

**MUNICIPALITY OF CROWSNEST PASS
TUESDAY, JULY 12, 2011
GOVERNANCE & PRIORITIES COMMITTEE**

A meeting of the Governance and Priorities Committee was held in the Crowsnest Sports Complex Social Room on Tuesday, July 12, 2011.

PRESENT: **MAYOR:** Bruce Decoux

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

Absent: Councillor Siegbert Gail

Also present:

Chief Administrative Officer	Kevin Robins
Director of Operational Services	Myron Thompson
Director of Finance & Systems	Marion Vanoni
Director of Legislative and Human Resource Services	Lynne Cox
Municipal Tax Assessor	Glen Snelgrove

Absent:

Director of Community Services	Cam Mertz
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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 7:00 pm.

ADOPTION OF AGENDA

Additions:

4. Topics for Discussion
 - c. Oiling of McGillivray Road
 - d. Power Outage
 - e. Tax Assessment Methods

5. In Camera
 - f. Personnel

G#156-11: Mayor Decoux moved to adopt the agenda as amended.

CARRIED UNANIMOUSLY

DELEGATIONS

No delegations were in attendance.

TOPICS FOR DISCUSSION

Draft Budget Policy

Kevin Robins, Chief Administrative Officer, provided a *Three Year Operational and Ten Year Capital Budgeting Plan* report and reviewed same with Council.

- Target dates were identified in July and August 2011 for Budget Policy review and revisions
- A workshop will take place with Corey Wight, Lethbridge's Director of Corporate Services, regarding Lethbridge's three year budgeting process
- Administration is requesting Council provide direction relative to Council's Strategic Plan, vision, goals, and objectives during the August 16th to 30th timeframe
- Discussion will then take place between Council and Administration regarding the Corporate direction for the *Three Year Operational and Ten Year Capital Budgeting Plan*
- A Budget Notice will be sent out to groups and associations that receive funding from the Municipality advising them to prepare and present their three year operational and capital budgets to the Budget Committee
- Meetings will be held with organizations funded by the Municipality to review their status within the Municipality's Strategic Plan
- Administration will develop a draft budget for Council's review and deliberation based on approved policy and strategic direction
- Suggested that special meeting dates be set specifically for public budget deliberations; proposed dates were provided with the location to be determined
- The *Three Year Operational Budget and Ten Year Capital Plan* will then be presented to Council for approval in principle, which must be done before January 1st as per the Municipal Government Act
- Final approval of the *2012 Operational and Capital Budgets*, and approval in principle of the *2013 - 2014 Operational and Ten Year Capital Budget* should take place early in the new year prior to establishing the millrate
- Sixty days notice is required before taxes are due

Discussion included:

- May be necessary to adjust dates to allow for input from the Town Hall Meeting
- Corey Wight will provide a half-day In-Service for Council and Administration
- Mayor Decoux requested the *Three Year Operational and Ten Year Capital Budgeting Plan* item be added to the next Governance and Priorities Committee Agenda for further discussion, after Council has had the opportunity to review the report provided
- Council suggested the package for organizations needs to be detailed enough to provide sufficient information for a decision to be made on funds requested, but not as elaborate as last year
- The Chief Administrative Officer advised that Administration wishes to establish that organizations and associations receiving funding from Council provide accountability on how funds intend to be used
- The Chief Administrative Officer advised the previous two years and projected three year budgets will be requested from organizations
- Lynne Cox, Director of Legislative Services and Human Resources, questioned the process for the Heritage Board, which is a new board in the community, to approach Council to request funding in support of a matching grant program
- The Heritage Board will be advised of the process

TOPICS FOR DISCUSSION – Continued

Highway 3 Parking Update

Myron Thompson, Director of Operational Services, contacted Alberta Transportation and provided the following information in reference to parking on Highway 3:

- Highway 3 through the Municipality is unique in that it exists as a rural and urban cross section
- The Highway Traffic Act does not allow parking on the shoulders of the highway
- Alberta Transportation feels safety is the primary issue
- Enforcement and decisions on whether or not to allow parking is mainly left to the Municipality
- Alberta Transportation recently placed *No Parking* signs on the south side of the highway in Frank for safety reasons
- Businesses along the route were advised that parking was not allowed on the highway shoulders when they applied for development applications
- In Coleman there is *No Parking* signage through the commercial area; development permits for some of the businesses in the area indicated there was no parking on the highway shoulder and on site parking would have to be provided
- Alberta Transportation will attend the August 23, 2011 Governance and Priorities Committee Meeting to provide further information for Council
- Road maintenance is also an issue in reference to parking on the shoulder of the highway
- Mr. Thompson will continue to follow up on the Highway 3 parking issue and further communicate with Alberta Transportation to determine remedial action

Discussion included:

