

MUNICIPALITY OF CROWSNEST PASS

COUNCIL MEETING - TUESDAY, November 29, 2011 - 7:00 P.M.

AGENDA

1. CALL TO ORDER

2. PUBLIC HEARING

3. ADOPTION OF AGENDA

4. ADOPTION OF THE PREVIOUS MINUTES

- a) Minutes of the Regular Council Meeting of November 1, 2011

5. DELEGATIONS

6. ADMINISTRATIVE AND AGENCY REPORTS

- a) Tax Agreement – Roll 1125200

7. BUSINESS ARISING FROM THE MINUTES

- a) Regional Services Partnership Steering Committee

8. CORRESPONDENCE

- a) Holiday Train Event Requests – Carmellia Saretsky, Food Bank Coordinator

9. COMMITTEE REPORTS

- a) Minutes of the August 29, 2011 Protective Services Meeting
- b) Minutes of the September 26, 2011 Culture & Recreation Board
- c) Minutes of the September 28, 2011 Subdivision and Development Authority
- d) Minutes of the November 8, 2011 Governance and Priorities Committee Meeting

10. BYLAWS

- a) Bylaw No. 824, 2011 - Heavy Truck Route Bylaw – 1st Reading
- b) Bylaw No. 836, 2011 – Property Tax Penalties Bylaw – 1st Reading

11. NOTICES OF MOTION

12. OTHER BUSINESS

- a) Rum Runner Days Committee
- b) Council Meeting Dates – December 2011 & January 2012
- c) Improved Communication Initiative – Posting of Unapproved Minutes
- d) Triennial Budget Policy and Procedure
- e) Progressive Discipline Policy and Procedure
- f) Drug, Alcohol and Substance Abuse Policy and Procedure
- g) Revised Municipal Reserve Policy and Procedure

13. COUNCIL MEMBERS REPORTS

14. PUBLIC INPUT

15. IN CAMERA

- a) Land
- b) Personnel

16. BUSINESS OUT OF CAMERA

17. ADJOURN

MUNICIPALITY OF CROWSNEST PASS

TUESDAY, NOVEMBER 1, 2011

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in the Council Chambers on Tuesday, November 1, 2011.

PRESENT: **MAYOR:** Bruce Decoux

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

Also present:

Interim Chief Administrative Officer	Kevin Robins
Director of Finance & Systems	Marion Vanoni
Director of Operational Services	Myron Thompson
Transitional Solutions Inc.	Donna Tona
Recording Secretary	Carolee Ison

INTRODUCTIONS

Mayor Decoux introduced and welcomed Sergeant Keith Bott, new Officer in Command of the Crowsnest Pass RCMP Detachment.

Mayor Decoux introduced and welcomed Mr. Bob Schulz, new Manager of Operations for the Municipality of Crowsnest Pass.

Mayor Decoux introduced and welcomed the new Chief Administrative Officer for the Municipality of Crowsnest Pass, Mr. Myron Thompson, who will formally be taking over his responsibilities at a later date in November.

CALL TO ORDER

Mayor Decoux called the meeting to order at 7:05 pm.

PUBLIC HEARINGS

No Public Hearings were held.

ADOPTION OF AGENDA

Additions:

In Camera

- d) Land (Mr. Kevin Robins)

Other Business

- b) AAMDC Convention (Councillor Mitchell)
- c) Response to the Crowsnest/Pincher Landfill Association (Councillor Gallant)
- d) Drum Creek (Councillor Gail)

Council Member Reports

- a) Request for Absence from November 15, 2011 Council Meeting (Councillor Saindon)

Correspondence

- c) Mayor Bruce Decoux

M#6307-11: Councillor Gail moved to adopt the agenda as amended.

CARRIED UNANIMOUSLY

ADOPTION OF THE PREVIOUS MINUTES

Minutes of the Organizational Meeting of October 18, 2011

Councillor Lonsbury noted that on the *2011 – 2012 Council Committee Appointments*, he should not be listed as an appointee to the Subdivision and Development Appeal Committee.

M#6308-11: Councillor Mitchell moved that the minutes of the Organizational Meeting of Council of October 18, 2011 be adopted as amended.

CARRIED UNANIMOUSLY

Minutes of the Regular Council Meeting of October 18, 2011

M#6309-11: Councillor Saindon moved that the minutes of the Regular Council Meeting of October 18, 2011 be adopted as written.

CARRIED UNANIMOUSLY

ADOPTION OF THE PREVIOUS MINUTES - Continued

Minutes of the Special Council Meeting of October 27, 2011

Councillor Lonsbury noted that Councillor Saje was not present at the meeting.

M#6310-11: Councillor Gail moved that the minutes of the Special Council Meeting of October 27, 2011 be adopted as amended.

CARRIED UNANIMOUSLY

DELEGATIONS

No delegations were scheduled to attend.

ADMINISTRATIVE AND AGENCY REPORTS

Tax Agreement – Plan 3380T Block 9 Lots 13 - 14

Ms. Marion Vanoni, Director of Finance and Systems, provided a written report on the Tax Agreement for Tax Roll Number 2037700 and reviewed said report with Council.

- The owner has made the first scheduled payment
- The owner will be requested to participate in the monthly tax payment program in 2012

M#6311-11: Councillor Gallant moved that Council authorize Administration to enter into a six (6) month Tax Agreement with the owner of Plan 3380T Block 9 Lots 13 – 14, Roll Number 2037700 to pay all taxes in arrears.

CARRIED UNANIMOUSLY

Municipal Government Act Advertising Amendment

Mr. Kevin Robins, Interim Chief Administrative Officer, advised that Administration is seeking Council's support to have Mayor Decoux present a resolution at the Regional Mayors and Reeves Meeting scheduled for November 21, 2011 for consideration and support regarding Section 606 of the Municipal Government Act. This resolution, to allow municipalities to utilize social media technology in addition to legislated print media advertising, would then be presented to the membership of AUMA and AAMDC.

Administration will provide the Mayor with a synopsis of the provided definitions of *Social Media*.

Council comments included:

- Website advertising requires people to seek the advertiser out
- Print advertising reaches out to people
- Advertising through multi platforms is important

ADMINISTRATIVE AND AGENCY REPORTS – MGA Advertising Amendment – Continued

The Chief Administrative Officer noted using social media tools for advertising offers the opportunity to engage the public.

M#6312-11: Councillor Mitchell moved that Council support the actions and activities required to bring about an amendment to Alberta Municipal Government Act (MGA) Section 606 to allow Municipalities to advertise utilizing social media technology in addition to the current advertising requirements as existing.

CARRIED

Regional Service Partnerships

Myron Thompson, Director of Operational Services, provided a written report on Regional Service Partnerships in reference to expanding shared service opportunities beyond the solid waste initiatives identified by the Landfill Association and reviewed said report with Council.

Mr. Robins, Interim Chief Administrative Officer, advised as due diligence it is more appropriate that municipalities in the region investigate shared opportunities, rather than a service provider as the Landfill Association.

The deadline for applications for the Regional Collaboration component of the grant was discussed. If the November 30, 2011 deadline is not met, the 2012 grant program could be applied for at the beginning of 2012, with grant funds released at the beginning of May.

Mr. Thompson advised a formal resolution is required from each Municipality for the grant application.

M#6313-11: Councillor Saje moved that Council direct Administration to initiate the process of establishing a Steering committee comprised of Senior Executive from the Municipal Districts of Pincher Creek and Ranchlands as well as the Town of Pincher Creek and Village of Cowley to establish a framework and plan to investigate shared service opportunities.

CARRIED UNANIMOUSLY

Policy and Bylaw Development Schedule

Myron Thompson, Director of Operational Services, provided and reviewed a written report in reference to policy and bylaw development supported by a *Policy and Bylaw Development Schedule*.

Administration updated Council on the current status of several of the policies.

ADMINISTRATIVE AND AGENCY REPORTS – Policy and Bylaw Development – Continued

In response to concern regarding the extended process for the Sign Bylaw, the Interim Chief Administrative Officer advised that the Sign Bylaw developed by the Subdivision and Development Board, is being reviewed and will be brought forward as an amendment to the Land Use Bylaw.

Accepted as information.

Municipal Facility Audit Request for Proposal

Myron Thompson, Director of Operational Services, provided and reviewed a written report regarding Requests for Proposals (RPF) for a Municipal Facility Audit. Friesen Tokar Architects of Calgary was chosen with a fee proposal of \$54,500. The ten facilities included in the RFP for the facility condition assessment include:

- Municipal Administration Building
- MDM Facility
- Sports Complex
- Albert Stella Arena
- Swimming Pool
- Ski Hill Lodge
- Bellevue Seniors Hall
- Coleman Equipment Garage
- West Operations Facility (Blairmore)
- Museum (subject to deletion)

Discussion took place on facilities excluded and included in the assessment.

- Mr. Thompson explained a determination had to be made based on need and finances
- Some facilities have been assessed previously
- Prior assessment information will be reviewed as part of the process

Accepted as information.

BUSINESS ARISING FROM THE MINUTES

No Business Arising From the Minutes.

CORRESPONDENCE

FCM 2012 Sustainable Communities Conference

Kevin Robins, Interim Chief Administrative Officer, provided a written report in reference to correspondence received on the FCM 2012 Sustainable Communities Conference.

Mayor Decoux requested Council review the information provided and advise Administration as to who may be attending the FCM Conference.

Accepted as information.

Crowsnest Pass Lions Club

Correspondence was received from the Crowsnest Pass Lions Club requesting to terminate their lease agreement for the building at 13133 – 19 Avenue at the end October 2011 which is the end of their one year lease period. Thanks was also expressed for supporting their club

Discussion took place on the condition and historical significance of the building.

Mr. Thompson noted that a 1999 Audit Report advised the building was in poor structural condition.

- M#6314-11:** Councillor Mitchell moved that as soon as the building is vacated it be:
- a) Put up for sale
 - b) If not sold, demolish the building in the spring

TABLED

Mr. Thompson advised the historical significance of the building has been researched and this information would be presented to Council at a future date conducive to the budget process.

The Director of Finance and Systems provided a verbal review of the history of the building, and advised in reviewing roll files and title certificates no indication was found that the building was a significant heritage site relative to coal mining history.

Mayor's Correspondence

Mayor Decoux read correspondence he received from Captain Dan Rossi of the Canadian Snowbirds Team. Mr. Rossi expressed his thanks to Mayor and Council for allowing the flights over the Crowsnest Pass in July of 2011. His fellow team members were impressed with the beauty of the Crowsnest Pass. Mr. Rossi expressed this was one of the finest moments of his life.

Accepted as information.

COMMITTEE REPORTS

Minutes of the October 11, 2011 Governance and Priorities Committee Meeting

Councillor Gallant noted on page 4 “*Councillor Gallant stated that in examining recycling in other cities the recovery rate is*” - was not his comment.

