

# **AGENDA**

## **GOVERNANCE AND PRIORITIES COMMITTEE MEETING**

TUESDAY, August 23, 2011  
7:00 p.m.

### **CALL TO ORDER**

### **ADOPTION OF AGENDA**

### **DELEGATIONS**

1. Coleman Drop In Centre
2. Independent Trucking Enterprises Ltd.

### **TOPICS FOR DISCUSSION**

1. Heavy Truck Parking
2. Budget Timelines and Direction
3. Triennial Budget Policy Draft
4. Regional Council Meeting – September 8, 2011 – Cowley
5. Regional Waste Disposal Services

### **IN CAMERA**

1. DELEGATION: Rich Eichler Consulting Inc.
2. Turtle Mountain Moratorium and Monitoring Report
3. Land

### **OUT OF CAMERA**

### **ADJOURN**



**Municipality of Crowsnest Pass**

**Council Agenda Report**

Meeting: Governance & Priorities Meeting

Meeting Date: August 23<sup>rd</sup>, 2011

Originated By: Myron Thompson, Director of Operational Services

Subject: Heavy Truck Parking

Agenda Item No: C

**Administration Recommendation:**

That Council accepts the correspondence attached as backup up to the information provided by Independent Trucking Enterprises Ltd. (delegation) as it relates to heavy truck parking at 12162 – 20<sup>th</sup> Avenue.

**Background:**

The owners of Independent Trucking were previously provided a one (1) year permit for the parking of heavy trucks at 12162 – 20<sup>th</sup> Avenue. This permit was provided to allow the trucking firm to locate a suitable property by which to service their operation. This permit expired as of May 21<sup>st</sup>, 2011. At the June 7<sup>th</sup> Council meeting a three (3) month extension was requested and approved by Council expiring on August 26<sup>th</sup>.

**Discussion:**

Administration has completed a draft of the Heavy Truck Route Bylaw, which will be reviewed by the Policy Committee in mid- September. Administration has assisted this company in sourcing alternate locations for their operations.

Approvals: CAO \_\_\_\_\_

Department Head \_\_\_\_\_

# INDEPENDENT TRUCKING ENTERPRISES LTD.

## KARL & LAURIE NEMEC

Box 1929

Blairmore, AB T0K 0E0

Phone: (403) 562-8630

Fax: (403) 562-8166

August 17th, 2011

"Delivered by Hand"

Municipality of Crowsnest Pass  
Council Development Authority

Attention: Myron Thomson

Re: Tax Roll: 2073500 – Permit No: 361361-10-D0034

Regarding the above-noted Permit extension, which expires August 26, 2011, we hereby request an extension of the same for a six (6) month period, for the same use, being a parking area for Trimac Coal Trucks for the following reasons:

-At the meeting last year, when the initial permit was granted, we were under the impression that the permit was being issued as a solution to the written complaint received. At that time we advised that we could move from the area but received a general response that the Municipality would try to accommodate and work with us and in that regard, parking at the Learning Centre was proposed by some council members as a possible solution.

-In early 2011 Trimac was entertaining the idea of purchasing or leasing land in the Sentinal Industrial Park as they had obtained another contract which would expand their Crowsnest Branch. We were advised in late May, 2011 that this was no longer viable.

-We wrote two letters to Council, copies of which are attached, requesting a six month extension and/or permission to park at the Learning Centre. We never received a response to either. We were expecting to attend any meeting concerning either request but were never contacted.

-We recently looked up minutes of meetings on the Crowsnest Pass Website (which we weren't previously aware of) and we believe decisions were made without our input and also based on misinformation. For example it is noted that we employ six or seven drivers, which should be seventeen full time and four to five part time employees.

-If we are unable to secure another parking area and are required to move, we would appreciate the extra six months in order to sell residences and allow proper notice to our office landlord and parking landlord.

If you require any further information, please don't hesitate to call.