- Mr. Thompson noted Alberta Transportation will provide information, and it is the Municipality's responsibility to determine a long range plan
- Mr. Thompson noted Alberta Transportation and the Municipality can work cooperatively to develop a plan to deal with this matter
- Mayor Decoux requested that Administration present Council with a draft plan at the next Governance and Priorities Committee Meeting based on present information
- Councillor Lonsbury questioned *How many different kinds of zones can we have?* citing some sections of highway in Frank have no homes and intersections whereas some properties in Coleman have no other access other than highway access
- Councillor Gallant suggested that Administration work under the presumption that *No Parking* be changed to *No Parking of Vehicles Over One Ton*
- Since the next Governance and Priorities Committee Meeting is not until August 23, the Chief Administrative Officer noted Administration will have the opportunity to meet with Alberta Transportation, prepare a document, and get input from Alberta Transportation on the document before presentation to Council for final approval
- Councillor Saindon felt signage should be standardized
- The Director of Operational Services expressed concern that if parking is removed from commercial areas, it may be pushed into residential areas

TOPICS FOR DISCUSSION – Continued

Oiling of McGillivray Road

Councillor Mitchell advised that not all portions of McGillivray Road have been oiled or oiled consistently, and questioned whether the agreement with Spray Lakes Sawmill is being met.

Myron Thompson, Director of Operational Services, provided the following comments:

- Noted the portion of roadway was included in the dust suppressant program this year
- There were some issues this spring with the high water table causing some unstable areas
- \$23,000 is being held in trust for road works to take place
- The plan is for a long term solution once hauling is complete for a more permanent surface
- The entire dust suppressant program needs an overhaul as it is inconsistent

Discussion on:

- Random camping allowed by Sustainable Resource Development and whether Sustainable Resource Development should be responsible for cost sharing on recreational roads
- Mr. Thompson noted a letter had been previously sent to Sustainable Resource Development in reference to cost sharing on recreational roads
- Suggested that Administration follow up on the letter sent to Sustainable Resource Development
- Administration will follow up on the portion of road that had not been re-oiled
- Mr. Thompson explained the process by which residents can pay for dust suppressant
- Environmentally friendly dust suppressant products were discussed

Power Outage

Councillor Saje questioned the cause of the recent power outage.

Administration advised the power outage was on the Fortis System, and Fortis indicated it was a “Substation Failure”.

The Chief Administrative Officer advised in the event of a power outage notification is received from Fortis indicating the cause of the issue. Mr. Robins advised that when this notification is received, Administration will immediately forward this information to Council.

The Director of Operational Services advised relative to the Municipal electrical system notification regarding the cause of any power outages would be forwarded as soon as possible to the Chief Administrative Officer, or in his absence, to the Mayor.

There was discussion on the number of citizens in the Crowsnest Pass that rely on electricity for health support, and Mayor Decoux advised that a plan is in place with the hospital and residents that would be affected by a power outage.

The Director of Operational Services advised options are under review for a generator for the Municipal Office to be included in next year’s program.

TOPICS FOR DISCUSSION – Continued

Tax Assessment Methods

Councillor Saje requested clarification on how the tax assessment process works including:

- The effect of beautification of a home on taxes
- The effect having more than one acre has on taxes
- Market value

Glen Snelgrove, Municipal Tax Assessor, provided the following comments on the tax assessment process:

- The assessment standard for most properties in the Crowsnest Pass is Market Value
- The physical characteristics of each type of property are determined and what those properties would sell for at July 1st of a particular year
- The tax for 2011 is based on property values determined as of July 1, 2010
- An average of the past three years is used
- A statistical analysis program is used to measure property assessments against their sale prices providing an *Assessment Sale Ratio*
- The assessment is audited each year, and cannot be forwarded to the Finance Department until approved

Discussion on the effect that upgrading a property has on taxes:

- Substantial upgrading of a property will increase the condition and desirability of the property, which will increase taxes only if the market value of the property is increased
- Substantial improvements such as decks and garages will change the calculation on the property, but minor cosmetic improvements will not increase taxes
- 20% of properties are to be reviewed each year per the contract with the Municipality
- The process used is universal throughout Alberta
- A millrate is set based on the general assessment provided by the tax assessor to provide the revenue for the budget Council has approved
- Once the millrate is set, taxes may go up or down depending on the assessed value in the area

IN CAMERA

Mayor Decoux advised Council would go In Camera and take a five minute recess.

OUT OF CAMERA BUSINESS

G#157-11: Councillor Mitchell moved that Council come Out of Camera at 10:25 pm.

CARRIED UNANIMOUSLY

AJOURN

G#158-11: Councillor Mitchell moved to adjourn the meeting at 10:30 pm.

CARRIED UNANIMOUSLY

B. V. Decoux

MAYOR

ORIGINAL SIGNED

Kevin Robins

CHIEF ADMINISTRATIVE OFFICER