

AGENDA

GOVERNANCE AND PRIORITIES COMMITTEE MEETING

Tuesday, December 13, 2011
7:00 p.m.

1. **CALL TO ORDER**

2. **ADOPTION OF AGENDA**

3. **DELEGATIONS**

- a) Bellevue and District Agricultural Society, Joanne Trotz, President

4. **TOPICS FOR DISCUSSION**

- a) Temporary Return to Work Programs – Draft Policy & Procedure
- b) Revised Municipal Health and Safety Policy
- c) Website Discussion
- d) Financial Report for the period ending November 30, 2011

5. **IN CAMERA**

- a) Legal

6. **OUT OF CAMERA**

7. **ADJOURN**

Bellevue & District Agricultural Society

Although unknown by most, the Bellevue and District Agricultural Society has a long history in the Crowsnest Pass. This local agricultural society has been partnering with other groups to ensure the success of community events. As volunteers, we are currently pursuing a name change, “Crowsnest Pass Agricultural Society”, and have been diligently revamping our organization to be able to meet the needs of an ever-changing community. The mission of the society is to support and encourage, not only agricultural activities, but also other programs and events that improve the quality of life of the people living in the Crowsnest Pass and the surrounding rural area. In recent history, the society has contributed financially to groups such as-

- Kananaskis Rodeo Association
- Turtle Mountain Riding Club
- Coleman Community Society
- Bellecrest Association
- Communities in Bloom
- Crowsnest Heritage Initiative

We are setting some new and exciting goals, both short and long term, that will greatly benefit the community. We would welcome new members to be part as we continue to contribute to the programs, services and facilities that enhance the quality of life in the Crowsnest Pass and area. You can expect to hear more good things about us in the future as we continue to co-partner, host and support valuable events that make a difference in our community.

Bellevue and District Agricultural Society
President's Report
AGM 2011

Since its nomination at the Annual General Meeting in November of 2010, the board of the Bellevue and District Agricultural Society has been working hard to achieve the goals set out in the business plan. The first goal is to increase community awareness and this has been accomplished by purchasing a banner which was displayed at the rodeo, along with a written overview of what the Agricultural Society is. The board is also currently working on an updated logo. The second goal as stated in the plan is to revise the bylaws. The board participated in workshops with representatives from the Alberta Association of Agricultural Societies and was able to rewrite and register the new bylaws with Alberta Agriculture and Rural Development. The third goal is to revise the business plan and the board is continuing to update and improve the plan. The fourth goal is to educate the membership and this has been accomplished by some of the board members attending the annual conference. The fifth goal of the board is the development of policies. To date, three have been developed and more will be created as the need arises. Part of the mission statement of the Agricultural Society is to improve the quality of life in our community by developing programs. The society has developed new partnerships and assisted existing user groups in the following ways.

- Purchasing prizes for the Turtle Mountain Riding Club year end
- purchasing a new chute for the Kananaskis Rodeo Assoc
- co-hosting the rodeo by sponsoring non-pro events such as boys steer riding, mutton busting and the wild cow race
- hosting a cattle sorting clinic
- assisting the Coleman Community Society with their Country Market and purchasing recycle bins that could also be used by other user groups
- sponsorship of two local youths to the National High School Rodeo Finals
- contributing to floral displays in the community as provided by the Coleman Community Society, the Bellecrest Society, Hillcrest Mines Society and the Chamber of Commerce
- partnering with the Crowsnest Heritage Initiative to provide landscaping for the information kiosks
- assisting the Crowsnest Doors Open and Heritage festival by helping to print the brochures
- contribution to the Ecomuseum Trust for a new sign and surrounding landscaping for the entrance of the Bellevue Underground Mine
- hosting a beginner's team roping clinic at Allan Michalsky Ranch featuring former Canadian Rodeo finalists
- assisting the Bellecrest Society with Santa in the Park and with purchasing LED lights

The board is currently working on the annual report and anticipates having the document completed and submitted by the January 15th deadline. Other priorities in the new year will be establishing a budget, create a funding request form, pursue casino licencing and to request a name change for the society.



Municipality of Crowsnest Pass

Meeting: Governance and Priorities Committee
Meeting Date: November 29, 2011
Originated By: Marion Vanoni, Director of Finance & Corporate Services
Subject: Draft Policy & Procedure-Temporary Return to Work Programs

Policy Committee Recommendation:

That the Governance and Priorities Committee recommend Council approve the revised Temporary Return to Work Programs Policy and Procedure.

