

MUNICIPALITY OF CROWSNEST PASS

COUNCIL MEETING - TUESDAY, JANUARY 10, 2012 - 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 December 6, 2011

5. DELEGATIONS

6. ADMINISTRATIVE AND AGENCY REPORTS

- a) Regional Intermunicipal Collaboration Grant Application Urban GIS Project – Enhanced Project
- b) Municipal Board and Committee Appointments and Review of Terms of Reference or creating Bylaws/Order
- c) Triennial Program Budget Process

7. BUSINESS ARISING FROM THE MINUTES

8. CORRESPONDENCE

- a) Bruce Mayer, Assistant Deputy Minister, Forestry Division, Sustainable Resource Development – 2011/2012 FireSmart Community Grant Program
- b) Doug Jones, Canada Post – Postal Identification – Municipality of Crowsnest Pass
- c) Scott Schreiner, AltaLink, Director of Consultation and Communications – Alberta Utilities Commission’s decision on the proposed Fidler to Chapel Rock transmission line and Fidler Substation and interconnection projects
- d) Doug Griffiths, Minister of Municipal Affairs

9. COMMITTEE REPORTS

- a) Minutes of the October 13, 2011 Oldman River Regional Services Commission Executive Committee Meeting
- b) Minutes of the December 13, 2011 Governance & Priorities Committee Meeting

10. BYLAWS

11. NOTICES OF MOTION

12. OTHER BUSINESS

- a) Council Meeting Dates – February 2012
- b) Temporary Return to Work Programs
- c) Municipal Health and Safety Policy
- d) Regional Council Meeting

13. COUNCIL MEMBERS REPORTS

14. PUBLIC INPUT

15. IN CAMERA

- a) Personnel

16. BUSINESS OUT OF CAMERA

17. ADJOURN

MUNICIPALITY OF CROWSNEST PASS

TUESDAY, DECEMBER 6, 2011

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in the Council Chambers on Tuesday, December 6, 2011.

PRESENT: **MAYOR:** Bruce Decoux

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

Also present:

Chief Administrative Officer

Myron Thompson

Director of Finance & Corporate
Services

Marion Vanoni

Recording Secretary

Carolee Ison

CALL TO ORDER

Mayor Decoux called the meeting to order at 7:02 pm.

PUBLIC HEARINGS

No Public Hearings were held.

ADOPTION OF AGENDA

Additions:

Business Arising From the Minutes

- b) Canadian Pacific Holiday Train (Myron Thompson, Chief Administrative Officer)

Other Business

- d) Power Outage Issues (Myron Thompson, Chief Administrative Officer)
- e) Grant Funding Support Letter (Myron Thompson, Chief Administrative Officer)

M#6348-11: Councillor Gail moved to adopt the agenda as amended.

CARRIED UNANIMOUSLY
ADOPTION OF THE PREVIOUS MINUTES

Minutes of the Regular Council Meeting of November 29, 2011

M#6349-11: Councillor Mitchell moved that the minutes of the Regular Council Meeting of November 29, 2011 be adopted as written.

Motion Not Withdrawn

As a Point of Order, it was noted the September 26, 2011 Culture and Recreation Board Meeting Minutes (M#6332-11) and the September 28, 2011 Subdivision and Development Authority Minutes (M#6333) should read “**accepted as information**” rather than “*accepted as written*”.

Noted on page 6 – Rum Runner Days Committee:

“The application received to serve on the Rum Runner Days Committee was provided to Councillor Saindon.”

Should read -

*“The application received to serve on the Rum Runner Days Committee was provided to Councillor Saindon **by the Mayor.**”*

Noted on page 8 – Progressive Discipline Policy and Procedure:

“...the employee in question will be provided with the opportunity to answer the allegation, provided an explanation...”

Should read -

*“...the employee in question will be provided with the opportunity to answer the allegation, **provide** an explanation...”*

Noted on page 9 – Council Member Reports – Councillor Saje

- *“Impromptu boarding of tour bus to promote community”*
Should read -
- *“Impromptu boarding of tour bus to promote **the** community”*
- *Community spirit in assisting ski hill co-op workers set up residence*
 - Requested this statement be better explained

Noted on page 10 – Business Out of Camera – M#6346-11:

“...Administration Remuneration Policy that will guide the annual review of the Administration Wage Band.”

Should read -

*“...Administration Remuneration Policy that will **require** the annual review of the Administration Wage Band.”*

M#6350-11: Councillor Lonsbury moved that the minutes of the Regular Council Meeting of November 29, 2011 be adopted as amended.

CARRIED UNANIMOUSLY

DELEGATIONS

Watershed Study Update

- **Uldis Silins, Ph.D., RPF, Professor – Forest Hydrology, University of Alberta**
- **Monica Emelko, Ph.D., Associate Professor, Water Treatment Engineer, Department of Civil and Environmental Engineering, University of Waterloo**
- **Mike Stone, Large Scale River Contaminant Transport Specialist**

The delegation was in attendance to update Council on the Southern Rockies Watershed Project. Mr. Uldis Silins presented the following information:

- A broad international team is involved in the research project
- This work has been made possible through Alberta Sustainable Resource Development with the support of the Government of Alberta
- Highest water producing area of Alberta
- Rapidly growing water pressures include growing population, a strong economy, growth in demand, shifting climates, and large scale natural disturbances such as fire and insect infestations
- Mr. Silins was invited to the area by Alberta Sustainable Resource Development following the 2003 Lost Creek Fire to try to determine how the fire affected water values, incremental effects of management intervention, and how long the effects will last
- The Southern Rockies Watershed Project is in the 8th year of study (2004 – 2011)
- This is the largest study of its kind in the world
- Disturbances in headwaters affect the water downstream and the impact on communities is assessed
- Findings following the fire include:
 - Greater precipitation
 - Greater runoff and shift timing of flows
- Reviewed stream health including the effects of nitrogen, phosphorus, and sediment
- The legacy of the Lost Creek Fire on some of the water values is very long lived

