOR DISCUSSION

Crowsnest Community Trails Bylaw

- Operating Hours for the trails were questioned –
 - Mr. Mertz advised there are no posted hours, but other municipal bylaws may limit the activity such as the noise and curfew bylaws

TOPICS FOR DISCUSSION - Crowsnest Community Trails Bylaw - Continued

- In reference to keeping the pathways clean, Mr. Mertz advised a comprehensive maintenance plan accompanies the walking trail system which includes when and how the trails are maintained
- Mr. Mertz will place additional information in Councillor's mail boxes on the walking trail system maintenance plan
- Will work with landowners to identify and address any horse issues

G#123-11: Councillor Lonsbury moved to recommend that Bylaw 816, 2011 be forwarded to the next regular Council meeting.

CARRIED UNANIMOUSLY

Agricultural Services Board Bylaw

G#124-11: Councillor Gail move to recommend that Bylaw 825, 2011 be forwarded to the next regular Council meeting.

CARRIED UNANIMOUSLY

Blairmore Mobile Home Sites

Mr. Tully Clifford, Chief Administrative Officer, advised that Administration would like to treat this municipally owned property and the tenants in the mobile homes on the property in a consistent and fair manner and provide assurance into the future for owners.

Further discussion included:

- There is no immediate urgency in reference to the water and sewer lines running under the homes
- Conditions of the leases were questioned -
 - The Municipal Tax Assessor advised the lots are leased for twelve months, and twelve months minimum notice would be required if requesting people to move out
 - Taxes are charged
- Noted it could be a financial hardship if people were forced to move
- Administration would like to provide some certainty for owners and residents as to the length of time they will be able to be there
- Commented that this issue should be taken into account when considering land use in the Crowsnest Pass
- Noted that trailers would have to be moved in the event of a water leak, which could create issues
- Administration requested Council's direction as to whether there are any restrictions as to who owners can sell, lease or sublet to
- Suggested that as units are sold they be removed from the lots
- Concern was expressed over the condition of the water line

TOPICS FOR DISCUSSION - Blairmore Mobile Home Sites - Continued

The Municipal Tax Assessor noted:

- There will be tax implications
- Currently no place for the mobile homes to go; the other mobile home park is full
- Units not allowed in R1 zoning

G#125-11: Councillor Lonsbury moved to advise the tenants it is the intention of the Municipality to set a four year time limit, at such time the units will be removed by the owner; in the interim if the units are sold they will be removed by the owner and if the Municipality determines maintenance is required on the water line the homeowner will remove the home to facilitate repair.

CARRIED

Bylaw Implementation Report

Councillor Gail advised he would like Administration to request that the Bylaw Officer provide reports on his activities.

Discussion included:

- Suggested the report be printed in the newspapers
- Quarterly report suggested on issues and successes

The Chief Administrative Officer advised:

- Administration's intention is to bring forward a quarterly statistical report on bylaw enforcement activities
- Advised there are no funds in the budget for a weekly bylaw update in the newspapers
- Suggested a monthly press release

Administration will research whether a previous recommendation for a quarterly bylaw enforcement report is in place.

G#126-11: Councillor Mitchell moved to recommend at the next regular Council Meeting that the Bylaw Officer provide a quarterly report to Council.

CARRIED UNANIMOUSLY

The Chief Administrative Officer advised that the Bylaw Enforcement Report will be added as an Administrative Report on the Council Agenda on a quarterly basis.

Practices and Procedures Review

Mayor Decoux advised that Council would like to see a regular system of Practice and Procedures reviews carried out throughout the system on a regular basis.

- Mandate to occur in all municipal departments at least once every five years

TOPICS FOR DISCUSSION - Practices and Procedures Review - Continued

- To be carried out by Administration and external individuals trained in the area
- Eventually Administration will develop the expertise to do internal reviews
- Would like this as part of ongoing practices and procedures
- Recommended to Administration that the first Practice and Procedures review be carried out towards the end of the current year, or no later than the beginning of 2012
- The first review to be carried out with the Public Works Department and the other review will be carried out on the Municipal Office
- Requested that Administration provide Council with the appropriate dates and set out a timeline for the process
- It will be necessary to designate appropriate budget funds and make preparations for the reviews
- The Chief Administrative Officer advised:
 - There is currently no budget allocated for an external review if required
 - Suggested to include the Practices and Procedures review as part of the policy framework
 - Administration is currently undertaking a review of the practices and procedures of the municipality as part of the current operation
 - Suggested considering the motion as part of the 2012 budget process
- Mayor Decoux advised the process could begin in the Fall of 2011 through a policy procedure and be implemented in 2012
- Mayor Decoux wants to ensure the review becomes part of the corporate culture

G#127-11: Councillor Gallant moved that Practices and Procedures reviews be commenced in the Municipality no later than the beginning of 2012 and on an ongoing basis thereafter in all departments on a sequential basis.

CARRIED UNANIMOUSLY

Budget Format

Mayor Decoux noted there has been a budget item at almost every meeting and is concerned with the ongoing process.