Background:

Over the last three years, the Municipality's lost time WCB injuries have increased dramatically resulting in significant costs to our experience rating not to mention the impact on staffing levels. In August of this year, this came to our attention when reviewing the number of employees that were either on WCB or LTD. In an attempt to address the problem quickly, we instituted a temporary return to work program prior to the approval of policy. This step forward was well received by both WCB and the Municipality's LTD Provider.

The program was set up on the fly as a reaction to immediate human resource issues and the potential for significant increases in WCB premiums due to high claims costs directly impacting the Municipality's experience rating. Although the program is evolving, we require the foundation of policy and procedure to move forward as we develop Temporary Return to Work Programs that will support the health and safety of Municipal Employees. Through early intervention into injury/illness claims, we can be more effective and efficient when managing the Municipality's WCB and LTD Programs.

Attachments:

- Draft-Temporary Return to Work Programs Policy
- Draft-Temporary Return to Work Programs Procedure

Approvals:

CAO

A blue ink signature of the CAO, written over a horizontal line.

Department Head

A blue ink signature of the Department Head, written over a horizontal line.



Municipality of Crowsnest Pass

Meeting: Governance and Priorities Committee
Meeting Date: November 29, 2011
Originated By: Marion Vanoni, Director of Finance & Corporate Services
Subject: Revised Municipal Health and Safety Policy

Policy Committee Recommendation:

That the Governance and Priorities Committee recommend Council approve the revised Municipal Health and Safety Policy.

Background:

The Health & Safety Policy is a mandatory document in the Municipality's Health and Safety Program documentation. Every three years, the Municipality's Health & Safety Program is externally audited through the Alberta Municipal Health & Safety Association (AMSHA) for which the Municipality's COR certification is received. Please note that the Municipality must conduct an internal maintenance audit in each of the two calendar years between external audits. A Certificate of Recognition (COR) is awarded to employers who develop health and safety programs that meet established standards. Certificates are issued by Alberta Employment and Immigration and are co-signed by Certifying Partners. Achieving and maintaining a valid COR is one requirement for earning a financial incentive through the WCB Partnerships in Injury Reduction Program.

"Element 1: Organizational Commitment" of the AMHSA Audit Tool (see attached) speaks to the importance of the policy in the Health and Safety Program and auditing process.

According to AMHSA, there must be four key components referenced in the Policy:

- i. Reference to the Municipality's commitment to Health & Safety
- ii. Statement of Responsibilities
- iii. Purpose/Objective of the Program
- iv. Reference to Occupational Health and Safety Legislation

As you review the policy you can see the notations for the required components.

The policy has not been revised in sometime and with the change of CAO's it is an opportune time review and revise. The Policy requires the CAO's signature and in consideration of the importance of this Policy and the Municipality's change of policy development, the Mayor's signature will now be part of the Policy document.

Once approved, it will be posted throughout the organization and all Accident Prevention & Safety Manuals will be updated. (I will bring a Manual to the meeting)

Approvals:

CAO


Department Head

Attachments:

- **AMHSA Audit Tool-Element 1: Organizational Commitment**
- **Revised Health and Safety Policy**
- **Existing Health and Safety Policy-February 2009**

AMHSA Audit Tool

Observation Questions	Auditor Comments (describe what you saw/found)
<p>Element 1: Organizational Commitment</p> <p>Is the health and safety policy posted or readily available for viewing by the workers?</p> <p>It should be available at all permanent worksites in the municipality.</p> <p><i>Note to auditors:</i> In speaking with workers during the observation tour, auditors may learn that the policy is in the employee handbooks, on the internal computer mail system, in the safety manual that is widely distributed or it could be readily available through other means. These are all acceptable alternatives. Describe where the policy was found.</p>	<p>All facilities visited had a copy of the current Health and Safety Policy posted. Most often it was on the staff bulletin board. Many employees new of its existence and have read it in the past, most struggled to remember what was on it. Some referred to their copy located in the employee hand book.</p>
<p>Are copies of the Alberta Occupational Health and Safety Act, Regulation and Code accessible at various sites in the municipality?</p> <p><i>Note to auditors:</i> Auditors may have to ask informally about the availability of the Act, Regulation and Code while performing the observation tour. A hard copy of the legislations might be present; employees might access the information electronically, or another method to access the information might be established. As long as workers can access the information, the method is acceptable.</p>	<p>A copy of the Occupational Health and Safety Act was available at all locations. It was either a hard copy or available via electronically or both. Most locations had it in their file cabinet or on a shelf. It was also apparent most locations have been using it frequently.</p>

	<h2 style="text-align: center;">Municipality of Crowsnest Pass Policy</h2>
Policy No.: Policy Title: Approval Date: Revision Date: Department:	MUNICIPAL HEALTH AND SAFETY POLICY OCTOBER 19, 2011 ALL MUNICIPALITY OF CROWSNEST PASS DEPARTMENTS

Policy Statement

The Municipality and its Council are committed to a strong Health and Safety Program that protects staff, property and the public from accidents.