Ms. Monica Emelko presented the following information:

- The study has significant implications on the drinking water supply
- Forests represent a significant amount of the water supply
- Disturbances, including fire, utilization of the landscape, logging, and insects, can change water quality and quantity
- Sediments may stay in the water for years, impact what grows, and affect the water supply
- The impact to communities may be on the drinking water supply
- Treatment of drinking water can get expensive
- The project partners with communities in Southern Alberta and multiple agencies on a provincial and federal level
- Over 4.2 million dollars in cash has been invested in the project to date
- An informational meeting will be held in the spring of 2012
- The next phase of the study will focus on water supply security

DELEGATIONS - Watershed Study Update - Continued

Further discussion included:

- Funding security for the project is not guaranteed, but there is significant commitment for the project at high levels of government
- There was discussion on the possibility of expansion into an Education Centre for hydrology study
- Mayor Decoux suggested the delegation contact Ms. Shar Lazzarotto, Community Futures, in reference to a grant application relative to a Centre of Excellence which indicated the study of hydrology
- Mayor Decoux requested that Administration make a copy of the Strategic Plan available to the delegation
- Mayor Decoux advised he will be forwarding a number of questions in writing to the delegation

Mayor Decoux thanked the delegation for their presentation.

ADMINISTRATIVE AND AGENCY REPORTS

Adoption of 2012 Interim Operating Budget

Ms. Marion Vanoni, Director of Finance and Corporate Services, provided and reviewed a written report on the adoption of the 2012 Interim Operating Budget.

- Ms. Vanoni confirmed the budget values will be prorated for the first quarter
- External organization funding comes forward after the June 30th property tax deadline

M#6351-11: Councillor Lonsbury moved that Council adopt the 2011 approved operating budget as the 2012 interim operating budget until the 2012 – 2014 triennial budget is deliberated and approved.

CARRIED UNANIMOUSLY

Third Quarter Electrical Compliance Reporting to the Market Surveillance Administrator

Ms. Marion Vanoni, Director of Finance and Corporate Services, provided and reviewed a written report on the Third Quarter Electrical Compliance Reporting to the Market Surveillance Administrator.

M#6352-11: Councillor Mitchell moved that Council approve the Third Quarter Electrical Distribution Settlement System Code Compliance report for 2011 as required by the Alberta Regulation 160/2003, AUC Rule 021, version 2.1, Electric Utilities Act, Code of Conduct Regulation.

CARRIED UNANIMOUSLY
BUSINESS ARISING FROM THE MINUTES

Amended Discipline Policy and Procedure

Ms. Marion Vanoni, Director of Finance and Corporate Services, provided and reviewed a written report on the Amended Discipline Policy and Procedure.

M#6353-11: Councillor Mitchell moved that Council adopt the Discipline Policy and Procedure with amendments as preferred by Council to remove the wording “or apologize for the wrong doing” and change the title to Discipline from Progressive Discipline.

CARRIED

Canadian Pacific Holiday Train

Myron Thompson, Chief Administrative Officer, provided Council with an update on the *Holiday Train Events Requests* agenda item which was tabled at the November 29, 2011 Council Meeting to allow Administration to provide further information to Council.

- The organizer of the event advised that quads will no longer be involved in the event
- The Municipality will provide assistance with the remaining requests

CORRESPONDENCE

Mayor Decoux noted he will be forwarding copies of correspondence that he has received to Council.

COMMITTEE REPORTS

Minutes of the November 2, 2011 Subdivision and Development Authority

#6354-11: Councillor Mitchell moved that the minutes of the November 2, 2011 Subdivision and Development Authority be accepted as information.

CARRIED

Minutes of the November 29, 2011 Governance and Priorities Committee Meeting

Noted on page 2:

- “Council directed Administration to provide a letter to the Minister of Sustainable Resource Development...”

Should read -

- “Council directed Administration to prepare a letter to the Minister of Sustainable Resource Development...”

Mayor Decoux advised that Council would like to review the letter when prepared.

COMMITTEE REPORTS - Minutes of the November 29, 2011 GPC Meeting - Continued

M#6355-11: Councillor Gail moved that the minutes of the November 29, 2011 Governance and Priorities Committee Meeting be accepted as information.

CARRIED UNANIMOUSLY

BYLAWS

Bylaw No. 811, 2010 Road Closure (Frank) – 2nd & 3rd Readings

Myron Thompson, Chief Administrative Officer, provided a written report regarding Bylaw No. 811, 2010.

M#-6356-11: Councillor Gail moved Second Reading of Bylaw No. 811, 2010.

CARRIED

M#-6357-11: Councillor Mitchell moved Third and Final Reading of Bylaw No. 811, 2010.

CARRIED

Bylaw No. 812, 2010 Road Closure (Frank) – 2nd & 3rd Readings

Myron Thompson, Chief Administrative Officer, provided a written report regarding Bylaw No. 812, 2010.

M#-6358-11: Councillor Saindon moved Second Reading of Bylaw No. 812, 2010.

CARRIED

M#-6359-11: Councillor Lonsbury moved Third and Final Reading of Bylaw No. 812, 2010.

CARRIED

Bylaw No. 813, 2010 Road Closure (Frank) – 2nd & 3rd Readings

Myron Thompson, Chief Administrative Officer, provided a written report regarding Bylaw No. 813, 2010.