The recording of the meeting will be reviewed.

Mayor Decoux requested Council Gallant be made aware of the correction when completed.

It was also noted “*contributed to rail fall...*” should read “*contributed to rain fall*”

M#6315-11: Councillor Gail moved that the minutes of the October 11, 2011 Governance and Priorities Committee Meeting be accepted as amended.

CARRIED UNANIMOUSLY

Minutes of the October 25, 2011 Governance and Priorities Committee Meeting

M#6316-11: Councillor Mitchell moved that the minutes of the October 25, 2011 Governance and Priorities Committee Meeting be accepted as written.

CARRIED UNANIMOUSLY

Minutes of the October 3, 2011 Subdivision and Development Appeal Meeting

M#6317-11: Councillor Lonsbury moved that the minutes of the October 3, 2011 Subdivision and Development Appeal Meeting be accepted as information.

CARRIED UNANIMOUSLY

BYLAWS

No Bylaws were presented.

NOTICES OF MOTION

No Notices of Motion were presented.

OTHER BUSINESS

Organizational Structure

Mr. Kevin Robins, Interim Chief Administrative Officer, advised a business model relative to the organizational structure has been developed and will be presented to the public at a Town Hall Meeting on November 9, 2011.

M#-6318-11: Councillor Saindon moved that Council approve the Municipality of Crowsnest Pass Organizational Structure to be presented on November 9, 2011 to Municipal Employees and the Community.

CARRIED UNANIMOUSLY

AAMDC Convention

Councillor Mitchell advised the AAMDC Convention will take place in Edmonton in November, noting it is the rural convention and the Municipality worked very hard to become a member of the AAMDC. Councillor Mitchell felt it would be beneficial to have two Councillors attend the convention.

The convention runs November 22 to 24, 2011.

Mr. Myron Thompson advised he is interested in attending.

Kevin Robins, Interim Chief Administrative Officer, advised this is an opportunity to speak to issues that will affect the Municipality and network with Councillors from across Alberta.

Councillor Gallant advised he will attend.

Mayor Decoux requested that Administration continue to follow up and arrange the meeting with the Provincial Ministers of Transportation, Municipal Affairs, and Health in February 2012.

Response to the Crowsnest /Pincher Landfill Association (Landfill Association)

Excused

Councillor Saindon was excused from Council Chambers at 8:37 pm.

Councillor Gallant advised that a letter had been previously received from the manager of the Landfill Association stating that they want to conduct a study and requested a response from Council as to whether Council is interested in reviewing the study.

OTHER BUSINESS - Response to the Crowsnest /Pincher Landfill Association - Continued

Kevin Robins, Interim Chief Administrative Officer advised:

- The Landfill Association was established under the *Societies Act*
- The member municipalities appoint a councillor or councillors to the Association
- The Crowsnest Pass has three Council representatives on the Association
- Members of Council sitting on the Association are required to represent the interests of the Association and not the interests of the individual municipalities
- In reference to the letter from the Landfill Association requesting Council to support the Association's pursuit to review landfill services, it is a forward looking approach to review regional services, however Administration does not believe it is appropriate for municipal service providers to do a review on behalf of a Municipality to determine if the service provider can provide the Municipality with additional services. This type of review is the responsibility of the Municipality itself.
- Administration believes such a review should be conducted by the municipalities and not the service provider

Myron Thompson, Director of Operational Services, advised that a letter be written to the Landfill Association advising of the initiative that the Municipality is considering regarding Regional Service Partnerships and advising that the Municipality would be including them in the flow of information.

Council directed Administration to pursue the avenue of communication as quickly as possible with municipalities within the region.

Kevin Robins, Interim Chief Administrative Officer, advised that responses to the letter sent to municipalities regarding Regional Service Partnerships has concluded that the Mayors will sit on the Steering Committee.

Return

Councillor Saindon returned to Council Chambers at 8:46 pm.

Drum Creek

Councillors advised that some residents of the Drum Creek area have raised concerns regarding exposed water mains, grates under water, and questioned whether repairs will be done before winter under the Disaster Recovery Program.

Myron Thompson, Director of Operational Services, advised discussion has taken place with Disaster Services and that he has met with an evaluator who approved remedial action for the lowering of the water mains. The project will be going out for tender, and if it cannot be completed before winter, remedial action will be taken to protect the watermains over winter. The Province is working with property owners to determine eligibility for disaster relief.

Mayor Decoux advised requests from residents regarding such matters are better handled by referring residents directly to the Administrative Director responsible for the matter.

COUNCIL MEMBERS REPORTS

Councillor Saindon

- Request to be absent from the November 15, 2011 Council Meeting

Councillor Saje

- Culture and Recreation Meeting

Councillor Mitchell

- Council Business

Councillor Gallant

- Landfill Association Meeting

Councillor Lonsbury

- South Saskatchewan River Report Committee Meetings

Councillor Gail

- Meeting with RCMP
- Partners Meeting

PUBLIC INPUT

No Public Input was provided.

IN CAMERA

M#6319-11: Councillor Lonsbury moved to go In Camera at 8:56 pm.

CARRIED UNANIMOUSLY

RECESS/RECONVENE

Mayor Decoux recessed the meeting at 8:56 pm and reconvened at 9:10 pm.

BUSINESS OUT OF CAMERA

M#6320-11: Councillor Gail moved that Council come Out of Camera at 10:27 pm.

CARRIED UNANIMOUSLY

BUSINESS OUT OF CAMERA - Continued

M#6321-11: Councillor Saindon moved to direct Administration to negotiate an “Omnibus” agreement for the Wolfstone Estates Development 24 lot residential subdivision and proposed RV lot development.

CARRIED UNANIMOUSLY

Councillor Andrew Saje abstained due to pecuniary interests.

ADJOURN

M#6322-11: Councillor Gallant moved to adjourn the meeting at 10:30 pm.

CARRIED UNANIMOUSLY

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Council
Meeting Date: November 29, 2011
Originated By: Marion Vanoni, Director of Finance & Corporate Services
Subject: Tax Agreement-Roll 1125200

Administration Recommendation:

That Council authorize Administration to enter into a two (2) month Tax Agreement with the owner of Plan 2446AA Block H Lots3, Roll Number 1125200 to pay all taxes in arrears.

Background:

This is a residential property that has property tax in arrears:

Current Tax Arrears & Penalties-2008 to 2011	\$5,249.99
Cash Received April 11, 2011	\$ 350.00
Cash Received November 4, 2011	<u>\$2,000.00</u>
Total	<u>\$2,899.99</u>

As per section 418(4) of the MGA the Municipality may enter into an agreement with the owner of a parcel of land shown on its tax arrears list providing for the payment of the tax arrears over a period not exceeding 3 years, and in that event the parcel need not be offered for sale under subsection (1) until (a) the agreement has expired or (b) the owner of the parcel breaches the agreement whichever occurs first.

Discussion:

Rather than having his residence remain in the property tax recovery process the property owner has agreed to enter into a two (2) month agreement thereby having the property taxes on Roll #1125200 brought into a current status by December 31, 2011.

Approvals:

CAO

Department Head

Alternatives:

1. If the property owner breaches this agreement, the property will be auctioned at the time of breach.
2. If Council does not authorize Administration to enter into the Agreement and the property owner does not pay all tax arrears and penalties by November 30, 2011 the property will be auctioned.

Financial Impact:

1. If the agreement is not authorized by Council, the property will go to auction and if sold, the Municipality will recover the tax arrears and other costs associated with the auction of this property (ie property appraisal costs). The Municipality would hold the balance in trust for release to the property owner and any third parties at the conclusion of all legislated (MGA) requirements.
2. If the agreement is not authorized, the property will go to auction and if NOT sold the Municipality will take possession of the property. The Municipality must still protect the property owners interest by selling the property in the future for a price as close to fair market value with the net sale proceeds to be released back to the property owner and interested third parties.
3. If the agreement is fulfilled by the property owner, the Municipality will collect the tax arrears over a six month period.

Attachments:

- Tax Agreement for Roll #1125200
- Section 418 (4) of the Municipal Government Act



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Council Meeting
Meeting Date: November 29th, 2011
Originated By: Myron Thompson, CAO
Subject: Regional Service Partnership Steering Committee

Administration Recommendation:

That Council formally approves the Municipality of Crowsnest Pass participation on the Regional Services Steering Committee as the lead municipality and further;

that Council authorizes Administration to submit the Municipal Affairs Regional Collaboration grant funding application on behalf of the Regional Services Steering Committee and further;

that Council appoints a Council member to be represented on the Regional Services Steering Committee.

Background:

Correspondence was recently sent to the existing Member Municipalities of the Crowsnest/Pincher Creek Landfill Association and the Municipal District of Ranchlands requesting an indication of interest to expand the scope of shared service opportunities beyond that of the solid waste landfill operation. The response was very positive and so a startup meeting was scheduled to take the initiative to the next step. Opportunities for shared municipal service partnership could be successful in areas including solid waste, protective and enforcement services, economic development, recreation, agricultural services, and FCSS services. Municipal Affairs provides support and grant funding opportunities through the Regional Collaboration Program. These funds could be utilized to improve the viability and long-term sustainability of Municipalities through strategic activities related to regional collaboration and capacity building.

Approvals: CAO _____ Department Head _____

Discussion:

The Chief Administrative Officers from the Municipality of Crowsnest Pass, Town of Pincher Creek, Municipal Districts of Pincher Creek and Ranchlands met in Pincher Creek on November 14th to discuss regional shared service opportunities and to gauge the interest in working together in a collaborative manner. The CAO from the Village of Cowley was unable to be at the meeting but has indicated support in working in partnership. It was evident that there are areas of mutual interest where regional shared service opportunities could be explored further. It was agreed that the steering committee should be formally established followed by the submission of Provincial grant funding under the Regional Collaboration program. Funding under this program would be utilized to advance this initiative further and secure consulting services to facilitate the activities of the Steering Committee including undertaking the Feasibility Study. The Feasibility Study would determine shared service opportunities and processes to move forward.

Alternatives:

Not proceed with this initiative, consider a cooperative effort towards a singular service area such as solid waste, or not to participate in any way towards joint regional initiatives.

Financial Impact:

There is minimal financial impact to the Member Municipalities to meet and discuss the regional services partnership opportunities. Should this initiative move forward and the funding application be successful the establishment of a Regional Service Partnership Foundation would evolve without major expenditures by the Member Municipalities.