Thank-you

  
Karl Nemec

Cell: 403-563-0343

# INDEPENDENT TRUCKING ENTERPRISES LTD.

## KARL & LAURIE NEMEC

Box 1929

Blairmore, AB T0K 0E0

Phone: (403) 562-8630

Fax: (403) 562-8166

April 26, 2011

"Delivered by Hand"

Municipality of Crowsnest Pass  
Council Development Authority

Attention: Bev Cole

Re: Tax Roll: 2073500 – Permit No: 361361-10-D0034

Regarding the above-noted Permit, which expires May 21, 2011, we hereby request an extension of the same for a six (6) month period, for the same use, being a parking area for Trimac Coal Trucks. We are currently in the process of the following:

- Trimac is entertaining the expansion of their current Crowsnest Pass Branch (which consists of our four trucks plus five trucks that currently park in Sparwood). They are considering either the purchase or lease of land in the Sentinal Business Park area. This would involve the building of a shop/yard, which would not reasonably be completed prior to the expiration of our permit.
- We are awaiting a response from Council regarding parking at the Crowsnest Learning Centre (a copy of which is attached).

We have considered the only other (barely affordable) option, which would be the Frank Industrial Park, but due to the length of our tractor/super B trailers, it is not possible, when exiting the Park, to safely cross the railroad tracks and stop at the highway, without our trailers being hung up on the tracks.

Perhaps you could advise if there is another option regarding the initial granting of the above permit. We feel that this whole procedure was initiated (in writing by the Barber across the street from the parking) for personal reasons. In 2008, when we purchased the trucking business, we were planning on renting space from the Barber. The space was requested for October 1, 2008, with early access being granted for many lease improvements. On October 1, 2008, the space was not yet available as the previous tenant still hadn't vacated. We paid rent for October 2008 but gave immediate notice that we wouldn't even be moving in.

If you require any further information, please don't hesitate to call.

Thank-you

Karl Nemec  
Cell: 403-563-0343

**INDEPENDENT TRUCKING ENTERPRISES LTD.  
KARL & LAURIE NEMEC**

Box 1929  
Blairmore, AB T0K 0E0  
Phone: (403) 562-8630  
Fax: (403) 562-8166

April 27, 2011

"Delivered by Hand"  
Municipality of Crowsnest Pass  
Learning Centre Council

Attention: Bev Cole

Re: Tax Roll: 2073500 – Permit No: 361361-10-D0034

Regarding the above-noted Permit, which expires May 21, 2011, we hereby request the granting of a parking area for Trimac Coal Trucks at the Crowsnest Learning Centre. We have requested an extension of our current permit for a six month period. In the past eleven (11) months, we have been unable to secure any parking in the Crowsnest Pass area (short of purchasing land in the Sentinel Business Park, which is not feasible for the size of our operation). We are presently paying \$100.00 per month for parking in Blairmore. We have made inquiries in Frank, but the safety concerns, regarding crossing the railroad tracks with our tractor/super B trailers (which would hang up on the tracks), have far outweighed any advantages.

Trimac is entertaining the expansion of their current Crowsnest Pass Branch, which consists of our four trucks plus four trucks that currently park in Sparwood. If this proceeds, we would be able to move to the Sentinel Business Park within the next six to nine months.

We currently employ seventeen (17) full time and four (4) part time drivers/employees. We also rent office space at 12331 – 20<sup>th</sup> Avenue, Blairmore, which is across the street from the Greenhill Hotel (a few doors down from the present truck parking).

If you require any further information, please don't hesitate to call.

Thank-you

Karl Nemec  
Cell: 403-563-0343

**OTHER BUSINESS - Continued**

**Gifts for the Task Force Members**

**M#-6103-11:** Councillor Gallant moved that Council approve a budget appropriation in the amount of \$2250 for the purchase of thank you gifts for the nine members of the Mayor's Task Force on the Economy of the Municipality of Crowsnest Pass.