M#-6360-11: Councillor Mitchell moved Second Reading of Bylaw No. 813, 2010.

CARRIED

M#-6361-11: Councillor Gallant moved Third and Final Reading of Bylaw No. 813, 2010.

CARRIED

BYLAWS - Continued

Bylaw No. 836, 2011 Property Tax Penalties Bylaw – 2nd & 3rd Readings

M#-6362-11: Councillor Gail moved Second Reading of Bylaw No. 836, 2011.

CARRIED UNANIMOUSLY

M#-6363-11: Councillor Gallant moved Third and Final Reading of Bylaw No. 836, 2011.

CARRIED UNANIMOUSLY

The Director of Finance and Corporate Services confirmed advertising in reference to the Property Tax Penalties Bylaw will be conducted in the local newspapers and on the local radio station.

Bylaw No. 824, 2011 – Heavy Truck Route Bylaw – 2nd & 3rd Readings

Myron Thompson, Chief Administrative Officer, provided a written report in reference to Bylaw No. 824, 2011.

M#-6364-11: Councillor Saindon moved Second Reading of Bylaw No. 824, 2011.

CARRIED UNANIMOUSLY

M#-6365-11: Councillor Mitchell moved Third and Final Reading of Bylaw No. 824, 2011.

CARRIED UNANIMOUSLY

NOTICES OF MOTION

No Notices of Motion were presented.

OTHER BUSINESS

Board Appointments

Myron Thompson, Chief Administrative Officer, provided and reviewed a written report in reference to board appointments.

M#-6366-11: Councillor Mitchell moved to accept the recommendation of the Subdivision and Development Authority to reappoint Dale Paton to the Subdivision and Development Authority for a three year term.

Motion Not Withdrawn

IN CAMERA

M#6367-11: Councillor Lonsbury moved to go In Camera at 8:54 pm.

CARRIED

BUSINESS OUT OF CAMERA

M#6368-11: Councillor Gail moved that Council come Out of Camera at 8:05 pm.

CARRIED UNANIMOUSLY

M#-6369-11: Councillor Mitchell moved to accept the recommendation of the Subdivision and Development Authority to reappoint Dale Paton to the Subdivision and Development Authority for a three year term.

CARRIED

M#-6370-11: Councillor Gallant moved that Council appoint Dino Ianni to the Subdivision and Development Appeal Board.

CARRIED UNANIMOUSLY

M#-6371-11: Councillor Saindon moved that Council appoint Sasha JaegerBaird to the Municipal Heritage Board.

CARRIED UNANIMOUSLY

M#-6372-11: Councillor Lonsbury moved that Council appoint Patricia Lundy to the Crowsnest Pass Senior Housing Board.

CARRIED UNANIMOUSLY

Mayor Decoux directed Administration to develop a better approach to Board appointments for the future.

OTHER BUSINESS - Continued

Rum Runner Days Committee

Councillor Saindon distributed a letter, “*Rum Runner Days 2012 – A Family Event We Can All Be Proud Of*”, and provided and reviewed a report, “*Rum Runner Days July 19 to 22 2012*”, which included information on the following:

- Rum Runner Days Committee Outline
- Operational Requirements to Be Discussed
- Committee chairperson working with four subcommittees
- Remediation Items
- Potential Venues
- Proposed Meeting Dates
 - Organizational Meeting – December 20, 2011
 - Committee Structure & Appointments – January 9, 2012
 - Thunder in the Valley Committee Meeting with Rum Runner Days Committee – Jan 16, 2012
 - Policing and Security Committee Meeting – Jan 30, 2012
- 2012 Rum Runner Days Volunteer Sign Up Sheet

Councillor Saindon suggested volunteers can be reached through advertising and word of mouth, and would like to have anyone contacted that may be interested in participating on the Rum Runner Days Committee, a subcommittee, or in becoming a volunteer.

- Council and Administration support is needed
- Concerned for the potential for a major mishap
- Permits will be required for all events; it will be the Committee’s decision whether a monetary value will be attached to permits
- The Municipality and the Committee need to set out the guidelines
- Information should be posted on the website to keep the public informed

Mayor Decoux requested that the Committee provide minutes of their meetings for regular Council Meetings in order to keep the public informed.

Mayor Decoux provided Councillor Saindon with correspondence from C2C Event Solutions Inc. and a list of recommended contacts.

Councillor Gail volunteered to assist with phone calls.

OTHER BUSINESS - Continued

Declared Insurance Value or Replacement Cost Value For Municipal Facilities

Marion Vanoni, Director of Finance and Corporate Services, provided and reviewed a written report in reference to declared insurance value or replacement cost value for Municipal facilities.

M#-6373-11: Councillor Lonsbury moved that Council approve the 2012 declared insurance values for the Albert Stella Arena, Crowsnest Centre and MDM Community Centre as recommended by Administration.

CARRIED UNANIMOUSLY

Power Outage Issues

Myron Thompson, Chief Administrative Officer, updated Council on the recent power outages.

- All but one of the recent events have been Fortis' issues
- Fortis has expressed their apologies for the electrical problems that have recently been experienced by the community
- On Tuesday, December 6, 2012, Fortis crews located the area of the line causing problems in the Coleman Collieries area
- The power outage experienced on the morning of December 6th was to facilitate the repair of the problem and Fortis is optimistic that they have found the source of the problem
- Fortis is currently contacting customers and the local media to explain the problem
- The Fortis and AltaLink Call Centres have been provided with a message to provide to customers in order to improve customer service

Councillor Saje felt that Council should write a letter to Fortis expressing their disappointment for Fortis' lack of communication.