Attachments:

- Regional Services Partnership Report –November 1st, 2011
- Startup meeting Notes - November 14th, 2011



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Council Meeting
Meeting Date: November 1st, 2011
Originated By: Myron Thompson, Director of Operational Services
Subject: Regional Service Partnerships

Administration Recommendation:

That Council direct Administration to initiate the process of establishing a Steering committee comprised Senior Executive from the Municipal Districts of Pincher Creek and Ranchlands as well as the Town of Pincher Creek and Village of Cowley to establish a framework and plan to investigate shared service opportunities.

Background:

The Crowsnest/Pincher Creek Landfill Association has approached the Municipality of Crowsnest Pass, Town of Pincher Creek, Village of Cowley, and the Municipal District of Pincher Creek seeking support for the Association to undertake a feasibility study for expanded waste services including that of waste pickup and recycling. Understandably, all Member Municipalities are eager to look at opportunities that provide expanded and/or improved service delivery options and cost reduction. It has been made clear to the Member Municipalities, by way of written correspondence that the "Expression of Interest" sought from the Municipal Partners will not result in a formal proposal of services or fee for service but instead provide approval for the Landfill Association to undertake a study gathering information that will allow Member Municipalities to determine a future course of action.

Discussion:

Correspondence dated October 12th (as attached), under Mayor Decoux's signature, was sent to the existing Member Municipalities and the Municipal District of Ranchlands requesting an indication of interest to expand the scope of shared service opportunities beyond the solid waste initiatives identified by the Landfill Association. This initiative was undertaken as a result of recent discussions concerning opportunities in other areas

Approvals:

CAO 

Department Head _____

of municipal operation other than solid waste, including protective and enforcement services, economic development, recreation, and FCSS services. Regional partnerships have played a successful role in maintaining ongoing sustainability for Municipalities across Alberta.

Municipal Affairs provides support and grant funding opportunities through the Regional Collaboration Program. The objective of the Regional Collaboration Program (RCP) is to improve the viability and long-term sustainability of Municipalities through strategic activities related to regional collaboration and capacity building.

Key outcomes from the program include:

- Significant regional approaches to municipal service delivery and governance.
- Improved overall municipal capacity to respond to municipal priorities and to build and maintain effective inter-municipal relations through joint and collaborative activities.
- Strong inter-municipal relations that result in strengthened community identities and improved quality of life.

The program has four (4) components consisting of;

- Regional Collaboration
- Mediation and Co-operative processes
- Municipal Internship
- Strategic Initiatives

Municipalities seeking collaboration opportunities for service delivery would meet the eligibility criteria for the Regional Collaboration component which provides maximum funding to the amount of \$250,000. Applications received before November 30th will be reviewed in the current year.

To date, our Municipality has received positive response from the Municipal District of Pincher Creek and Village of Cowley. Efforts will be made to determine the interest of the Town of Pincher Creek and Municipal District of Ranchlands. It will be suggested that the Senior Administration Staff of each Municipality meet and discuss shared service opportunities and should interest exist formulate a framework to move the initiative forward. The starting point would be to have the respective Councils formalize, through resolution, participation in the establishment of a "Regional Service Steering Committee" that would be made up of a Council member and an Administrative staff member from each Municipality. Once the committee is established a lead Municipality should be chosen and depending on the determined course of action the required processes would be undertaken including that of the drafting and submission of a funding application. It

would be suggested that the funding application include the securement of a consultant to assist the Steering Committee as a facilitator. Depending on the outcome of the facilitation process it would be expected that an in depth Feasibility Study would be undertaken on those shared service opportunities identified by the Steering Committee. Once the Feasibility Study process is completed the Member Municipalities are in a better position to make informed decisions as it relates to Municipal services including that of solid waste services.

Alternatives:

Not proceed with this initiative, or to consider a cooperative effort towards a singular service area such as solid waste, or not to participate in any way towards joint regional initiatives.

Financial Impact:

There is no financial impact to the Member Municipalities to meet and discuss the regional services partnership opportunities. Should this initiative move forward and the funding application be successful the establishment of a Regional Service Partnership Foundation would evolve without major expenditures by the Member Municipalities.

Attachments:

- Correspondence from Mayor Decoux

Regional Services Collaboration Meeting Notes

November 14, 2011 – Pincher Creek

Those in Attendance: Laurie Wilgosh, CAO – Town of Pincher Creek

Wendy Kay, CAO – MD of Pincher Creek

Greg Brkich, CAO – MD of Ranchlands

Myron Thompson, CAO – Crowsnest Pass

Absent: Cindy Cornish, CAO – Village of Cowley

1.0 Introductions

Introductions took place including brief history of experience.

2.0 Regional participation process and options

Discussion on previous correspondence received from the Crowsnest/Pincher Creek Landfill Association pertaining to waste pickup and the requested “expression of interest” from member municipalities. Thompson indicated that having the Landfill Association undertake a feasibility study would not be a preferred option but instead suggested options for enhanced solid waste services and other shared opportunities be reviewed by working together strategically utilizing provincial grant funding to undertake the required processes to move forward.

Overview of regional services partnership opportunities and options in moving forward included that of determining what shared service opportunities exists in each community.

Identified opportunities included:

- solid waste services, specifically waste pick up and recycling.
- Protective and enforcement services including bylaw enforcement, search and rescue,

- Recreation services including recreation facilities and programs
- Other including FCSS, Weed Control, Animal Control including Humane Society/SPCA, development/planning services.

3.0 Steering Committee

- Steering committee could be comprised of one administration member and one council member from each municipality.
- Crowsnest Pass offers to take the role of lead municipality and facilitator (interim basis)
- Each member municipality to have respective Councils ratify participation on steering committee, appoint a Council member to sit on committee and provide approval to the lead municipality to make application for grant funding under the Municipal Affairs Regional Collaboration grant funding program.
- Village of Cowley although not present is interested in participating
- MD of Ranchlands sees limited participation but is interested in Weed Control as well as Search and Rescue.

4.0 Other

The Steering Committee will need to establish the boundary for this regional initiative.

Possible contact with the Villages of Hillspring and Glenwood as they have indicated interest in shared development services.

5.0 Next Steps

- Resolutions from respective Councils.
- Prepare grant application
- Prepare "Request for Proposals" for Facilitator to work with Committee and undertake feasibility study.



A hand up, not a hand out

RECEIVED

NOV - 4 2011

MUNICIPALITY OF
CROWSNEST PASS

To Our Honorable Mayor and Council Members,

We are happy to be included in the CPR Christmas Train Route this year. The train will be arriving on Sunday, December 11, 2011 at 1:05 PM – East Siding (West Coleman).

The CPR Christmas Train is part of a Nationwide Food Bank Fundraiser.

I am working on making this a day for the families to come out and do things. I have a letter into the Coleman Community Society, Coleman Businesses, the Quad Squad, Coleman Fire Dept, RCMP and Cadets. I will be giving a talk at the Chamber of Commerce on Wednesday, Nov 9.

Besides seeing all our wonderful Councilors out there that day I do several requests of Council.

1. On Sunday, Dec 11 can we allow several Quads to be in that area to give "Hay Rides" to the children? I will be in contact with the Club and see if there are any Squad members who have a small trailer and they can give rides slowly up and down the alley.
2. Because of the amount of traffic, and seeing people drive around the bluff the last few years of us having the Christmas Train, I am requesting for the safety of our children that traffic control can possibly be done by the Quad Squad and Cadets? The Quads would be able to be on the street in the West Coleman Area as well as directing traffic at the corner by the Coleman Fire hall. (18th Ave & 76th St.)
3. Does the municipality have signage and barricades that we could borrow for that day? Would there be municipal employees to put them out and take them down? We need to block off the whole alley to unauthorized vehicles. The only vehicles we want right there are: EMS, Rescue, Fire Dept, Quad Squad, RCMP, York Creek and/or Mountain View Bus, Our vehicle(s) for the food.
4. Does the council need to authorize the permit for the Fire Dept to have Barrel/Drum fires? Can you do all of the above for us?

Included is a list of possible plans for the day, not including what others might want to do for the day.

12931, 20th Avenue, Blairmore, Alberta - Email: cnpfoodbank@shaw.ca

Phone & Fax: 403-564-5110

Mailing Address: P.O. Box 675, Blairmore, Alberta, T0K 0E0

1/1

B. 07/11/11

8a



A hand up, not a hand out

OUR TENTATIVE PLANS – Pre-Train

Hot Dog/Hot Drink & Popcorn Sale? (Not if the Grand Union or Legion is going to do something)
Gathering of Non-perishable food items
Coin Collection
Music by local talent until the train arrives.
Tin Tummy and Municipal Mascots????
Quad Squad Hay Rides?

Bonfire/Drumfires by the Coleman Fire Dept.

OUR TENTATIVE PLANS - POST TRAIN

Sit on Santa's knee in a winter wonderland (*Grand Union Miners Cafe*)
Photos for a fee.
Presentation – Shael's Sox for Santa
School Children – Christmas Train Coloring/Art Medium Contest.
1 male and 1 female winner from each of the schools. Prize to be awarded on the train!

Free Hot Chocolate

The train opens up to a stage and we listen to two Canadian Artists. There will be a check presentation to us as well as Shael's Sox for Santa Presentation. (Tentative). Prizes awarded to the students for artwork depicting the Christmas Train event.

Train is here for approx one hour and can be here early or late. That time includes set-up and takedown of the stage.

We would encourage the community to come out and help the Food bank, celebrate Christmas and enjoy the afternoon.

Thank you for your time in looking at our event.

Carmellia Saretzky
Food Bank Coordinator

12931, 20th Avenue, Blairmore, Alberta - Email: cnpfoodbank@shaw.ca

Phone & Fax: 403-564-5110

Mailing Address: P.O. Box 675, Blairmore, Alberta, T0K 0E0

**PROTECTIVE SERVICES
FIRE CHIEF'S MEETING
August 29, 2011**

Bellevue Fire Hall - 7:00 p.m.

ATTENDANCE

Trent Fraser
Jamie Margetak
Jerry Newman
Doug Cox
Wayne Robotka

Kevin Robins – Acting CAO
Siegbert Gail – Councillor
Tracey Linderman–Rec. Secretary
Mike Taje
Steve Crane

CALL TO ORDER

Trent called the meeting to order 7:10 p.m.

ADOPTION OF AGENDA

Agenda accepted with additions,
Equipment Inventory – year/make/model as well as small capital items(hose, bunker gear...)

ADOPTION OF MINUTES

Motion by Jerry N. to adopt the notes of June 29, 2011. Carried.

DELEGATIONS –

None.

CORRESPONDENCE

BUSINESS ARISING FROM THE MINUTES

Training Procedures -

Discussed the concerns of training for members or new volunteers and costs. Individuals courses are not available at the Vermillion Training Center , they only offer courses required all together in a 3 month time frame.