CARRIED UNANIMOUSLY

**Request for Enhanced Policing for Rum Runner Days**

The Chief Administrative Officer advised the RCMP are of the opinion that the 128 hours of additional policing for the Municipality of Crowsnest Pass during the 2011 Rum Runner Days is insufficient, but will put in the hours required to get the job done. Following the event there will be a debriefing to see how many hours were actually spent which will help to set the tone for subsequent years.

Other comments included:

- In the next budget if the Municipality is going to fund Rum Runner Days that it is presented as a business plan and is treated as a business function
- Queried whether there is a greater community entity that may be interested in taking over the event

**M#-6104-11:** Councillor Mitchell moved that Council approve the Agreement with the Solicitor General for Enhanced Policing services for the 2011 Rum Runner Days event at a cost of \$10,000 as approved in the 2011 budget.

CARRIED UNANIMOUSLY

**Independent Trucking Enterprises Parking Request**

Discussion included:

- Concern for contamination
- Whether other property may be available for parking
- Specify as a condition that trucks can only be parked if empty
- Beautifying the community initiative
- Timelines seem to be ignored
- Company employs six or seven drivers in the Crowsnest Pass area
- Complaints have been received about the trucks being parked on the main street

The Chief Administrative Officer advised there are no conditions in the current agreement for issues such as clean up of fuel spills and oil leaks.



## Municipality of Crowsnest Pass

### Council Agenda Report

Meeting: Municipal Council  
Meeting Date: June 7, 2011  
Originated By: Bev Cole, Development Officer  
Subject: **Independent Trucking Enterprises Parking Request**  
Agenda Item No: **C2011-090**

#### **Administration Recommendation:**

That Council review the Independent Trucking Enterprises request for a parking area at the Crowsnest Learning Center to accommodate 4 Trimac coal trucks.

#### **Background:**

In May 2010 the Subdivision & Development Authority issued a permit to the owners of Independent Trucking Enterprises allowing them to park the trucks at 12162-20<sup>th</sup> Avenue Blairmore, west of the Blairmore Liquor Store. The approval was for a one year period to expire May 21, 2011. The one year time frame was to provide adequate time to find a more appropriate area for these coal trucks.

#### **Discussion:**

Karl Nemec, owner of the company, has submitted a letter to the Subdivision & Development Authority requesting a 6 month time extension to their permit. At their meeting on May 25<sup>th</sup> the Authority granted a 3 month final extension to end August 21, 2011.

Mr. Nemec has also submitted a letter to Council requesting a parking area at the Learning Center for up to 8 trucks. This would accommodate the 4 trucks currently in the Pass plus the 4 that presently park in Sparwood. As stated in his letter, due to the length of the tractor/super B trailers the Frank Industrial Park is not a viable area as the trailers would hang over the railway tracks when stopping prior to entering highway 3. He also advised that they are pursuing property in the Sentinel Industrial Park which is a more suitable location for this business.

Approvals:

CAO

A handwritten signature in black ink, appearing to be "Julie", written over a horizontal line.

Department Head

A handwritten signature in black ink, appearing to be "B. Cole", written over a horizontal line.

**Alternatives:**

Council can approve the request with or without a time frame and can assign a cost for the use of the land or the request can be denied.

**Financial Impact:**

N/A

**Attachments:**

- A. Letter from Independent Trucking
- B. Photo of Trucks at Their Current Location



## Municipality of Crowsnest Pass

### Council Agenda Report

Meeting: Governance & Priorities Committee  
Meeting Date: August 23, 2011  
Originated By: Marion Vanoni, Director of Finance & Systems  
Subject: Amended Three Year Operational and Ten Year Capital Budgeting Plan Timeline and Draft Budget Policy  
Agenda Item No: \_\_\_\_\_

**Administration Recommendation:**  
**That Council accept this report as information.**

**Background:**

This report encompasses an update of the Three Year Operational and Ten Year Capital Budget Plan Timeline. As well, a redrafted Budget Policy is provided for Council's information and review.