Myron Thompson, Chief Administrative Officer, advised that claims for problems caused by the power outages can be logged at the Call Centre.

Mayor Decoux advised that letters should be written to Fortis and AltaLink to explain that the community is not prepared to accept this type of service regardless of their issues with installation of lines and weather issues.

Grant Funding Support Letter

Myron Thompson, Chief Administrative Officer, advised that correspondence has been received from the Crowsnest Museum requesting a letter of support for their Community Initiatives Program Grant application. The deadline for application is December 15, 2011.

OTHER BUSINESS - Grant Funding Support Letter - Continued

M#-6374-11: Councillor Mitchell moved to approve the forwarding of a letter of support for the Crowsnest Museum in support of their application for a Community Initiatives Program Grant.

CARRIED

Mayor Decoux requested to review the letter of support before it is forwarded to the Crowsnest Museum.

Letter From the Chief Electoral Officer

Mayor Decoux forwarded a letter to Administration from the Chief Electoral Officer in reference to contributions that have been made by some municipalities in Alberta, in contravention of the *Election Finances and Contributions Disclosure Act*, and requested that copies of the letter be provided to all members of Council.

COUNCIL MEMBERS REPORTS

Councillor Mitchell

- Oldman River Regional Services Commission Meeting
- Lethbridge Community College Communications Event on December 8, 2011

Councillor Saindon

- Library Board Meeting

Councillor Lonsbury

- Oldman River Regional Services Commission Meeting

PUBLIC INPUT

No Public Input was provided.

IN CAMERA

M#6375-11: Councillor Saindon moved to go In Camera at 9:55 pm.

CARRIED UNANIMOUSLY
RECESS/RECONVENE

Mayor Decoux recessed the meeting at 9:55 pm and reconvened at 10:05 pm.

BUSINESS OUT OF CAMERA

M#6376-11: Councillor Mitchell moved that Council come Out of Camera at 10:55 pm.

CARRIED UNANIMOUSLY

ADJOURN

M#6377-11: Councillor Gail moved to adjourn the meeting at 10:56 pm.

CARRIED UNANIMOUSLY

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Council

Meeting Date: January 10, 2012

Originated By: Marion Vanoni, Director of Finance & Corporate Services

Subject: Regional Intermunicipal Collaboration Grant Application
Urban GIS Project-Enhanced Project

Administration Recommendation:

That Council resolve to participate in an application for the Oldman River Region GIS Enhancement Project, submitted by the Town of Cardston under the Regional Collaboration component of the Regional Collaboration Program and that the Municipality of Crowsnest Pass, a participant, agrees to abide by the terms of the Conditional Grant Agreement, governing the purpose and use of the grant funds.

Background:

The Municipality of Crowsnest Pass joined the Oldman River Region Urban GIS Project in October 2008. This intermunicipal cooperation has produced a valuable information resource for the thirty eight participating municipalities including our neighbouring communities Town of Pincher Creek, Town of Fort Macleod, Town of Cardston, Cardston County, and the Village of Cowley. In September 2009, the Municipality was also one of twenty seven municipalities to participate in the Oldman River Region Urban Orthophotography Project which was fully funded by the Municipal Sponsorship Program.

For 2012 under the guidance of Oldman River, the Town of Cardston will act as the managing Municipality on behalf of the thirty eight municipalities to submit an application to the Regional Collaboration Program in the amount of \$125,000. The Project is referred to as an "Enhancement Project" which will allow the migration and development of a new user interface, enhanced security protocols using the new Blackbridge Data Centre center in Lethbridge, in addition to aiding in TCAP requirements and reporting. ("TCAP - Transaction Capabilities Application Part facilitates multiple concurrent dialogs between the same sub-systems on the same machines, using Transaction IDs to differentiate these, similar to the way TCP ports facilitate multiplexing connections between the same IP addresses on the Internet.")

For Council's information, an information document about the Oldman River Region Urban GIS Project is attached.

Approvals:

CAO

Department Head

6a

Discussion:

This regional funding initiative is an outstanding example of intermunicipal cooperation resulting in efficiencies and cost effectiveness by providing for individual GIS services for each participating Municipality.

The Municipality's participation in this grant process does not impact the Municipality's capacity to participate in other Regional Collaboration Program grant applications. This is significant as we move forward with another regional initiative that has recently been initiated between Village of Cowley, MD Ranchlands, MD Pincher Creek, and Town of Pincher Creek.

Alternative:

N/A

Financial Impact:

There will not be any budget impact for this intermunicipal collaborative project as the funding is grant based and the expenditure is accounted for by the managing municipality.

Attachments:

- Oldman River Region Urban GIS Project

**Oldman River Region
Urban GIS Project**

Oldman River Regional Services Commission



HOME
PROJECT BACKGROUND
REGIONAL MAP
HELP
ORRSC HOME

NEWSLETTERS

- November 2002
- February 2003
- May 2003
- September 2003
- December 2003
- March 2004
- September 2004
- December 2004
- February 2005
- September 2005
- December 2005
- June 2006
- November 2006
- June 2007
- November 2007
- November 2008
- March 2009
- December 2009
- February 2011
- November 2011



**Oldman River Region Urban
GIS Project**

A Cooperative Initiative Consisting of 37 Urban Municipalities and the
Oldman River Regional Services Commission

Quick Links:

- [Introduction: The Oldman River Region Urban GIS Project](#)
- [Project Development](#)
- [Benefits of the Urban GIS Project](#)
- [Future Directions](#)
- [GIS Team](#)
- [Project Background \(PDF version\)](#)

**Intermunicipal Cooperation in Southern Alberta:
The Oldman River Region Urban GIS Project**

Oldman River Regional Services Commission plays a key role in helping small communities in Southern Alberta benefit from a cooperative Geographic Information System (GIS) that allows the municipalities to make better and quicker decisions.