- 1) **Liability for Protective Services – The Municipal Government Act covers all Volunteer members and the they have the right to refuse tasks if not comfortable.**
- 2) **Response Protocol – Mutual Agreements used by 911 Foothills dispatch (Black Diamond). Calls from dispatch can be patched through to departments needed, usually 60 seconds no longer then 90 seconds, with departments recording where they respond to. Calls should be recorded at both ends of conversations. Would like to know the circulation of recorded calls, how long they store information before discarded.
Reasonable response time for departments – 5 man crew before pumper leaves. Have 5 on the scene and no building entry with less than 5.**
- 3) **Fire Department Master Plan – Standards set in 2001 and new plan made after the 2003 fire.**

Under the plan the volunteer fighters are paid for –

Practice – \$12.36/hr
Call –Outs - \$15.00/hr
Honorarium – \$444.19(Chief)
\$250.00(Deputy Chief)

NEW BUSINESS

Three Year Budget - Kevin would like the departments to build a three year budget based on strategic plan of the Municipality. When creating remember to include training and recruitment. Make sure all equipment that needs to be replaced, incentive to recruit new members such as a recommendation to council to increase loss of life insurance to \$300,000.00, SCBA Packs.

Capital Fleet Replacement Program – Fire Trucks need to be included. Turnover on front line trucks are no more than 15 years or at least 10 years. Discussed Hillcrest truck is 21 years old with a 2003 pump. Ladder trucks are required by law to inspect the ladder on trucks over 15 years old. Ladder truck is 35 years old.

Council would like to approve a 3 year budget for 2012-2013-2014. A template will be supplied to departments if needed. Would like to set a date for departments to work on completing the budget. Council would like to see the big picture to plan and inform citizens what dollars are needed to support the budget.

Replacement needs to be reviewed for equipment and SCBA packs as well as a plan for minimum to maximum response time for departments. **Would like to have a list of employers of the volunteer fire fighters which should be acknowledged by the Municipality.**

Ideas such as covering wages up to 5 hours on scene, host events to include employers and firefighters/families as appreciation. Recruitment incentives for volunteer firefighters such as tax incentives. Review the service awards of long term volunteers with incentives such as investment certificates.

Discussed having water hydrants color coded to the size of the water line. Would like to see a 6-8 inch water line in southeast Blairmore for use.

Kevin would like monthly meetings with a weekend that all departments can attend to complete 3 year budget for Protective Services. Please have preliminary information compiled and give to Recording Secretary.

Back Country Rescue – Back country rescues are requested by the RCMP. Mutual Agreement with Pincher Creek and Ranchlands and they do not pay for service, and partial reimbursement for RCMP. Review Fee for Service Agreement or is it a Mutual Agreement? Fees should be 50% above costs.

Fire Bans – In regards to Lost Lemon Campground and Municipal Boundaries. Would like to have all campgrounds to be on same standards when a fire ban is in place.

Municipal boundaries are set up with legal boundaries any other area is and agreement. Would like to take boundary document back to Council to have approved. **Jamie will call Rick Arthur to see if he has information.**

Date of next Meeting – Thursday September 15, 2011- review preliminary budget items.

Next Regular Meeting October 13th Coleman Fire Hall

ADJOURN - Motion by Jerry Newman to adjourn the meeting at 9:45 pm.

Please hand in a list of available dates that you are available for a weekend to finish 3 year budget by September 23rd to the recording secretary.

MINUTES OF A MEETING

**Municipality of Crowsnest Pass
Culture & Recreation Board
Regular Monthly Meeting
Committee Meeting Room at the Municipal Office
Monday, September 26, 2011**

In Attendance:

Pam Somerville

Janis Entem

Katherine Mertz

Absent

Sarah Gallant

Sean Michalski

Andrew Saje

Administration:

Myron Thompson, Director of Operational Services

Donna Tona with Transitional Solutions

Marion Vanoni, Director of Finance and Systems

Tracey Linderman, Culture & Recreation Recording Secretary

CALL TO ORDER

Meeting called to order by Donna Tona at 7:05 p.m.

ADOPTION OF MINUTES

Minutes of May 29, 2011 available

ADOPTION OF AGENDA

Agenda accepted.

No Motion to accept the Minutes.

DELEGATIONS

No delegations scheduled .

NEW BUSINESS

Donna Tona introduced herself and chaired the meeting.

Discussed the Recreation Board operating under a bylaw and feel the board should be operating as a committee of council under a Terms of Reference , reporting to administration. **The board will recommend rescinding the current bylaw and replacing the board bylaw with a resolution by council with terms of reference.**

1. Create a list of the purpose of the board, who are they and what is their purpose? The board would like to attend council to report on recreational and cultural programs. Have priorities, assignments to accomplish as a board. Contribute and be more involved with recreation/cultural programs in the community. Work with management team to be involved in facility planning process and be aware of what is being funded by Municipality. Bring value to the community and make sure we are funding the right programs.

Council is planning a 36 month budget and the Recreation Board will be part of this plan. Council will be board authorities of ski hill and pool to see how they operate. Would like to have a list of groups that fall under the umbrella of the Municipality.

The BMX park is underway and the kids are using the facility regularly. Concerns as to liability issues as the park is not completed.

Discussed Board Membership – drive for membership to fill vacant board membership with members experienced with culture and heritage.

Received resignation letter from Beth Foucalt, she was sent a gift certificate in appreciation for her volunteer service as a board member.

Would like to have a meeting earlier than the next general meeting to discuss terms of reference and board replacement.

Discussed the Culture and Recreation Master Plan. Had a copy of the 2003 Master Plan however Pam had a copy of master plan draft dated 2008. Would like to updated this document and talk to user groups.

CORRESPONDENCE

Invitation from Council – The Board has been invited as leaders of a key group to review with Council its Strategic Plan seeking advise and wisdom on October 5 at 9:00 am at the Provincial Building Room 120.

Fee Waiver Request – discussed letter from the CNP Skating Club and would like to invite the skating club to the October general meeting. Discussed the process when waiving fees and would like to prepare a report to board so they can review the budget and request. This information will help to make recommendations.

ROUND TABLE DISCUSSIONS

Summer Sun Celebration Festival is a new event hosted in Bellevue. This event was new to our community this summer and ran three times on the last Thursday of summer months. Janis mentioned the group is applying for Society status to continue the event annually and successfully.

Pam mentioned the Orchestra has started and she encourages anyone who is interested in joining to come out.

NEXT MEETING

- Next meeting scheduled for Thursday October 13, 2011 at 7:00 p.m. at the Municipal Office Committee Room downstairs.
- Regular General Meeting October 24th, Municipal Office Committee Room

ADJOURNMENT

MOTION #101/11: Motion to adjourn at 8:50 p.m. by Pam Somerville. CARRIED.

Chairman

Recording Secretary

MUNICIPALITY OF CROWSNEST PASS
SUBDIVISION AND DEVELOPMENT AUTHORITY
WEDNESDAY, SEPTEMBER 28, 2011

PRESENT: Susan Wagner, Chairman
Bill McIntyre, Vice-Chairman
Dale Paton
Loretta Thompson
Jerry Lonsbury, Councillor

ADMINISTRATIVE: Glen Snelgrove, Municipal Assessor
Mike Burla, O.R.R.S.C.
Bev Cole, Development Officer
Karen Lonsbury, Recording Secretary

Meeting called to order at 4:00pm

ADOPTION OF AGENDA

MOTION by Dale Paton to approve the agenda of August 31st, 2011 with the following addition.

*Addition: New Business: 4. October Meeting Date
5. Update - Land Use Bylaw Revisions*

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

MOTION by Loretta Thompson to approve the minutes of August 31, 2011 as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING

- 1. Provided as Information** - Correspondence dated March 17, 2010 and addressed to the previous Chairman of the Authority from the previous C.A.O. commenting on secondary suites and the Authority's question on having the homeowner reside in the residence.

MUNICIPALITY OF CROWSNEST PASS
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WEDNESDAY, SEPTEMBER 28, 2011

2. Louis Caissie – Secondary Suite Stop Order

Deadline to remove the secondary suite was September 6, 2011 and Mr. Caissie has complied with the Stop Order. An inspection was done and all of the appliances have been removed. Mr. Caissie indicated that only one family will be renting the premises.

3. Kennedy “Pergola” Structure

The Kennedy’s appealed the Authority’s decision to have the “pergola” structure removed and the Appeal Board denied the Kennedy’s and upheld the decision of the Authority. The Kennedy’s have until September 30, 2011 to remove the structure from the property.

4. Tuck Retaining Wall – Block R, Plan 6432FE (2314-207 St.) Bellevue, AB ~~Ward~~ ~~III~~

The Development Officer issued a Stop Order and Mr. Tuck has appealed the Order and the Appeal will be held October 3, 2011.

CORRESPONDENCE

- 1. Devon Canada Corporation** – Correspondence received from Devon requesting an extension on their Wind Turbine Project for one year expiring September 30, 2012. A previous 6-month extension was approved by the Authority and expires September 30, 2011. To date the application has cleared the technical review by the Alberta Utilities Commission (AUC) and as part of that process the project notification and opportunity to object closes September 9, 2011. The AUC is aware of 3 objections to the project. These objections will require dispute resolution which has no fixed timeline and therefore Devon is requesting the one-year extension. Discussion followed on the wording in the Land Use Bylaw and the lack of conditions to accommodate dispute resolution.

***MOTION** by Dale Paton to stick with the original extension of 6-months expiring September 30, 2011 and noting that the Authority is restricted by the terms in the Land Use Bylaw and it is with regret that Devon must reapply.*

CARRIED UNANIMOUSLY

MUNICIPALITY OF CROWSNEST PASS
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DEVELOPMENT PERMIT APPLICATIONS

1. **414629 Alberta Ltd. (Suresh Sharma) - Plan 1110935, Block 33, Lot 23 (15250 - 20 Ave.) Frank, AB ~~Ward 11~~** Application for the construction of a liquor store as the proposed building on the property. Development complies with all setbacks and parking requirements. Drive-In Commercial zoning allows for retail sales as a discretionary use secondary to an approved use and a waiver will be required as there is not an approved business on the site. Alberta Transportation has been notified and has no objections to a liquor store on the property but a permit from them will be required.

Discussion followed on consolidation of the properties and the requirement for a site plan that would show the entry into the A & W drive-thru, the Fas Gas tanks and environmental easements. Also requested, Department of Fisheries comments and to have Alberta Transportation to the next meeting to discuss the lack of turn lanes, the heavy amount of traffic in the area and possible curbing suggested by Alberta Transportation.

MOTION by Bill McIntyre to table the application pending the presence of Alberta Transportation at the next meeting and comments from D.F.O. and the addition of more information, a site plan showing access to the A & W drive-thru, stacking room for the service station and access in relation to the proposed development.