**1. Budget Policy-Review and Revise (July-August 2011)**

a) July 12-26, 2011 Hold over the "Three Year Budget Policy" that was presented to Policy Committee to allow Administration time to review Lethbridge's Three Year Budget Policy and take the opportunity to determine if the Municipality's proposed Budget Policy meets with the expectation to implement a three year budgeting process.  
**The Budget Policy has been redrafted and placed into the current policy format. ✓**

b) August 17, 2011-Policy Committee: Administration to present a revised "Three Year Budget Policy".

**The Policy Committee is considering a new policy format and has deferred the review of the Budget Policy to its next meeting. To accommodate the timeline set out for the Budgeting Process, the draft policy document is being provided to Council for its August 23, 2011 Governance & Priorities Committee as an information item. This will provide Council with an opportunity to review the draft policy document and provide recommendations at the next Policy Committee meeting. The draft policy document provides Budgeting Principles and Practices that Council may wish to review in preparation for the Triennial Budget Presentation that will be made by Corey Wight, Director of Corporate Services, City of Lethbridge on August 29, 2011.**

Approvals:

CAG \_\_\_\_\_

Department Head \_\_\_\_\_

- c) ~~August 23, 2011~~-Governance and Priorities Committee: Bring Forward the “Three Year Budget Policy” for review and recommendation to Council for approval.

**Is dependent on the date of the next Policy Committee Meeting.**

- d) ~~August 30, 2011~~-Council Meeting: Administration to bring forward the “Three Year Budget Policy” for Council approval.

**Is dependent on the date of the next Policy Committee Meeting.**

- e) August 16-30, 2011-Set up a Work Shop with Corey Wight, Director of Corporate Services regarding Lethbridge’s Three Year Budgeting Process. ✓

**Workshop Date: Monday, August 29, 2011-1:30pm**

**Place: Council Chambers**

**Council and Administration to attend.**

**2. Council Direction – Strategic Plan - Vision-Goals-Objectives (~~August 16-30, 2011~~) Revised Timeline: September 6-9, 2011**

- a) Strategic Plan to be provided to Administration.
- b) Discussion with Administration regarding Corporate Direction (including assessment base, requisitions, debt, reserves, operational requirements and capital replacement).
- c) Send out Budget Notices advising Authorities, Associations and Community Groups that are funded through the Municipal Budget of their requirement to prepare and present Three Year Operational and Capital Budgets to the Budget Committee. **Revised Timeline: August 29, 2011**
- d) Set a schedule to meet with organizations funded by the Municipality (including Pool, Ski Hill, Library, Bellevue Mine, Museum, Allied Arts Association, SPCA, Community Events Organizations) to review their status within the Municipality’s Strategic Plan in reference to their individual Strategic Plans and Budget Presentations.

**3. Administration – Strategic Direction and Action Plan for the Three Year Operational and Ten Year Capital Budget (~~September 1– October 15, 2011~~) Revised Timeline: September 6-9 to October 21, 2011**

- a) Based on approved Policy and Strategic Direction, Administration will develop a draft budget for Council’s review and deliberation.

4. **Council and Administration (Budget Committee) to begin Budget Discussions and Set Public Meeting Dates (~~October 18 – November, 2011~~)**  
**Revised Timeline: October 21 to November, 2011**
  - a) Proposed Dates: Introduction to Budget - ~~October 31, 2011~~ **November 2**  
Public Meeting - ~~November 2~~, November 7, November 9,  
November 14, **November 16**, 2011
  - b) Location to be determined.
5. **Three Year Budget Operational and Ten Year Capital Plan Approved in Principal (December 6, 2011)**
6. **Final Approval of the 2012 Operational and Capital Budgets, Approval in Principle of 2013-2014 Operational and Ten Year Capital Budget and Setting of Mill Rates.**

**Attachments:**

1. Draft Budget Policy



## Municipality of Crowsnest Pass Policy

<b>Policy No.:</b> <b>Policy Title:</b> <b>Approval Date:</b> <b>Revision Date:</b> <b>Department:</b>	<b>Triennial Budget Policy -Draft</b>  <i>Provided as information only so Council may review in preparation for the next Policy Committee Meeting.</i>
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### Policy Statement

The Municipality's Triennial Budget Process is part of an overall strategic framework that guides the services and functions of the Municipality. The triennial budget serves a key role in the strategic framework by allocating financial resources to the programs, services and facilities which realize the Municipality's vision.

