

**MUNICIPALITY OF CROWSNEST PASS  
TUESDAY, SEPTEMBER 13, 2011  
GOVERNANCE & PRIORITIES COMMITTEE**

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A meeting of the Governance and Priorities Committee was held in the Council Chambers on Tuesday, September 13, 2011.

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

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

**Also present:**

Chief Administrative Officer	Kevin Robins
Director of Operational Services	Myron Thompson
Director of Finance & Systems	Marion Vanoni
Enforcement Services Consultant, Transitional Solutions Inc.	Donna Tona

**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

- g) AltaLink (Councillor Mitchell)
- h) Meet Your Neighbour Day (Councillor Gail)

**G#163-11:**    Councillor Mitchell moved to adopt the agenda as amended.

CARRIED UNANIMOUSLY

**DELEGATIONS**

No delegations were in attendance.

## **TOPICS FOR DISCUSSION**

### **Organizational Response to Public Correspondence/Calls**

Marion Vanoni, Director of Finance and Systems, provided a verbal report which included:

- Approximately eight months ago a *Call Log* Intranet pilot project was started in the organization providing the opportunity to document details of incoming phone calls including:
  - Caller
  - Date
  - Description of the concern or complaint
  - Department to which the issue was forwarded to be addressed
  - Response to the issue
  - Area of the community where the call originated
  - Topic of the issue (roads, utilities, spring clean-up, etc.)
  - Response time
- Graphs/charts can be produced from the information to assist with tracking and analysis
- Noted the Chief Administrative Officer recommended implementing the *Call Log* with the *Council Action List*

Kevin Robins, Chief Administrative Officer, advised there is the opportunity to continuously improve on responses to public queries, tracking, and reporting back to Council on Council's requests.

Discussion and responses by the Chief Administrative Officer to Council's queries included:

- Phone calls are not recorded at this time
- Written correspondence is not currently tracked, but it is Administration's intent to track correspondence in the future; a process has begun where Mayor and Council's correspondence is reviewed and initialed by the Chief Administrative Officer acknowledging that he is aware of the correspondence
- Mr. Robins confirmed an additional labour component will be required relative to the records management system
- The Chief Administrative Officer advised privacy concerns relate only to information shared outside of the organization
- All calls will be tracked to ensure someone's concerns do not fall through the cracks in the system
- Staff will receive the calls as a customer service opportunity to improve service to the public
- Useful information will be provided in reference to response time to the calls
- Administration will provide a report to Council at the October 4, 2011 Council Meeting to update Council on the progress of this project

### **Notices of Motion – Councillor Gallant**

- Crowsnest Pass Way-Finding Signage
- Visitor Welcome Kiosks

Councillor Gallant requested an update on the *Crowsnest Pass Way-Finding Signage* and *Crowsnest Pass Visitor Welcome Kiosks* Notices of Motion that he had been previously brought forward.

The Chief Administrative Officer noted that Administration was preparing to present the Notices of Motion as a Council agenda item and was advised that the items would be addressed in the *Strategic Plan*.

**TOPICS FOR DISCUSSION - Notices of Motion – Councillor Gallant - Continued**

Councillor Gallant advised the Notices of Motion should come back to Council at some point.

Elected Officials Education Program

Marion Vanoni, Director of Finance and Systems, provided the following information regarding the Elected Officials Education Program:

- Excellent learning opportunity for Council to participate in
- Cost effective online courses and workshops are available
- Courses available can be reviewed on the website [www.eoep.ca](http://www.eoep.ca)
- Funding for courses may be discussed during the Triennial Budget process

Council accepted the report as information.

20<sup>th</sup> Avenue Blairmore Racing, Speeding, Noise from Vehicles

Councillor Mitchell discussed the noise and speeding problems on 20<sup>th</sup> Avenue in Blairmore and noted someone could be killed or seriously injured. Councillor Mitchell recommended the RCMP be notified of the situation as a preventive measure.

The Chief Administrative Officer advised that Administration will address the issue with the RCMP and request increased enforcement.

Mayor Decoux suggested the issues may also be addressed with a proper Community Peace Officer Enforcement Program.