CARRIED UNANIMOUSLY

NEW BUSINESS

1. Fragmented Parcels

Discussion followed on subdivision policies for various extenuating circumstances. Mike Burla will bring a `smattering` of information and pictures for review and possible inclusion into the Land Use Bylaw.

2. CNP Economic Development Plan - Task Force

Councillor Lonsbury noted that almost all of the items contained in the Task Force Report have made their way into the Municipal Strategic Plan to be released the later part of October. Items will be parceled out to those who are knowledgeable in the respective areas.

Chairman Wagner indicated that the Authority will wait for direction from Council.

MUNICIPALITY OF CROWSNEST PASS
SUBDIVISION AND DEVELOPMENT AUTHORITY
WEDNESDAY, SEPTEMBER 28, 2011

3. South Saskatchewan River Basin Draft

A committee of Council is reviewing and will respond to the workbook, due date for the submissions is December 31, 2011. Discussion followed on the importance of the project, Bill 36, the possibility of an election and how that may change the outcome of the project. It was also noted that some items have been identified by O.R.R.S.C. that are of significant value or consequence to the Crowsnest Pass.

O.R.R.S.C. is working on comments and if there's a time crunch copies will be passed to Municipalities for approval with caveats. Chairman Wagner asked Councillor Lonsbury if the committee of Council would like members of the Authority working in consort with Council. Chairman Wagner, Dale Paton, Loretta Thompson and Mike Burla as technical advisor all expressed interest. Other members of the Authority not in attendance will be contacted to see if there is additional interest.

4. October and Upcoming Meeting Dates

The next regular meeting schedule is as follows:

- October 26th meeting will be held on November 2, 2011
- November 23, 2011
- December 21, 2011

5. Update on Land Use Bylaw Revisions

Mike Burla noted that the mapping for the Land Use Bylaw is complete and now they will be checked to see if the zoning matches what is "on the ground." Split zoning areas identified will be brought to the attention of the Authority. The definition section is also being scrutinized by colleagues. The Administrative section is completed and will be sent out prior to the next meeting so it can be reviewed.

ROUND TABLE

- Discussion followed on the Land Use Bylaw Revisions and Mike Burla noted that he expected to have the Bylaw available by the end of the December.
- Donna Tona contracted by Transitional Solutions is conducting a bylaw review.

MUNICIPALITY OF CROWSNEST PASS
SUBDIVISION AND DEVELOPMENT AUTHORITY
WEDNESDAY, SEPTEMBER 28, 2011

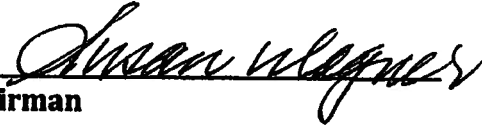
ADJOURN

MOTION by Loretta Thompson to adjourn the meeting at 6:10pm

CARRIED UNANIMOUSLY



Development Officer



Chairman

DELEGATIONS

Mr. Tim Juhlin- Establish Society to Raise Funds for Indoor Swimming Pool

Tim Juhlin, Randall Shemko and Marina Irwin presented their citizen's initiative to set up a society with the mandate of fund raising for the development of a recreational and cultural facility for the Community. This group expressed a desire for this proposed society to work closely with other community groups, such as Community Futures, as well as with Council and Administration.

Discussion included:

- The importance of planning and anticipating costs beyond the construction stage, by considering both maintenance and operational expenditures.
- The multi-generational appeal of a Recreational Center. This facility would be a draw for all age groups within the Community from young families, to the senior population.
- This facility could be a great opportunity to showcase green technologies such as Clean Coal and as such could create a unique opportunity for corporate sponsorship.
- The decision to go ahead with a Community Recreational Center must ultimately be a decision that is made by the Community. Obtaining community participation for design, as well as services that would be available in the facility was discussed.
- Possible services that could be included in the Recreational Complex included; aquatic center, indoor track, racquet ball courts, weight room, gymnasium dance studio, live theatre facility, food services, retail, weight lifting and multi-use conference and meeting rooms.

TOPICS FOR DISCUSSION

Alberta Pro Cycling Challenge

The Municipality has received correspondence from the Alberta Peloton Board who is seeking letters of support from interested communities in support of a multi-day, professional bicycle event called the "Alberta Pro Cycling Challenge." Kevin Robins, Interim Chief Administrative Officer has drafted a letter in support of this event and has submitted it for Council's approval.

Policies

Marion Vanoni, Director of Finance & Systems presented four drafts of Policy and Procedure.

1. **Draft- Triennial Budget Policy & Procedure**

This policy was presented to Council for review; its creation was in response to Council's direction, to change the budgeting process from annual to triennial. Mrs. Vanoni identified the triennial budgeting process as being a very forward looking process.

2. **Draft- Progressive Discipline Policy and Procedure**

This policy was initially developed by Administration in May/June 2011 and was reviewed by Brownlee LLP who initiated substantive changes to this policy, which was presented to Council for review.

3. Draft- Drug, Alcohol and Substance Abuse Policy & Procedure

This policy was developed by Administration in May/June 2011 and was reviewed by Brownlee LLP, a revised policy was presented to Administration on September 15th, 2011, and this policy was presented to Council for review.

4. Revised – Reserve Policy and Procedure [approved Policy # 1700-01- June 7, 2011]

This original policy was adopted by Council on June 7, 2011. Having reviewed the policy and procedure format and content, Administration has revised the policy and procedure to be as succinct as possible in addition to being more reflective of the fiscal development of Municipality Reserves through the Triennial Budgeting Process. This revision was presented to Council for review.

Myron Thompson, Director of Operational Services presented a draft of Bylaw No. 824, 2011.

5. Draft- Heavy Truck Route Bylaw No. 824, 2011

The Heavy Truck Route Bylaw No. 824, 2011 was presented, this bylaw deals with issues surrounding the movement and parking of heavy trucks within the Municipality of Crownsnest Pass. Administration will be recommending that the Heavy Truck Route Bylaw be merged into a Traffic Bylaw.

Discussion included:

- Section 10.2 which provided for short term, including overnight parking on the service road exiting off and adjacent to Highway 3 near the midpoint between Blairmore and Coleman. There were concerns raised that this roadway would become a parking lot. Mr. Thompson stated that this location offers very limited parking; in addition the gradient on this roadway may curb overuse. The issue of turning trucks impeding traffic on Highway 3 as well as possible assumptions on behalf of the truck drivers that this road would be sanded and plowed was also discussed.

Communication

Mayor Decoux presented this agenda item regarding streamlining the timeframe in which the Municipality releases Council Minutes. Mayor Decoux suggested that the minutes be released in an “unapproved” version by noon of each day following a Council Meeting. This measure will improve communication between Council and the Community.

Wreath Laying for Remembrance Day Ceremonies

- Councillor Gail will attend Remembrance Day Ceremonies at the Blairmore Legion.
- Councillor Lonsbury will attend Remembrance Day Ceremonies at the Bellevue Legion.
- Councillor Mitchell will attend Remembrance Day Ceremonies at the Coleman Legion.

Upcoming Council and Governance & Priorities Meetings

November 15, 2011 Council Meeting- Deferred to November 29th, 2011

November 22, 2011 Governance & Priorities Meeting- Deferred to November 29th, 2011 5 PM

December 6, 2011 Council Meeting

- December 13, 2011 Governance & Priorities Meeting
- December 20, 2011 Council Meeting- *Cancelled-Subject to Change*
- December 27th, 2011 Governance & Priorities Meeting- *Cancelled*
- January 3rd, 2011 Council Meeting- *Cancelled*

IN CAMERA

G#174-11: Councillor Gail moved that Council go In Camera at 8:35 pm.

CARRIED

RECESS/ RECONVENE

Mayor Decoux declared a five minute recess.

OUT OF CAMERA BUSINESS

G#175-11: Councillor Gallant moved that Council come Out of Camera at 9:12 pm.

CARRIED UNANIMOUSLY

AJOURN

G#176-11: Councillor Mitchell moved to adjourn the meeting at 9:13 pm.

CARRIED UNANIMOUSLY

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Council Meeting
Meeting Date: November 29th, 2011
Originated By: Myron Thompson, CAO
Subject: Heavy Truck Route Bylaw No. 824/2011

Policy Committee Recommendation:

That Council give first reading to the Heavy Truck Route Bylaw No. 824/2011.

Background:

Currently the Municipality is faced with issues surrounding the movement and parking of heavy trucks within the boundaries of the Municipality of Crowsnest Pass. The Heavy Truck Bylaw was developed by Administration and reviewed at the October 19th Policy Committee Meeting followed by review at the Governance & Priorities meeting of November 8th 2011. At this meeting administration was asked to request Alberta Transportation's comments on the use of the service road extending northward and paralleling Highway 3 west of the Highway 3/20th Avenue intersection. It was determined this roadway remains as government owned land and that they are not agreeable in issuing permits for truck parking as in the past they have found the sites were left in unacceptable condition - ie garbage scattered on site, truck maintenance performed on site leaving contaminants and site surfaces left unmaintained

Discussion:

The bylaw as originally drafted has been amended to review all text and graphics relating to the use of the service road as described. The bylaw as drafted will provide a mechanism to enforce unwanted activities as it relates to heavy truck use. In the near future Administration will be recommending that the Heavy Truck Route Bylaw be merged into an amended Traffic Bylaw.

Approvals:

CAO

A handwritten signature in blue ink, appearing to be "Myron Thompson", is written over a horizontal line.

Department Head

Alternatives:

Council may choose not to recommend the Bylaw be brought forward to Council.

Attachments:

- Draft Heavy Truck Route Bylaw 824/2011

MUNICIPALITY OF CROWSNEST PASS

HEAVY TRUCK ROUTE BYLAW

BYLAW NO 824/2011

A BY-LAW OF THE MUNICIPALITY OF CROWSNEST PASS, IN THE PROVINCE OF ALBERTA, TO REGULATE HEAVY VEHICLES USE WITHIN THE MUNICIPALITY OF CROWSNEST PASS.

WHEREAS the Municipal Government Act, R.S.A. 2000, c M-26 and amendments thereto allows a municipality to pass bylaws and delegate authority with respect to streets under its direction, control and management and transportation thereon;

AND WHEREAS the Traffic Safety Act, R.S.A. 2000, c T-6, authorizes a municipality to make bylaws to regulate and control vehicles;

AND WHEREAS the Traffic Safety Act, R.S.A. 2000, c T-6, provides that a municipality may regulate the maximum gross weight that may be borne by a vehicle or a combination of vehicles;

AND WHEREAS the Dangerous Goods Transportation and Handling Act, R.S.A. 2000, c. D-4, authorizes a municipality to make bylaws designating routes and the time of travel of vehicles transporting Dangerous Goods and prohibiting the carriage of Dangerous Goods on specified highways within the municipality;

AND WHEREAS the Council of the Municipality of Crowsnest Pass deems it desirable for the safety and security of its citizens and their property to regulate Heavy Vehicle traffic through and within the boundaries of the Municipality of Crowsnest Pass.