The Municipality's Triennial Budget Policy is articulated by a series of Fiscal Principles and Practices that will guide the manner in which the triennial budget develops, allocates, manages and controls financial resources available to the Municipality.

***Depending on new policy format the fiscal principles and practices section may be presented separately from the Policy and its location referenced in the above policy.***

### Fiscal Principles and Practices

Since fiscal conditions and circumstances continually shift and change in response to revenue generation and operational/capital requirements, these principles and practices will serve as guidelines to ensure the integrity of the budgeting process and fiscal accountability of the Municipality to its residents.

#### 1. Adoption of Operating and Capital Budgets

Municipal Council must adopt an operating and capital budget for each calendar year.

#### 2. Operating Budget

##### a) Balanced Budget

- i. The Municipality's operating budget must have revenues equal to or greater than expenditures.
- ii. The Municipality will accept ongoing service, program and/or facility obligations only when adequate funding is available through increased income sources or the approved reallocation of existing sources of income thereby impacting currently funded services, programs and/or facilities.

**b) Triennial Operating Budget**

- i. The Municipality of Crowsnest Pass prepares a triennial Council approved operating budget/revenue requirement. To accommodate this multi-year budget cycle, Departments are expected to operate within their approved multi-year budget. If there is a deficiency in the first year, Departments are expected to overcome the deficit in the second year. If the first year experience results in a net surplus, the Departments will have the ability to carry over the surplus to assist its operations in the next 12 months.

*This is an excerpt from the City of Lethbridge's Budget Principles and Practices-With our directors handling a triennial budget process for the first time and because we are in a transitional phase this is not a practice I would recommend at this time.*

**c) Cause & Effect**

- i. The Municipality will practice cause and effect budgeting. When a particular condition or event requires increased charges, those charges will be implemented immediately rather than phasing them in over a period of time.

**d) Deficiency**

- i. The operating budget must include an expenditure to cover any deficiency extending over the prior three year period.

**e) Revenue and Income Sources**

- i. Since revenues are sensitive to both local and regional economic conditions, revenue estimates adopted by Council must be conservative. The Municipality will estimate its annual revenues by an objective, analytical process utilizing trend, judgmental and statistical analysis as appropriate.
- ii. The Municipality will exercise fiscal restraint to avoid dependence on temporary or unstable revenues to fund mainstream municipal programs, services and facilities.
- iii. The Municipality's Services, Programs and Facilities should be supported by user fees to the extent appropriate for the nature and intent of providing a safe and viable community.

**f) Maintenance Costs**

- i. Maintenance cost for current assets and infrastructure takes a higher priority than building new assets or infrastructure. In addition, life cycle maintenance is considered when setting priorities. Annual operating budgets will provide for adequate maintenance and replacement of the Municipality's plant and equipment.

Examples of high priority maintenance items included in the operating budget are street upgrading, sidewalk/boulevard renewals, planning and overlay of arterials, storm sewer maintenance, parks/trails maintenance, and building maintenance.

**g) Debt Repayment**

- i. Repayment of debt will be included in the operating budget as an operational cost.

**h) Contingency Amount**

- i. A contingency amount will be established to provide for non-recurring unanticipated expenditures or to set aside funds to cover known contingencies with unknown costs. The funding amount will be established and approved through the annual operating budget. Council approval is required before expending the contingency amount.

**3. Capital Budget**

The Municipality will coordinate development of the capital budget with the development of the operating budget.