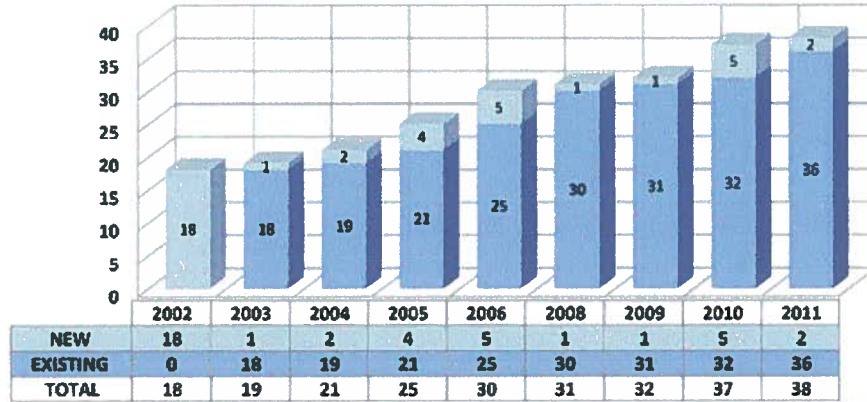
A GIS is the integration of geographical, or spatial, data that allows for easy understanding and access. A GIS can greatly simplify and streamline geographical information at say, a town office, where otherwise required information can be scattered in a variety of digital files, index cards, rolled up paper or maps on the wall. Specialized software, such as Autodesk MapGuide, allows end users to view on their desktop via the internet spatial data such as cadastral, title and infrastructure mapping as well as multitude of database information such as infrastructure attributes, parcel ownership, tax roll data and land use districts. GIS allows users to synthesize the data and note trends or relationships.

The Oldman River Region Urban GIS Project is an outstanding example of intermunicipal cooperation which has produced a valuable information resource for all those involved. The project is a partnership between the Oldman River Regional Services Commission (ORRSC), a municipal cooperative planning organization, and 38 participating municipalities:

<ul style="list-style-type: none"> • Village of Arrowwood • Village of Barnwell • Village of Barons • Town of Bow Island • Cardston County • Town of Cardston • Village of Carmangay • Village of Champion • Town of Claresholm • Town of Coaldale • Town of Coalhurst • Village of Coutts • Village of Cowley • Municipality of Crowsnest Pass 	<ul style="list-style-type: none"> • Village of Glenwood • Town of Fort Macleod • Town of Granum • Village of Hill Spring • Town of Innisfail • Village of Lomond • Town of Magrath • Town of Milk River • Village of Milo • Town of Nanton • Village of Nobleford • Town of Olds • Town of Penhold • Town of Picture Butte • Town of Pincher Creek 	<ul style="list-style-type: none"> • Town of Raymond • Town of Rocky Mtn House • Village of Rosemary • Town of Stavely • Village of Stirling • Town of Taber • Town of Vauxhall • Town of Vulcan • Village of Warner
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Oldman River Region Urban GIS Project Participants by Year





Year	New Participants
2002	<ul style="list-style-type: none"> • Town of Cardston • Town of Coaldale • Town of Coalhurst • Town of Fort Macleod • Town of Magrath • Town of Milk River • Town of Nanton • Town of Picture Butte • Town of Pincher Creek • Town of Stavely • Town of Taber • Town of Vulcan • Village of Barnwell • Village of Coutts • Village of Cowley • Village of Lomond • Village of Nobleford • Village of Warner <p><i>Note: Initial 2002 grant had 18 participants - Coalhurst was Managing Partner Municipality.</i></p>
2003	<ul style="list-style-type: none"> • Town of Claresholm <p><i>Note: Claresholm joined with no grant.</i></p>
2004	<ul style="list-style-type: none"> • Town of Raymond • Village of Stirling <p><i>Note: Raymond and Stirling joined with their own grant.</i></p>
2005	<ul style="list-style-type: none"> • Town of Granum • Town of High River • Village of Arrowwood • Village of Milo <p><i>Note: Arrowwood, Milo, Granum and High River (non ORRSC member) joined through the "Layer Enhancement" grant - Raymond was Managing Partner Municipality. Lomond and Pincher Creek did not participate in the "Layer Enhancement" grant.</i></p>
2006	<ul style="list-style-type: none"> • Town of Vauxhall • Village of Barons • Village of Carmangay • Village of Champion • Village of Hill Spring <p><i>Note: Vauxhall, Hill Spring, Champion, Carmangay and Barons joined through the "Expansion of Project" grant - Vauxhall was Managing Partner Municipality.</i></p>
2008	<ul style="list-style-type: none"> • Municipality of Crowsnest Pass <p><i>Note: There was no initial build fee charged because they provided GIS data from an existing ArcView project.</i></p>
2009	<ul style="list-style-type: none"> • Village of Rosemary <p><i>Note: Rosemary (non ORRSC member) joined - no grant.</i></p>
2010	<ul style="list-style-type: none"> • Town of Innisfail • Town of Olds • Town of Penhold • Town of Rocky Mtn House • Village of Glenwood <p><i>Note: Glenwood (non ORRSC member) joined - no grant. Innisfail, Olds, Penhold and Rocky Mtn House (Parkland Community Planning Services (PCPS) members) joined - no grant. The four PCPS participants are under their own Memorandum of Understanding agreements.</i></p>
2011	<ul style="list-style-type: none"> • Cardston County • Town of Bow Island <p><i>Note: Cardston County joined under the new ORRSC Rural GIS Initiative. Bow Island (non ORRSC member) joined - no grant. High River chose to withdraw from the Project.</i></p>