NOW THEREFORE, the Municipal Council of the Municipality of Crowsnest Pass in the Province of Alberta, duly assembled now, hereby enacts as follows:

PART 1 SHORT TITLE

This bylaw shall be cited as the "Heavy Truck Route Bylaw".

PART 2 DEFINITIONS

The definitions contained in the Traffic Safety Act, and the Dangerous Goods Transportation and Handling Act for the Province of Alberta shall apply to this Bylaw unless specifically set out herein;

In this Bylaw:

- 2.1 **"Alley"** means a narrow roadway intended primarily to provide access to the rear of buildings and parcels of land;
- 2.2 **"Bylaw Enforcement Department"** means the Bylaw Enforcement Department of the Municipality of Crowsnest Pass;
- 2.3 **"Carrier"** means any person, firm or corporation conveying Goods including those determined to be dangerous in, into, through or out of the Municipality by any vehicle;
- 2.4 **"Chief Administrative Officer"** means the Chief Administrative Officer of the Municipality of Crowsnest Pass, as appointed by Council and hereinafter referred to as the CAO or appointed designate;
- 2.5 **"Council"** means the Municipal Council for the Municipality of Crowsnest Pass;
- 2.6 **"Curb"** means the actual curb, or in the absence of a curb, shall mean the division point between a roadway and the sidewalk or boulevard;
- 2.7 **"Dangerous Goods Route"** means those highways located within the Municipality identified as a Dangerous Goods Route in Part 6 of this Bylaw.
- 2.8 **"Double Parking"** means the parking of any vehicle on a highway parallel to a vehicle that is parked beside the curb or to the rear of any vehicle that is angle parked at the curb;
- 2.9 **"Emergency Vehicle"** means a motor vehicle used:
- a) for police/peace officer duty
 - b) by a fire department,
 - c) as an ambulance,
 - d) for purposes relating to maintenance of a public utility and designated as an emergency vehicle by the R.C.M.P.;
- 2.10 **"Gross Weight"** includes both:
- a) the total maximum weight transmitted to the highway road surface by all the axles of a vehicles used on the public highways aforesaid determined in accordance with the *Traffic Safety Act* and the regulations thereunder.
- 2.11 **"Heavy Vehicle"** means a vehicle with or without load, exceeding any of the following:
- a) 2 axes;

- b) 6 meters in length;
 - c) a gross weight of 5450 kilograms (kg)
- 2.12 **"Heavy Truck Route"** means those highways located within the Municipality and identified as the Heavy Truck Route in Schedule "A" of this Bylaw;
- 2.13 **"Highway"** will have the same meaning as defined in the Alberta Traffic Safety Act, R.S.A 2000, Chapter T-6, and all subsequent amendments and replacements, but shall be restricted to highways within the boundaries of the Municipality of Crowsnest Pass, but not including those under Provincial jurisdiction;
- 2.14 **"Loading Zone"** means a portion of a street set aside adjacent to a curb designated for the exclusive use of vehicles for the loading or unloading of passengers or of material;
- 2.15 **"Maximum Weight"** means:
- a) the maximum weight of a vehicle as recorded on the certificate of registration for such vehicle, or
 - b) If there is no certificate of registration for the vehicle, then the combined weight of the vehicle and the heaviest load that may be carried in accordance with the Commercial Vehicle Dimension and Weight Regulation A/R 315/202 and all subsequent amendments and replacements will be utilized.
- 2.16 **"Municipality"** means the Municipality of Crowsnest Pass;
- 2.17 **"Operator"** includes, but is not limited to, a person who drives or operates a vehicle as the owner thereof or as an agent or employee of the owner;
- 2.18 **"Park"**, means to allow a vehicle (whether occupied or not) when prohibited to remain motionless in one place except;
- a) when vehicle is motionless for the purpose of and while actually engaged in loading or unloading; or
 - b) when vehicle is motionless in obedience to a Peace Officer or traffic control device;
- 2.19 **"Peace Officer"** means:
- a) a member of the Royal Canadian Mounted Police;
 - b) a Bylaw Enforcement Officer, as appointed by the Municipality to enforce bylaws of the Municipality, or
 - c) a Community Peace Officer as appointed by the Solicitor General of Alberta.
- 2.20 **"Permit"** means the authorization to operate trucks on municipal roadways other than those identified as a Heavy Truck Route as per Schedule "C";

- 2.21 **"Recreation Vehicle"** means a motor vehicle designed, constructed, modified or equipped as a temporary dwelling place, living abode or sleeping place;
- 2.22 **"Semi – trailer"** means a vehicle of the trailer type so designed and utilized in conjunction and coupled with a motor vehicle that some pursuant part of its own weight and that of its load rest upon, or is carried by, another vehicle;
- 2.23 **"Temporary Truck Route"** means a highway or portion thereof designated as a temporary truck route pursuant to Part 5 of this Bylaw;
- 2.24 **"Trailer"** means a vehicle that:
- a) at any time is towed on a public highway by a self propelled vehicle
 - b) is intended for the conveyance of goods and materials of any kind, and
 - c) shall be deemed to be a separate vehicle and not part of the motor vehicle by which it is being towed.
- 2.25 **"Truck "** means:
- a) a truck –type vehicle with a maximum weight in excess of 5,450 kilograms;
 - b) any self propelled vehicle not primarily intended for the conveyance of passengers, and normally referred to as a tractor unit; or
 - c) a tractor, motor grader, road building or road maintenance equipment, construction equipment, other than truck type vehicles, regardless of weight.
- 2.26 **"Unrestricted heavy truck zone"** means an area as described in Part 5 and indicated on Schedule "B" of this Bylaw;
- 2.27 **"Violation ticket"** means a ticket issued pursuant to Part II of the Provincial Offences Procedure Act, RSA 2000, Chapter P-34, as amended and any regulations thereto;

PART 3 PROHIBITION

- 3.1 No person shall operate a semi-trailer or heavy truck on any highway except;
- a) on the heavy truck route identified in Schedule "A"
 - b) in any unrestricted truck zone as identified in Schedule "B"
 - c) on a temporary truck route designated under Part 5.
- 3.2 No person shall operate a semi-trailer or heavy truck of any kind on any highway:
- a) with a maximum weight in excess of 5,450 kgs: or
 - b) having a combined weight including the drawing vehicle of 5,450 kgs
- except:**
- a) on the route identified in Schedule "A"
 - b) in an unrestricted truck zone as identified in Schedule "B" or

c) on a temporary truck route designated under Part 5 of this Bylaw.

3.3 The provisions on this Bylaw shall not apply to:

- a) a house trailer, vacation trailer, or other similar mobile accommodation designed or used to provide accommodation or living quarters for one of more persons;
- b) Emergency Service Vehicles;
- c) Vehicles registered to and operated by the Municipality;
- d) Vehicles owned and operated under the authority of Provincial and federal agencies;
- e) Vehicles owned or leased by utility companies and utilized for works relating to the specific utility.
- f) Any other vehicle deemed exempt by the CAO.

PART 4 IDENTIFICATION OF TRUCK ROUTES

4.1 Heavy Truck route indicated in Schedule "A" may be signed whenever the CAO considers it necessary to indicate to drivers of trucks the highways permitted to be used as truck routes.

4.2.1 Notwithstanding any other provisions of this Bylaw, no sign or other indication need to be placed on a highway which is not a heavy truck route to indicate to or warn parties using the highway that heavy trucks are not permitted unrestricted travel thereon.

PART 5 TEMPORARY HEAVY TRUCK ROUTES

5.1 When deemed necessary the CAO may cause signs or other traffic control devices to be placed on all or any portion of a highway designating the highway or portion thereof as a temporary heavy truck route.

5.2 Where alterations or repairs to a highway or other circumstances affecting travel thereon require the designation of a temporary heavy truck route the CAO may direct the signs and other traffic control devices be erected designating the route required as a temporary heavy truck route.

5.3 The designated temporary heavy truck route shall cease to be a temporary truck route after two weeks unless an extension is provided by the CAO.

PART 6 DANGEROUS GOODS ROUTE

6.1 For the purpose of this Bylaw the Dangerous Goods Route shall be considered to be Provincial Highway #3 only.

PART 7 SPECIAL PERMITS

7.1 The CAO may under circumstances which are considered to warrant a permit, issue a Special Permit, as identified in Schedule "C", authorizing the movement of a heavy truck on highways other than a heavy truck route.

7.2 Seasonal or short term permits may be considered and provided to resource companies

requesting use of the recreational road systems to haul forest products.

- 7.3 A person operating a heavy truck covered by a Special Permit shall produce the permit when required to do so by a Peace Officer.

PART 8 DIRECT ROUTES

- 8.1 A person operating a heavy truck may, for the purpose of making a delivery or supplying a service at a location off a heavy truck route, or for the purpose of carrying merchandise or material of whatever kind from a location off of a heavy truck route, operate the truck on the roadways for which form the most direct and accessible connection between a truck route and a delivery point, service point, or the collection point for merchandise or material, as the case may be, and shall also use such roadways when returning to the truck route.
- 8.2 Operators with subsequent delivery or provision of service may proceed to make subsequent delivery or service before proceeding by the most direct accessible connection to the nearest heavy truck route.
- 8.3 If any truck is housed at a location off a truck route, a person may operate the truck to and from the place where it is housed, and in doing so, shall drive it on a roadway forming the most direct accessible connection between the location where the truck is housed and a heavy truck route.

PART 9 REGISTRATION CERTIFICATE/WEIGH SLIP

- 9.1 An operator shall, when requested by a Peace Officer, produce for such officer's inspection the registration certificate issued showing the maximum weight of such truck bills of lading showing the origin and destination of the trip and the description of the load.
- 9.2 Particulars obtained by a Peace Officer from a registration certificate produced under Part 9.1 of the Bylaw and submitted as evidence in Court shall be prima facie proof of the particulars thereon without proof of the authenticity of the certificate and the particulars thereon.
- 3.3 In the event that a truck registration certificate cannot be produced, a Peace Officer may order the operator to take offending vehicle to the certified weigh scale to determine the weight and subsequent actions to be taken as it relates to enforcement.

PART 10 PARKING

- 10.1 No person being in charge or control of a truck shall park such truck or permit it to be parked on a roadway other than a heavy truck route or an unrestricted heavy truck zone, except during such times as the truck is being utilized in the making of a delivery or the performance of some work or service.
- 10.2 If a truck is found to be parked in violation of the provision of this bylaw, a Peace Officer may cause such truck to be removed to a location designated by the CAO. The owner or person in charge and control of the truck will be responsible for all costs associated with the removal of the truck in addition to any fine or penalty imposed due to the infraction.