1. Reason for Policy

- 1.1 In fulfilling this commitment to protect both people and property management will provide and maintain a safe and healthful workplace environment in accordance with industry standards and in compliance with legislative requirements and will strive to eliminate any hazards which may result in personal injury, illness, accidents or property damage.
- 1.2 Safe work practices and procedures will be clearly defined in the Safety Manual for all employees to follow. ¹Accidental loss can be controlled through good management in combination with active employee involvement.

2. Responsibilities

- 2.1 Safety is the direct responsibility of all Managers, Supervisors and Employees. ²Employees at every level are responsible and accountable for the Municipality's overall safety initiatives.
- 2.2 All Management functions will comply with Municipal safety requirements as they relate to planning, operations and maintenance of facilities and equipment. All employees will perform their jobs properly in accordance with established procedures and safe work practices.
- 2.3 We trust that all will join in a personal commitment to make "safety a way of life."

3. End of Policy

Mayor

Date

Chief Administrative Officer

Date

¹ Safety information in this Policy does not take precedence over Occupational Health and Safety Regulations. All employees should be familiar with the O.H. & S. Act and Regulations.

² Reference to the Municipality's commitment to Health and Safety

³ Statement of Responsibility

⁴ Purpose/Objective of the Program

⁵ Reference to Occupational Health and Safety Legislation

Municipality of Crowsnest Pass Accident Prevention & Safety Manual



SECTION 1 - MUNICIPAL SAFETY POLICY

The Municipality and its Council are committed to a strong safety program that protects its staff, its property and the public from accidents.

Employees at every level, including management, are responsible and accountable for the municipalities overall safety initiatives. In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and healthful work environment in accordance with industry standards and in compliance with legislative requirements, and will strive to eliminate any hazards, which may result in personal injury/illness, accidents or property damage.

Safe work practices and procedures will be clearly defined in the Safety Manual for all employees to follow.

Accidental loss can be controlled through good management in combination with active employee involvement. Safety is the direct responsibility of all managers, supervisors, and employees.

All Management functions will comply with municipal safety requirements as they relate to planning, operation, and maintenance of facilities and equipment. All employees will perform their jobs properly in accordance with established procedures and safe work practices.

I trust that all will join in a personal commitment to make safety a way of life.

Signed: 
Chief Administrative Officer

Date: 2. 2. 2009

*The safety information in this policy does not take precedence over O.H. & S. Regulations. All employees should be familiar with the O.H. & S. Act and Regulations.



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Governance and Priorities Committee
Meeting Date: December 13, 2011
Originated By: Marion Vanoni, Director of Finance & Corporate Services
Subject: Financial Report for the period ending November 30, 2011

Administration Recommendation:

That Council accept the interim financial reporting for January 1, 2011 to November 30, 2011 as information.

Background:

Although a yearend financial report is usually presented at the second meeting of Council after year end, Administration would like to provide Council with an update of the Municipality's financial position for the period January 1, 2011 to November 30, 2011.

We also apprise Council that the Municipality's Financial Auditor will be onsite during the period of December 12 to December 16 to perform interim financial audit tasks and sampling.

Discussion:

In reference to the Statement of Financial Position that is attached to this report, the Municipality has \$2,794,315 of Cash and Temporary Investments at November 30, 2011 with \$2,085,818 of liabilities including general and trade payables, bad debt allowance, Accrued Sick Leave, and deferred revenues. We also note that the Municipality's long term debt balance is \$1,578,507 well within its debt limit set by the Province of \$17,390,000. Although there is a net financial asset balance of \$2,053,670, the finance department must still perform yearend adjustments such as the transfer to reserve of \$100,000 to the Senior's Housing Authority Capital Reserve and \$65,000 to the Electrical Distribution System Reserve plus capture operating costs for the later part of November and the month of December.

Approvals:

CAO

Department Head

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Operating and Capital Transactions
January 1, 2011 to November 30, 2011
(334days/365days=91.4% reference point)

Operating	Actual YTD	2011 Budget	Variance
Sources of Income	\$11,574,181	\$11,793,368	98.1%
Disbursements	\$10,083,052	\$11,295,666	89.26%
<i>Net Operating Municipal Surplus (deficit)</i>	\$ 1,491,129	\$ 497,702	
Capital			
Sources of Income	\$1,463,399	\$4,973,871	29.3%
Disbursements	\$1,463,399	\$4,973,871	29.3%
Transfer to Reserve- Seniors Housing	\$0	100,000	0%
Debenture Payments	\$404,741	\$404,741	100%
<i>Net Operating and Capital Municipal Surplus (deficit)</i>	\$1,086,388	(\$ 7,039)	

All property taxes have been accrued and are included in sources of income. With November/December utility revenues and December electrical revenues yet to be generated, it is projected that revenues will be over the budgeted amount of \$16,767,239 (\$11,793,368 plus \$4,973,871). This is positive in consideration that cash flow from outstanding property taxes will not be realized by yearend.