- Considering moving to a three year budget which is the norm in many communities
- Noted newly elected Councils have to immediately face a new budget
- A three year budget would allow new Councils more time to look at the community, sustainability plans, strategic plans, and gain experience before facing their first budget deliberations
- The Chief Administrative Officer advised that Administration has prepared a Budget Policy Report for the next Policy Committee Meeting and suggested this item be referred to the Policy Committee to amend the report to include the three year budget concept

G#128-11: Councillor Lonsbury moved that Administration review the possibilities of a three year budget approach for the Municipality and report back to the Council through the Policy Committee.

CARRIED UNANIMOUSLY

TOPICS FOR DISCUSSION - Continued

Sustainability Review

The Chief Administrative Officer advised the Sustainability Review is approximately two thirds complete, and would be presented to Council in approximately two to three weeks.

Mayor Decoux advised the Sustainability Review will be required when Council meets with the Ministers, which will occur in September or October. The document will also be needed prior to forwarding the proposal to the Land Use Committee.

Council Agenda

Mayor Decoux advised that part of Council's role is to attend to the Council Agenda.

- Council must ensure Council items are placed on the agenda
- Studies have often not been placed on the Council Agenda for appropriate Council attention
- Currently Administration basically prepares an Administrative Agenda and Council has the opportunity to add other items which Administration may not have the opportunity to review prior to the meeting
- Items of keen interest to the community are often placed at the end of the agenda
- Need to start looking at important issues relative to the community that may be contained in studies such as the Task Force Report
- Bylaws indicate that Council shall have a role in developing the agenda
- Critical that Administration and Council work together on the agenda
- This will be a gradual process with an Agenda Committee working together to ensure that primary concerns of Council are placed first and foremost on the agenda

G#129-11: Councillor Gail recommended at the next Council Meeting that a Council Agenda Committee be struck.

CARRIED UNANIMOUSLY

Municipal Office Restructuring

Mayor Decoux advised that Council is concerned Administration is outgrowing the current Municipal Office and recommend that Administration acquire the services of an office installer to assist with reconfiguring the office space.

The Chief Administrative Officer advised Administration is currently undertaking a review of seating arrangements from an operational perspective taking into consideration technology support, programs and services, maintaining confidentiality, and interrelationships of departments.

G#130-11: Councillor Gail moved that Administration provide a report at the next Governance and Priorities Committee Meeting regarding the reconfiguration of the Municipal Office.

CARRIED UNANIMOUSLY

TOPICS FOR DISCUSSION - Continued

Atlas Road

Councillor Gallant advised he had attended the Spray Lake Sawmills Public Advisory Committee Open House and was advised by Gordon Lehn, Spray Lake Sawmills' Regional Director, that Atlas Road is in need of repairs.

- Questions as to who will carry on the License of Control for Atlas Road
- Spray Lake Sawmills is seeking information on how to proceed and would like input from local stakeholders
- Evan Berger MLA suggested a formal request be made to consult with the minister responsible for Sustainable Resource Development, for the Municipality to become a stakeholder in these discussions and to be involved in any decisions made regarding Atlas Road

G#131-11: Councillor Gallant moved to write a letter to the Minister responsible for Sustainable Resource Development, Mel Knight, and cc MLA Evan Berger that the Municipality would like to be included as a stakeholder in discussions on the Atlas Road.

CARRIED UNANIMOUSLY

Community Standards

Councillor Saindon stated that the Community Standards Bylaw should be taken a step further to include Municipal property.

The Director of Operations advised:

- All surplus municipal equipment has been posted in the local newspapers this week for sealed bids
- On June 4, 2011 in addition to the Toxic Round-Up, an auction sale will be held for smaller surplus items including office equipment

G#132-11: Councillor Saindon moved to recommend as a motion for the next Council Meeting that all municipal properties be cleaned up of all derelict and obsolete items and equipment in the next thirty days.

CARRIED UNANIMOUSLY

Mayor Decoux noted that Council is moving towards implementation of the Community Enhancement Program and the Community Standards Bylaw and would like to meet with Administration as soon as possible to discuss the best approach.

The Chief Administrative Officer advised at the next Policy Committee Meeting the Traffic, Community Standards, Noise, and Long Grass Bylaws will be reviewed and this may be the time to have a discussion on the priorities for bylaw enforcement and set long and short term priorities.

The Mayor and Chief Administrative Officer will confer to discuss whether to have all Council members attend the May 18, 2011 Policy Committee Meeting.

TOPICS FOR DISCUSSION - Continued

13 Ways to Kill Your Community

Councillor Gail advised he attended a presentation by Doug Griffith, author of *13 Ways to Kill Your Community*, and would like to see Mr. Griffith do a presentation in the Crowsnest Pass.

Discussion included:

- Excellent book and presentation
- Would benefit everyone to listen to Mr. Doug Griffith's presentation
- Could charge to offset costs
- Suggested contacting the Chamber of Commerce to see if they would entertain the idea in inviting Mr. Griffith as a guest speaker
- The Municipality could assist and provide a facility

Mayor Decoux requested that Mr. Lowry Toombs contact the Chamber of Commerce and ask them to get back to Council on the idea of inviting Mr. Griffith to do a presentation.

AJOURN

G#133-11: Councilor Mitchell moved to adjourn the meeting at 9:00 pm.

CARRIED UNANIMOUSLY

B. V. Decoux
MAYOR

Original Signed

Kevin Robins
CHIEF ADMINISTRATIVE OFFICER