- 10.3 Commercial businesses within the Municipality of which conduct businesses utilizing trucks will be allowed to park such trucks on their property. Owners and persons in charge and control of trucks are not allowed to park such trucks at their place of residence.

PART 11 PENALTIES

- 11.1 Any person who contravenes any of the provisions or requirements of this Bylaw is guilty of an offence and is liable for and subject to the penalties as set out in Schedule "D" attached to and forming this Bylaw.
- 11.2 Where a Peace Officer has reasonable grounds to believe a person has contravened any of the sections contained within this Bylaw the Peace Officer may issue and serve upon such person an offence ticket.

PART 12 EFFECTIVE DATE

Read a **first time** this _____ day of _____, 2011

Read a **second time** this _____ day of _____, 2011

Read a **third time and finally passed** this _____ day of _____, 2011

Mayor B. Decoux

Chief Administrative Officer

Municipality of Crowsnest Pass - Bylaw 824/2011

SCHEDULE "A"

HEAVY TRUCK ROUTE WITHIN THE MUNICIPALITY OF CROWSNEST PASS

THOROUGHFARE	FROM	TO
Provincial Highway #3	East Municipal Boundary	West Municipal Boundary

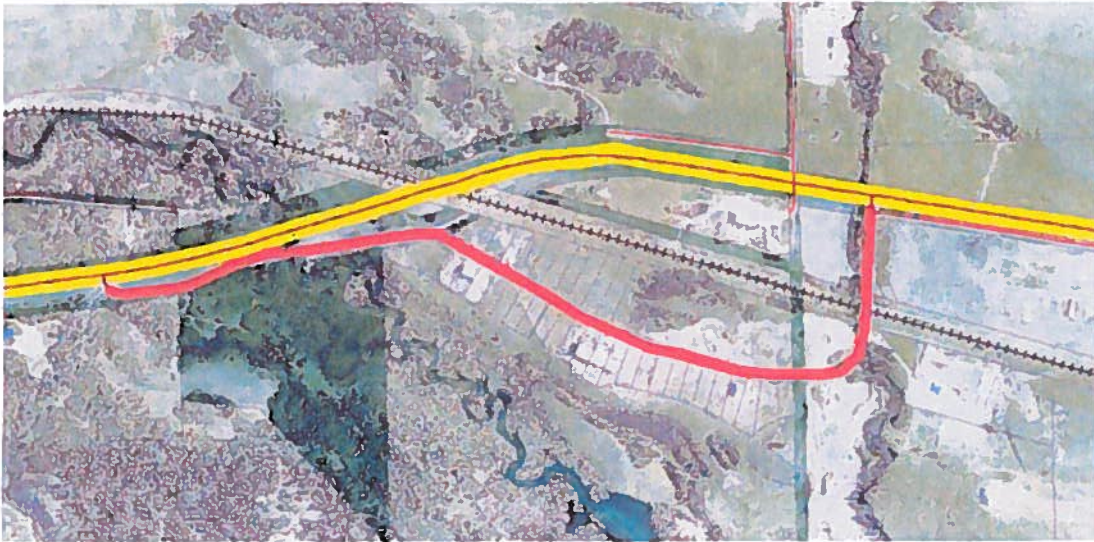
Municipality of Crowsnest Pass - Bylaw 824/2011

SCHEDULE "B"

UNRESTRICTED HEAVY TRUCK ZONE

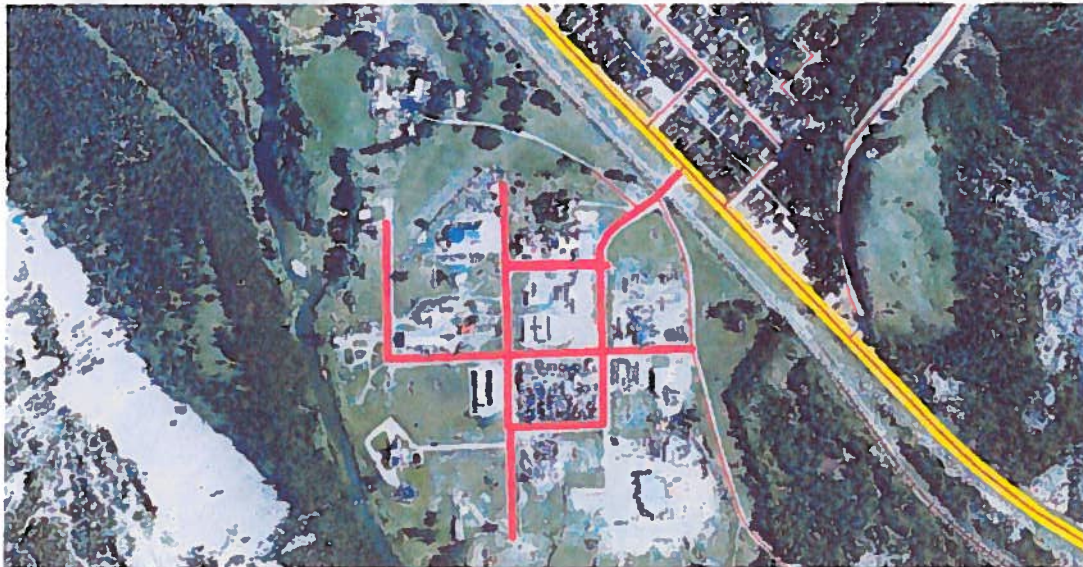
Zone 1- Sentinel Industrial Park Area

Includes all areas within the Sentinel Industrial Park Area as indicated on map (below).



Zone 2 – Frank Industrial Park Area

Includes all areas within the Frank Industrial Park Area as indicated on map (below).



Municipality of Crowsnest Pass – Bylaw 824/2011

SCHEDULE “C” - HEAVY TRUCK ROUTE – SPECIAL PERMIT

Off Route/Seasonal Permit # - _____

Permission is hereby granted to:

Name of Trucking Firm: _____

Name of Operator in charge or control of truck: _____

Vehicle Description (make/model): _____

Vehicle License Plate # _____

Address: _____

Telephone: _____

Type of Goods hauled: _____

Route

From: _____

To: _____

Roadway description (Street, Avenue, road name) _____

Permit Valid

From (date/time): _____

To (date/time): _____

Conditions:

1. This permit number or copy of this permit number (if issued by telephone) must be carried in the vehicle or vehicles affected.
2. The applicant shall notify the Municipality of Crowsnest Pass of any damage or loss that may arise from the operation of heavy truck on Municipal roadways.
3. The operator must take the most direct and accessible route to the prescribed destination.

Comments: _____

Date & Time Issued: _____

Signature of Applicant: _____

Signature of Peace Officer _____

Municipality of Crowsnest Pass – Bylaw 824/2011

SCHEDULE “D”

PENALTIES

<u>Part</u>	<u>Particulars</u>	<u>Penalty</u>
3	Heavy Truck Travelling off Heavy Truck Route	500.00
3	Operating over the weight restriction	500.00
6, 8	Failure to produce a permit or registration documents	200.00
9	Parking contravention	300.00

MUNICIPALITY OF CROWNEST PASS

BYLAW NO. 836, 2011

Property Tax Penalties Bylaw

A BYLAW OF THE MUNICIPALITY OF CROWNEST PASS (“the Municipality”), IN THE PROVINCE OF ALBERTA, TO SPECIFY A TIME THE PAYMENT OF CURRENT TAXES AND TO PROVIDE FOR THE IMPOSITION OF PENALTIES FOR NON-PAYMENT OF CURRENT TAXES TAX ARREARS.

WHEREAS

The Municipal Government Act, being Chapter M-31 of the Revised Statutes of Alberta, 2000, and amendments thereto, authorizes a Council, by Bylaw to impose penalties in the year in which a tax is imposed if the tax remains unpaid after the date shown on the tax notice:

**AND
WHEREAS**

The said Municipal Government Act further authorizes a Council, by bylaw to impose an additional percentage charge as a penalty for the non-payment of current taxes within the time limitation established:

**AND
WHEREAS**

The said Municipal Government Act, further provides that in the event of any taxes remaining unpaid after December 31st, of the year for which they are levied, the Council may, by bylaw, provide for the imposition of penalties in the next following year and in each following year thereafter so long as the taxes remain unpaid:

THEREFORE

The Council of the Municipality of Crowstest Pass in the Province of Alberta, duly assembled enacts as follows:

1. This Bylaw may be cited as the Property Tax Penalties Bylaw.
2. Property and other taxes imposed by the Municipality of Crowstest Pass are deemed to be imposed on the first day of January in each year and shall be due on June 30.
3. **Definitions:**
 - a. **Current Taxes** means all taxes which are imposed or levied in the current year in which they are imposed.
 - b. **Tax Arrears** means taxes that remain unpaid after December 31st of the year in which they are imposed.
 - c. **Local Improvement Tax** means taxes imposed by a Local improvement tax bylaw.
4. When current taxes remain unpaid after the due date noted in Section 2 of this Bylaw, there shall be added thereto a penalty of 20% on the first business day after July 1.
5. In the event of any current and tax arrears not paid on or before the 31st day of December in any year, there shall be added a penalty of 2% per month on the first business day of each subsequent month on all tax arrears.
6. The penalty charges are to be added to and shall form part of the unpaid taxes.
7. This bylaw and any subsequent amendments to this bylaw shall remain in force from year to year until repealed.
8. Nothing in this bylaw shall be construed to extend the time for payment of taxes, nor in any way impair or restrict any remedy available to the Municipality of Crowstest Pass for the collection of taxes.

9. Effective Date:

This bylaw shall be in effect as March 31, 2012 and the terms and conditions contained herein supersede any and all tax penalty rates formerly in effect.

Bylaw No. 821, 2011 is repealed.

Read a first time this _____ day of _____, 2011.

Read a second time this _____ day of _____, 2011.

Read a third time and finally passed this _____ day of _____, 2011.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Council Meeting
Meeting Date: November 29th, 2011
Originated By: Myron Thompson, CAO
Subject: Council Meeting Dates- December 2011 & January 2012

Policy Committee Recommendation:

That Council consider the recommendation of administration, as indicated on attached schedule, in establishing the dates for upcoming meetings in December 2011 and January 2012 taking into consideration other options provided and further that any change approved will take place on a trial period after such time an amendment to the Procedural Bylaw will be required.

Background:

Council and Administration have had recent discussions concerning changes to the frequency and times of meetings. One option considered was to continue with two (2) Council meetings per month and reducing the Governance and Priorities meeting to once monthly, scheduled during the afternoon prior to the Council meeting. Staff are finding that the current meeting schedule is impacting other work functions due to the considerable work required to assemble agenda packages.