Through intermunicipal cooperation, these partners have worked together over the past eight years to create a centralized regional Geographic Information System (GIS). The project was designed to make it economically feasible for small communities to have access to GIS technology by sharing resources and expertise. GIS infrastructure and staff are centralized at the ORRSC office in Lethbridge and the Internet is used as a tool to deliver the information to individual municipalities in a password protected environment. The municipal partners and planning staff at ORRSC benefit from immediate access to information for decision-making, land use planning and infrastructure management. The partners of the Oldman River Region Urban GIS Project were proud to receive an Honorable Mention for Partnership at the 2004 Minister's Awards for Municipal Excellence!

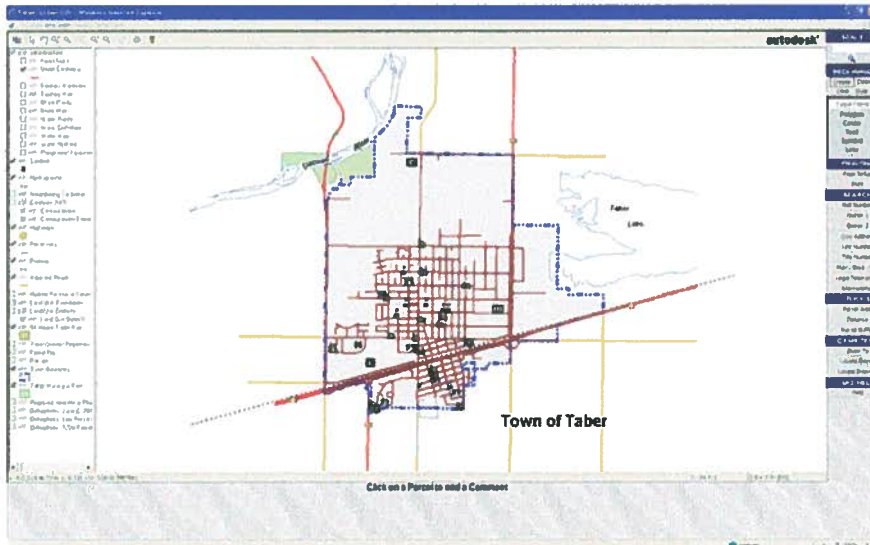
Project Development

The impetus for the GIS project emerged out of the realization that urban members would benefit from GIS technology, but most communities within the region would not be able to afford a system on their own. ORRSC staff contacted all member and several non-member municipalities in southern Alberta in order to gauge interest and gained enough initial support to go ahead. The project received a Municipal Affairs' 2000 Intermunicipal Sponsorship Grant. The entire program was approved as a multi-year pilot project in October of 2002 and was divided into three one-year phases: land Use, infrastructure and orthophotography (distortion-corrected aerial photography that can be used to accurately measure distance, for example).

The project has grown from serving a population of 36,219 in 18 municipalities to presently serving 88,029 in 38 municipalities. The GIS project is overseen by an advisory committee that meets a minimum of once annually. New initiatives or GIS news in general is conveyed to the membership via a GIS newsletter.

Phase I - 2002 to 2003

- Cadastral mapping, title mapping, land use district information and tax role databases were acquired for each municipality
- Web files were created to provide municipal users with access to GIS data stored at the ORRSC office in Lethbridge
- ORRSC staff traveled to municipal offices to load the viewer software and provide training
- ORRSC staff traveled to municipal offices to load the viewer software and provide training



Phase I - Screenshot of Taber Urban GIS Overview



Phase I - Screenshot of Taber Land Use Districts

Phase II - 2004

- Information on road, water, sanitary sewer and storm sewer infrastructure networks was collected during 2004
- A GIS Advisory Committee was formed in order to ensure that the direction of the project would continue to meet the needs of the partners involved
- The municipalities received an Honourable Mention for Partnership at the Minister's Awards for Municipal Excellence
- The Town of Raymond and the Village of Stirling joined the Urban GIS Project, bringing the total of number of participating partners to 21



Phase II - Screenshot of Taber Urban GIS Water Infrastructure

Phase III - 2005

- New aerial photography was flown and a color orthophoto of each municipality was integrated into the GIS
- The total number of municipal partners rose to 25 when the Villages of Arrowwood and Milo and the Towns of Granum and High River joined the project



Phase III - Screenshot of Taber Urban GIS Orthophoto

The following are progress reports of the first 3 years of the project as well as the final report submitted to Alberta Municipal Affairs.

- [Year One \(2002 - 2003\)](#)
- [Year Two \(2003 - 2004\)](#)
- [Year Three \(2004 - 2005\)](#)
- [Final Report \(2002 - 2005\)](#)

Benefits of the Urban GIS Project

The development of quality partnerships has been essential to the successful implementation of the Oldman River Region Urban GIS Project. This project has reduced duplication of data between different organizations and has made access to GIS economically feasible for the partnering municipalities. Data is stored on a central server located in Lethbridge and each community is able to access the GIS software and information via the Internet. ORRSC has assumed the role of service provider by managing the system and providing GIS expertise to the partnering municipalities. ORRSC staff has been actively involved in training municipal staff to use the GIS so that they are able to access information with ease. Partnering municipalities have begun to experience improved local management and operational efficiencies because of Internet access to accurate and up-to-date information. Other benefits of the urban GIS project include:

- **Partnerships**
 - Cost savings through shared infrastructure and expertise in a central location
 - Improved intermunicipal cooperation in the preparation of intermunicipal development plans, water quality studies and joint disaster plans
 - Increased potential for future partnerships between municipalities
- **Municipal Management**
 - Organized information that is updated, maintained and available on the internet
 - Access to an excellent planning tool that is useful in the preparation of reports and presentations for council meetings and public hearings
 - Increased professional development as municipal staff explore the possibilities of the system
- **Infrastructure Management**
 - Increased understanding of infrastructure deficiencies
 - Reduced duplication of work
 - Useful for providing notice to residents with regards to street and alley closures
 - Assists in developing maintenance agreements with private sector developers

Future Directions

In retrospect, the Oldman River Region Urban GIS Project has met and exceeded the expectations of the project team. Partnering municipalities have continually increased their use of the system and several

municipalities have joined the project since its inception. Late in 2005, the partnering municipalities received another grant, the Layer Enhancement Grant, from Municipal Affairs' Sponsorship Program and these funds were used to develop four additional layers for the GIS project in 2006. An assessment layer, cemetery layer and registered plan layer have been added to the system.



Layer Enhancement Grant - Screenshot of Taber Urban GIS Cemetery

The GIS project team consists of the following people:

Steven Ellert, C.E.T.	GIS Technologist	(sleorrsc@telus.net)
Cal Kembel	Senior Graphics Technologist	(cikorrc@telus.net)
Mladen Kristic, C.E.T.	CAD/GIS Technologist	(mkorrsc@telus.net)
Jaime Thomas	GIS Analyst	(jtorrc@telus.net)
Jordan Thomas	GIS Analyst	(jltorrsc@telus.net)

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Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Council
Meeting Date: January 10, 2012
Originated By: Marion Vanoni, Director of Finance & Corporate Services
Subject: Municipal Board and Committee Appointments and Review of Terms of Reference or creating Bylaws/Order

Administration Recommendation:

That Council accept this Administrative Procedure and support Administration in its implementation.

Background:

Board appointments have historically been completed on an adhoc basis based on Council Policy #CNL.007 (created May 2, 2006 and attached to report for review).

Discussion:

Having had the opportunity to be work through this adhoc process and experiencing its shortfalls, Administration has developed an Administrative Procedure that is intended to have a more consistent and standard approach to:

1. Reviewing the Terms of Reference or creating Bylaws/Order for all Municipal Boards/Committees and
2. Making annual appointments to fulfill member vacancies for all Municipal Boards/Committees.

This change in practice is intended to create a streamlined approach to a process that is essential to the wellbeing of Boards and Committees that create a foundation for Municipal Operations. By providing structure to this practice, it will allow the Municipality to be proactive in its approach to encouraging participation on Municipal Boards and Committees. The annual review of the Terms of Reference, Bylaws and Orders will create a greater understanding of mandates and emphasize the operational significance of these Boards and Committees by raising public awareness with the intent to increase public participation.

As an aside, Council Policy CNL.007 will be placed onto the Policy Committee's schedule for review.

Alternative:

N/A

Financial Impact:

Negligible

Attachments:

- Council Policy CNL.007
- Draft Administrative Procedure

Approvals:

CAO 

Department Head 

6b



Municipality of Crowsnest Pass Procedure

Procedure Title:	Municipal Board and Committee Appointments and Review of Terms of Reference or creating Bylaws/Order
Department:	Corporate Services

1. Purpose

To provide a consistent and standard protocol to:

- 1.1 Review the Terms of Reference or creating Bylaws/Order for all Municipal Boards/Committees
- 1.2 Make annual appointments to fulfill member vacancies for all Municipal Boards/Committees.

2. Review Terms of Reference/creating Bylaw/Order and Appointment of Applicants to Vacant Positions-Municipal Council

- 2.1 In September of each year, the Council will review the Terms of Reference or Creating Bylaw/Order for each Municipal Board/Committee and evaluate applications for board/committee member vacancies.
 - 2.1.1 See "Schedule A" for List of Municipal Boards/Committees that will be updated by the Legislative Clerk as Boards/Committees are created or disbanded.
 - 2.1.2 The Legislative Clerk will maintain a record of expiring board/committee member terms for each Board /Committee and a consolidated file containing all Terms of Reference and creating Bylaws/Orders.
- 2.2 During its Organizational Meeting in October, as provided for in Section 192(1) of the Municipal Government Act, Municipal Council will make annual appointments to Boards/Committees to fill vacant positions in accordance with the associated Terms of Reference or creating Bylaw/Order of each Board and Committee for commencement on Jan 1.
 - 2.2.1 At the creation of a new Board or Committee, the originating member appointments will be made by Council upon approval of the Terms of Reference or after third reading of the creating Bylaw/Order.
 - 2.2.2 Board vacancies created prior to term expirations will be brought forward to Council as experienced.

3. Administrative Procedure

- 3.1 In May of each year the Legislative Clerk will:
 - 3.1.1 Review the record of expiring board/committee member terms for each Board/Committee and provide the Director of Finance & Corporate Services with a draft advertisement for the resulting vacancies due to expiring terms.
 - 3.1.2 Provide the Director of Finance & Corporate Services the file of all Terms of Reference or creating Bylaws/Orders for review in reference to recommendations from the Board/Committee, change in Provincial Legislation and perceived Administrative enhancements.

Procedure Title:	Municipal Board and Committee Appointments and Review of Terms of Reference or creating Bylaws/Order
Department:	Corporate Services

3.2 The approved advertisement will be posted through available advertising mechanisms for the months of June, July, and August.