Franchise Tax – ATCO, Fortis, AltaLink

Marion Vanoni, Director of Finance and Systems, provided Council with a written report on Franchise Fees, the Linear Assessment Process and Bill 203 including:

- Contract information
- Maximum fees that can be charged
- Revenues currently generated:
  - Fortis Alberta Inc. – 8% Franchise Fee – Approximately \$150,000.00 yearly revenue
  - ATCO Gas – 15% Franchise Fee – Approximately \$210,000.00 yearly revenue
- Both Utility Systems are subject to a Municipal linear tax and are assessed at the non-residential mill rate
- The Director of Finance and Systems will present a report at the September 20, 2011 Council Meeting for discussion and direction from Council in reference to setting franchise fees for the Triennial Budget

**TOPICS FOR DISCUSSION – Franchise Tax – ATCO, Fortis, AltaLink - Continued**

Further discussion included:

- In reference to the difference in franchise fees charged for each utility, the Director of Finance and Systems advised the figures were recommended by Administration to Council within the parameters as set out in the Franchise Fee Agreements
- Ms. Vanoni agreed with the AUMA statement that Bill 203 limits the amount of revenue municipalities can generate on their own. However following Municipal Affairs' review of Bill 203 there may still be standardization and flexibility for municipalities to set their own franchise rates but how municipalities present this financial information may change
- The franchise fees charged for gas and electrical by the Municipality are a little below average compared with the franchise fees charged by other municipalities
- The Atco and Fortis franchise fees are due to be renegotiated for 2012
- In reference to:
  - Fortis Alberta Inc. – Electric Distribution System Franchise Agreement*
    - 7. *Transfer to Reserve:*
      - In 2009 and 2010 Council approved the allocation of 50% of this income to an Electrical Capital Replacement Reserve. The purpose of the reserve is to provide funding for the upgrade of the Municipality's Electrical Distribution System.*
        - The Chief Administrative advised the remaining 50% goes into General Revenue
- In reference to:
  - Natural Gas Franchise Agreement – ATCO Gas and Pipelines Ltd.*
    - 7. *This Franchise Fee is assumed into the general revenues for operations.*
      - The Chief Administration Officer advised that revenue coming from these gas and electrical franchise fees support the Operational Budget

**Triennial Budget Schedule**

The Chief Administration Officer advised that Administration will require direction from Council relative to starting the process of the Triennial Budget Schedule.

- The steps will be identified on upcoming calendars
- One of the first steps is the Council and Administration Workshop to finalize the Strategic Plan
- Planning Workshops will then follow
- The anticipated timeline for the process is from the end of September 2011 to March 31, 2012 at which time Council can give final approval to the three year budget and set millrates for the next three years

**AltaLink**

Councillor Mitchell advised that he attended two AltaLink Open Houses:

- AltaLink is proposing to build a substation in the Chapel Rock area, within approximately one mile from the Municipality of Crowsnest Pass
- Concerns have been raised with the proposed Chapel Rock location regarding the impact on the sitescape
- Councillor Mitchell expressed interest to Mr. Strangway that the Crowsnest Pass also be considered as a location for the substation, as it could provide a location with less impact on sitescapes, and is a tax opportunity for the Municipality

**TOPICS FOR DISCUSSION - Continued**

- A final decision on one placement of the substation will be made in approximately five or six months and the Municipality will be updated
- Councillor Mitchell has maps and a website available in reference to the substation proposal

**Meet Your Neighbour Day**

Councillor Gail noted the Trade Show will be taking place April 13 and 14, 2012 and would provide the opportunity for a *Meet Your Neighbour Day*.

- Suggested setting up tents outside of the Crowsnest Sports Complex during the Trade Fair
- The Municipality could work with the Chamber of Commerce and local food stores to make it a successful event

Councillor Mitchell advised that he had discussed *Meet Your Neighbour Day* with the President of the Chamber of Commerce and other people in reference to residents who are here on the weekends to show what the Municipality has to offer and let them know they are welcome in the community.

- Would provide the opportunity to communicate that a volunteer list is available, as some people have expressed interest in volunteering, but do not know who to contact

Mayor Decoux requested that Councillor Gail, Councillor Mitchell, and Administration work together as a committee, approach the Chamber of Commerce in reference to planning a *Meet Your Neighbour Day* in conjunction with the Trade Show, and report back to Council.

**RECESS**

Mayor Decoux declared a five minute recess.

**IN CAMERA**

**G#164-11:** Councilor Mitchell moved that Council go In Camera at 7:50 pm.

CARRIED UNANIMOUSLY

**RECONVENE**

The meeting reconvened In Camera at 8:05 pm.

**OUT OF CAMERA BUSINESS**

**G#165-11:** Councilor Mitchell moved that Council come Out of Camera at 10:11 pm.

CARRIED UNANIMOUSLY

**AJOURN**

**G#166-11:** Councillor Mitchell moved to adjourn the meeting at 10:12 pm.

CARRIED UNANIMOUSLY

*B.V. Decoux*

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MAYOR

**ORIGINAL SIGNED**

*Kevin Robins*

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INTERIM CHIEF ADMINISTRATIVE OFFICER