**a) Capital Funding and Expenditures**

- i. Guided by its Capital Replacement Policy, the Municipality will utilize a ten year capital replacement plan to determine orderly annual capital equipment and fleet purchases, and required annual transfer of funds to the capital equipment replacement reserve to fund annual replacements.
- ii. Annual capital infrastructure purchases and improvements will be in accordance with an adopted and funded capital plan based on a ten year capital replacement plan with the required annual transfer of funds to the appropriate reserves.
- iii. Long term and short term borrowing for capital facilities and infrastructure should be considered an appropriate method of financing facilities and infrastructure that benefit more than one generation of users.
- iv. A Local Improvement Tax should be considered an appropriate income source to fund capital projects that are of a greater benefit to an area of the Municipality than to the whole Municipality.

**b) Transportation/Infrastructure Grants**

- i. The Municipality will maximize the use of all available transportation/infrastructure grants.

**4. Reserves**

The Municipality will give consideration to the allocation of budgetary funds to maintain reserves warranted by its capital replacement plans, established reserve policy and reserve guidelines.

**5. End of Policy**

## Leslie Orleni

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**From:** vilocow@shaw.ca  
**Sent:** August-17-11 1:02 PM  
**To:** Leslie Orleni  
**Subject:** Re: Joint Council Meeting

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Leslie,  
The meeting is Sept 8 at the Cowley Hall at 7:00 pm.  
Next Wednesday is not too late to add to the agenda.  
Thanks,  
Cindy

----- Original Message -----

**From:** Leslie Orleni  
**To:** vilocow@shaw.ca  
**Sent:** Wednesday, August 17, 2011 9:38 AM  
**Subject:** RE: Joint Council Meeting

Good morning Cindy.

Lynne left this position in July and I am filling in for her while a replacement is found. I understand the regional meeting is on September 8 but I am not sure of the time or the location. If you could provide the details I would really appreciate it.

Regarding agenda items our Council will be discussing this matter at their Committee meeting next Tuesday. If they have anything to add would it be too late to let you know next Wednesday?

I look forward to your response.

Thanks

Leslie Orleni

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**From:** vilocow@shaw.ca [<mailto:vilocow@shaw.ca>]  
**Sent:** August-15-11 2:18 PM  
**To:** Leslie Orleni  
**Subject:** Re: Joint Council Meeting

Hi Lynne,

Does your Council have anything they want on the agenda for the Sept 8th meeting?

## Leslie Orleni

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**From:** Brian Gallant [brian.gallant@shaw.ca]  
**Sent:** August-17-11 5:06 PM  
**To:** Leslie Orleni  
**Subject:** GPC Topic - Regional Waste Pickup

Hello Leslie -

Here is the background information for my GPC topic. Please add it to the agenda for discussion.

### **Background:**

The Crowsnest/Pincher Creek Landfill Association operates the landfill that is used by Pincher Creek, the MD of Pincher Creek, Cowley, and Crowsnest Pass. The Association is an independent group and is not tied to any individual community, although the board is made up of councillors from each member community. Each community pays a set rate for garbage disposal per tonne. The total cost per year is based only on the amount of waste hauled to the landfill and the member communities do not subsidize the operation, nor does the landfill receive government funding. In essence, the landfill is operated as an independent business and Crowsnest Pass is a client on a fee for service basis. In addition to accepting waste from member communities and their residents, the landfill also has a contract to accept municipal solid waste from the Regional District of East Kootenay on a fee for service basis. The landfill accepts solid industrial waste from companies such as Shell when they need to dispose of contaminants from their drilling sites. The Landfill has been very successful in meeting the needs of the region.

### **Topic for Discussion:**

In the spirit of furthering regional cooperation, the C/PC Landfill Association has recently been discussing the concept of regional curbside waste pickup. The board feels the landfill may be in a position to begin offering curbside pickup services to each of the member communities and may be willing to submit a bid in or before 2012. At present the Board is looking for the councils of each member community to discuss whether or not they would like to receive a proposal from the Crowsnest/Pincher Creek Landfill Association. This will be a topic of discussion for the Regional Council Meeting on September 8th.

/bg