Discussion:

Council has set December 6th for a regular Council Meeting and December 13th for a G&PC meeting. The Council meeting of December 20th and G&PC scheduled for December 27th have been cancelled, however should an additional meeting be required a the December 20th could be rescheduled. Administration is recommending that for the month of January that Council be held on the 2nd and 4th Tuesday at the regular meeting time with G&PC held at 4:00 pm on the 4th Tuesday prior to the Council meeting. Administration believes that the reduction of meetings can be attained by becoming more succinct and efficient in the new meeting format. This will also allow more time for Council and Administration to move forward and implement actions and goals set out

Approvals:

CAO 

Department Head _____

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under the strategic plan. It should also be noted that in the upcoming months additional budget meetings will need to be scheduled to work through the budget process.

Alternatives:

Council may choose to consider a number of additional options including one Council meeting and one G&PC per month. Administration feel the business of the municipality would not be compromised by this change.

Attachment:

- Schedule of proposed dates

Schedule of Proposed Council and Governance & Priorities Committee Meeting Dates

December 2011

December 6

- Regular Council Meeting – 7:00 pm

December 13

- Governance & Priorities Committee Meeting – 7:00 pm

December 20

- Regular Council Meeting – Cancelled – Subject to Change

December 27

- Governance & Priorities Committee Meeting - Cancelled

January 2012

January 3

- Regular Council Meeting – Cancelled

January 10

- Regular Council Meeting – 7:00 pm

January 24

- Governance & Priorities Committee Meeting – 4:00 pm
- Regular Council Meeting – 7:00 pm

Proposed Option – January 2012

January 10

- Regular Council Meeting – 7:00 pm

January 24

- Governance & Priorities Committee Meeting – 7:00 pm



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Council Meeting
Meeting Date: November 29th, 2011
Originated By: Myron Thompson, CAO
Subject: Improved Communication Initiative- Posting of Unapproved Minutes

Policy Committee Recommendation:

That Council approve the posting of “unapproved” minutes on the Municipal website following regular meetings of Council, and further that all efforts be made to complete the posting of these minutes by noon hour of the next day.

Background:

Council wishes to expedite and improve communications, therefore it has been requested of Administration that the “unapproved” minutes of all regular meetings of Council be posted on the Municipal website by noon the day following the meeting. This will provide residents the opportunity to retrieve accurate information from the Council meetings and reduce the propagation of inaccurate information.

Discussion:

Administration has developed a process that should allow the “unapproved” minutes to be completed within the timeline requested by Council. Administration will strive to meet the objective however should this request be unachievable this timeline may have to be extended to allow sufficient time to complete the function.

Alternatives:

To leave the posting of minutes unchanged.

Approvals:

CAO 

Department Head _____



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Council
Meeting Date: November 29, 2011
Originated By: Marion Vanoni, Director of Finance & Corporate Services
Subject: Triennial Budget Policy and Procedure

Administration Recommendation:

That the Governance and Priorities Committee recommend Council adopt the Triennial Budget Policy and Procedure as presented.

Background:

In response to Council's direction to change the budgeting process from annual to triennial, Administration has developed Triennial Budget Policy to facilitate the change in budget process. The Policy identifies the triennial budget as a key role in the Municipality's strategic framework by allocating financial resources to programs, services and facilities during a thirty-six month budget period.

The Procedure outlines the Fiscal Practices and Procedures that will guide the manner in which the Triennial Budget will be developed inclusive of the allocation, management and control of the Municipality's financial resources.

Discussion:

On October 26, 2011, the Policy Committee reviewed the draft Policy and Procedure and recommended it to the Governance and Priorities Committee which in turn has now recommended it to Council for approval.

Alternatives:

1. The Council may choose not to approve such a policy.
2. The Council may direct Administration to make further changes prior to adopting the policy.


Attachments:

- Triennial Budget Policy
- Triennial Budget Procedure

Approvals:

CAO

Department Head

	<h2 style="text-align: center;">Municipality of Crowsnest Pass Policy</h2>
Policy No.: Policy Title: Approval Date: Revision Date: Department:	Triennial Budget Finance and Systems

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.


1. Reason for Policy

- 1.1 The Municipality’s Triennial Budget Process:
 - 1.1.1 leads to accountability;
 - 1.1.2 is forward looking (3 to 5 years);
 - 1.1.3 encourages analysis, evaluation and challenge;
 - 1.1.4 encourages innovation and continuous improvement; and
 - 1.1.5 is a transparent process.

2. End of Policy

 Mayor

 Date

	<h1 style="text-align: center;">Municipality of Crowsnest Pass Procedure</h1>
<p>Policy No.: Policy Title: Department:</p>	<p>Triennial Budget Finance and Systems</p>

1. **The Municipal Triennial Budget Policy** is articulated by a series of Fiscal Practices and Procedures that will guide the manner in which the triennial budget develops, allocates, manages and controls financial resources available to the Municipality during the thirty-six month budget period.

2. **Fiscal Practices and Procedures:** Since fiscal conditions and circumstances continually shift and change in response to revenue generation and operational/capital requirements, these practices and procedures will serve as guidelines to ensure the integrity of the budgeting process and fiscal accountability of the Municipality to its residents.
 - 2.1 **Adoption of Operating and Capital Budgets:** Municipal Council must adopt an operating and capital budget for each calendar year in the triennial period **as per Sections 242 and 245 of the Municipal Government Act**

 - 2.2 **Operating Budget:**
 - 2.2.1 **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.

 - 2.2.2 **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. The management of the overall Budget is the responsibility of the Chief Administrative Officer.

2.2.3 Cause and 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~~ by using potential funding mechanisms rather than phasing them in over a period of time.

ii. The Chief Administrative Officer may fiscally respond to emergencies to a maximum of \$50,000. Such action shall be fully disclosed to Council at the next regularly scheduled Council meeting explaining the nature of the emergency, the amount of the expenditure and the manner in which the expenditure will be financed.

2.2.4 Deficiency:

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

2.2.5 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, judgemental 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.

2.2.6 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.

2.2.7 Debt Repayment:

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

2.2.8 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 to transfer funds from the budgeted contingency to the operational or capital budget.

2.3 Capital Budget: The Municipality will coordinate development of the capital budget with the development of the operating budget.

2.3.1 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 greater benefit to an area of the Municipality than to the whole Municipality.

2.3.2 Transportation/Infrastructure Grants:

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

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

3. End of Procedure

Approval

Chief Administrative Officer

Date



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Council
Meeting Date: November 29, 2011
Originated By: Marion Vanoni, Director of Finance & Corporate Services
Subject: Revised Municipal Reserve Policy and Procedure

Administration Recommendation:

That the Governance and Priorities Committee recommend Council adopt the Revised Municipal Reserve Policy and Procedure as presented.

Background:

The original policy and procedure was adopted by Council on June 7, 2011 (Policy #1700-01). Having reviewed the policy and procedure format and content, Administration has revised the policy and procedure to be as succinct as possible in addition to being more reflective of the fiscal development of Municipality Reserves through the Triennial Budgeting Process.

Discussion:

On October 26, 2011, the Policy Committee reviewed the draft Policy and Procedure and recommended it to the Governance and Priorities Committee which in turn has now recommended it to Council for approval.

Alternatives:

1. The Council may choose not to approve the revised policy and procedure.
2. The Council may direct Administration to make further changes prior to adopting the revised policy and procedure.

Attachments:

- Revised Municipal Reserve Policy
- Revised Municipal Reserve Procedure

Approvals:

CAO

A blue ink signature of the CAO, consisting of a stylized, cursive 'M' followed by a horizontal line.

Department Head

A blue ink signature of the Department Head, consisting of a stylized, cursive 'M' followed by a horizontal line.



Municipality of Crowsnest Pass Policy

Policy No.:	
Policy Title:	Municipal Reserve
Approval Date:	June 7, 2011
Revision Date:	October 26, 2011
Department:	Finance & Systems

Policy Statement

The Municipality shall establish Capital and Operational Reserves (Reserve Funds).

1. Reason for Policy

1.1 Reserve Funds are a financial commitment on the part of the Municipality of Crowsnest Pass to provide fiscal stability and sustainability for its future operations. Operating and Capital Reserve Funds are an integral component of the Municipality's overall financial strategic framework providing financial resources for:


- 1.1.1 long term capital planning;
- 1.1.2 non-recurring, unanticipated or emergent expenditures;
- 1.1.3 economic stabilization of the fiscal base resulting from fluctuations in revenues and expenditures; and
- 1.1.4 Innovative opportunities for the betterment of the Municipality.

2. End of Policy

Approval

Mayor

Date

	<h1>Municipality of Crowsnest Pass Procedure</h1>
Policy No.: Policy Title: Department:	Municipal Reserves

1. General Guidelines

1.1. Reserve Funds must be approved by Council and are considered during the Triennial Budget Process.

1.2. Guidelines:

1.2.1. Name of the Reserve Fund is clear and concise.

1.2.2. Purpose of the reserve fund is designated and clearly identified.

1.2.3. The relationship of the Reserve Fund to the Triennial Budget is clearly identified.

1.2.4. Identify the Source of Funds: Where are the funds coming from to support the Reserve Fund?

1.2.5. Reserve Funds will be fully funded by cash commitment.

1.2.6. Interest earned on a Reserve Fund will accrue to the Reserve Fund.

1.2.7. Reserves may be used to borrow internally to fund Municipal Projects.

1.2.7.1 Repayment terms (principle and interest) will be set by Council.

1.2.7.2 Interest that would normally be paid to a financial institution instead becomes interest income to the lending Municipal Reserve.

1.2.8. Thresholds for minimum and maximum fund levels will be established for each Reserve Fund.

1.2.9. Council will designate the financial transactions of the Reserve Fund as Restricted or Unrestricted.

1.3.0 Upon Council direction, Operating Surpluses may be transferred into a Reserve Fund with any remaining balance left as accumulated surplus.

1.3. Monitoring and Maintenance of Reserves

1.3.1. Reserve Fund levels are to be reported to Council:

- 1.3.1.1. Reserve levels as of the end of each fiscal year are to be reported to Council during the Annual Audited Financial Statement Presentation.**
- 1.3.1.2. Budgeted reserve levels are to be projected as part of the Triennial Budget Process. Projected ending reserve levels shall be measured against the Reserve Fund threshold.**
- 1.3.1.3. Reserve levels during the fiscal year are to be reported as part of the quarterly financial reviews presented to Council.**

1.3.2. If a variance occurs negatively impacting the established thresholds and/or established guidelines for a Reserve Fund, Administration must provide Council with recommended corrective actions.

2. End of Procedure

Approval

Chief Administrative Officer

Date