Operating disbursements are within a reasonable budget margin with the knowledge that mid-November and December operating costs are still to be accounted for. In addition, transfers to reserves are also outstanding transactions that will be completed at yearend.

Capital disbursements are fully funded with no surplus or deficit to be considered.

At the conclusion of the 2011 calendar year, Administration will prepare and present the first draft of the 2011 financial position to Council. This financial information will in turn be provided to the Auditor to complete the 2011 financial audit and prepare the 2011 Audited Financial Statements.

Alternatives:

n/a

Financial Impact:

n/a

Attachments:

- Statement of Financial Position

Statement of Financial Position

November 30, 2011

	Year to Date 2011	As at Dec 31 2010 (audited)
Cash and Temp Investments		
Administration, Cash Float	\$500	
Administration, Petty Cash	\$423	
Admin, Community Savings General Acct	\$690,908	
Parks Trust Account	\$66,104	
Project Trust Account	\$30,607	
Land Sales trust Account	\$20,583	
Plan & Dev-Security Deposit Trust Account	\$60,676	
Pass Pool, Cash Float	\$0	
Pass Pool, Petty Cash	\$0	
Pass Powderkeg Ski Hill Cash Float	\$0	
Cash in Bank-Ski Hill Society	\$16,656	
Library Cash in Bank	\$11,044	
Library-other General Account	\$4,967	
Library short term investments	\$75,000	
General, Community Savings Investments	\$1,816,846	
	\$2,794,315	\$2,841,999

Taxes and grants in place of taxes receivable

General, Current Property Tax Receivable	\$930,444	
General, Tax Arrears Receivable	\$212,448	
Tax Receivable	-\$21,369	
	\$1,121,524	\$570,581

Trade and Other Receivables

General, GST-ITC(Input Tax Credits) Receivable	\$4,876	
General GST Rebates Receivable	\$28,434	
General, Utilities Receivable	\$57,588	
General, Sales Receivable	\$110,078	
Accounts Receivable-Other	\$1,340,772	
Library-receivables	\$1,409	
	\$1,543,157	\$2,048,458

Land Held for Resale

General, Land Held for Resale	\$259,000	\$259,000
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Total Financial Assets

	\$5,717,995	\$5,720,038
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Non Financial Assets

Tangible Capital Assets

tangible capital assets	\$216,195,300	
Fixed asset clearing acct	\$6,742	
Accumulated Depreciation	-\$114,551,149	
	\$101,650,894	\$99,427,042

Inventory

General Inventory	\$14,096	
Public Works Inventory	\$58,226	
Gravel Inventory	\$74,669	
Water Works Inventory	\$41,992	
Sewer Inventory	\$2,949	
Ski Hill Inventory	\$10,094	
Electrical inventory	\$107,391	
	\$309,416	\$307,441

Prepaid Expenses

General clearing account	\$0	
Postage prepaid	\$3,740	
Fortis Constuction Advances	\$10,470	
General Operations prepaid	\$29,482	
	\$43,692	\$119,504

Total Non Financial Assets

	\$102,004,002	\$99,853,987
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Accounts Payable and Accrued Liabilities

General and Trade Payables	-\$285,103	-\$2,126,621
bad debt allowance	-\$12,523	-\$14,320
Accrued Sick Leave	-\$298,230	-\$315,535
Deferred Revenues	-\$1,489,962	-\$1,068,538
Debt	-\$1,578,507	-\$1,633,248
Total Liabilities and Deferred Revenues	-\$3,664,325	-\$5,158,262
Reserves	-\$1,167,473	-\$1,153,162

Total Liabilities, Deferred Revenues and Reserves

	-\$4,831,798	-\$6,311,424
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**Consolidated Statement of Financial Position
December 31, 2011**

	Year to Date 2011	
financial assets	\$5,717,995	\$5,720,038
liabilities (net of reserves)	-\$3,664,325	-\$5,158,262
net financial asset (debt)	\$2,053,670	\$561,776
non financial assets	\$102,004,002	\$99,853,987
accumulated surplus (capital and operating)	\$104,057,673	\$100,415,763
Reserves	\$1,167,473	\$1,153,162