3.2.1 Application forms listing all vacancies will be made available to interested citizens wishing to apply for any one or all Boards/Committees based on a priority choice by the applicant.

3.3 Upon the closing of the advertising, the Director of Finance & Corporate Services will provide a report for Council as indicated in item 2.1.

3.4 Should any vacancy be left remaining, Administration will make every effort to work with the Board or Committee to solicit further applications to be brought forward to Council. If the vacancy remains unfilled and jeopardizes Quorum for the Board, the matter will be referred back to Council to consider appointment without application.

3. End of Procedure

Procedure Title:	Municipal Board and Committee Appointments and Review of Terms of
Department:	Reference or creating Bylaws/Order Corporate Services

Schedule A

Board/Committee	Terms of Ref/Bylaw/Order	Number of Members
Agriculture Service Board	Bylaw #825, 2011	One member of Municipal Council and four members from the public at large
Local Assessment Review Board	Bylaw #809, 2011	Three member board may be from region or local but must have training
CNP Housing Authority	Order H.091/95 –chg to section 3 (a) membership on April 20, 2009	2009 chg: one member of Municipal Council and four members from the public at large.
Culture and Recreation Board	Bylaw #541, 2000	Two members of Municipal Council and nine members from the public at large.
Family and Community Support Services	Bylaw #550, 2001	One member of Municipal Council and seven members from the public at large.
Joint Weed Management Advisory Committee	Terms of Reference	One Councillor CNP, One Council MD Ranchlands, Ranchlands AgFieldman, Dir of CNP Community Services
Library Board	Bylaw #517,2000	One member of Municipal Council and six members from the public at large.
Municipal Heritage Board	Terms of Reference	Voting Members: One Member of Municipal Council One Member from Crowsnest Historical Society One member from Ecomuseum Trust-Bellevue Underground Mine One member from Community Futures One member from Municipal Planning Commission One member of Crowsnest Pass Chamber of Commerce Three members of the public at large Non Voting Members: Community Services Director-Muni Building Inspector Advisory Staff, Heritage Resource Mgt Alberta Community Dev
Pool Authority	Society's Bylaw only	Seven members of the public at large with one that may be a member of the Muni Culture and Rec Board
Protective Services	Terms of Reference P.005	One Member of Council and four members from the public with one being a youth and one from either MD Pincher or MD Ranchlands
Ski Hill Authority	Terms of Reference	Two members of Municipal Council and five members from the public at large.
Subdivision & Development Bd	Bylaw #493, 1998	Two members of Council and five members from public at large.
Subdivision & Development Appeal	Bylaw #484, 1998 and Bylaw# 366, 1995	Two members of Council and five members from public at large.



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Council
Meeting Date: January 10, 2012
Originated By: Marion Vanoni, Director of Finance & Corporate Services
Subject: Triennial Program Budget Process

Administration Recommendation:

That Council accept the recommended meeting dates and times to begin discussions on key components of the 2012-2014 triennial budget.

Discussion:

The Transition from a Line Item Budget to a Program Budget Format:

As the Municipality enters into its first triennial budget process, it will also be evolving over the next three years to program budgeting. This transition will take place over the next three years during which our financial and work systems will also transition to work orders and project/program costing.

The Strategic Plan lends itself well to program budgeting as the program/project and associated goals are clearly identifiable and measurable. Base budgets, on the other hand, have historically been created through line item budgets which have and continue to be necessary to meet Government and PSAB (Public Service Accounting Board) financial reporting legislation and standards. Therefore, to achieve a program budget format, the Municipality will transpose its line item budget to a program budget that will contain details of the expenditure items which prioritize goals rather than the process or means of achieving them. Yet, the program budget will provide enough financial detail allowing decision makers to understand what general types of expenditures will be necessary to realize the program/project.

Work order systems are new to our organization and are currently being implemented. The necessary software for payroll and project costing are in now in place and will be ready to integrate with the work order system as it evolves. This will allow us to gain a significant understanding of costs relating to existing programs/projects that are assumed in the base budget. This will allow the Municipality to begin to analyze program/project costs, map programs/projects to the achievement of strategic goals and determine efficiency and effectiveness.

Approvals:

CAO

Department Head

6c

Discussion:

The Budget Process:

The Process will begin with an examination and strategic discussion (inclusive of policy, legislation and standards) of key components including:

- Strategic Plan – alignment of priorities to fiscal periods
- External Requisitioning
(ASFF-Alberta School Foundation Fund, CNP Senior Housing)
- Income Sources
- Reserves
- Debt
- Human Resource Costs
- Electrical Distribution Systems
- Capital Plans and Funding
- Operational Program Budgets for Corporate Service; Planning, Engineering and Operations; and Protective and Community Services
 - Strategic Goals
 - Base Budget
 - New Department Programs and Initiatives
 - New Programs and Initiatives identified in Strategic Plan

The Approach to Examination and Strategic Discussion

Meeting Date (Jan-March)	Examination and Strategic Discussion
<p>Recommended meeting times:</p> <p>Monday Evenings: 7pm-10pm Thursday Afternoons: 2pm-5pm</p> <p>Starting January 30 to March 2</p>	<ol style="list-style-type: none"> 1. External Requisitioning: Strategic Plan: Alignment of priorities to fiscal periods; Human Resource Costs 2. Income Sources, Reserves and Debt: <ul style="list-style-type: none"> Assessment Base-Property Taxes Operating and Capital Grant Programs Franchise Fees Utility Revenues (Water Metering Program) Sale of Goods and Services Policy Changes for cost recovery- Protective Services, Community Peace Officer Program Land Sales Facility Rental Electrical Distribution System (Rate) 3. Capital Plans and Funding (Facility Audit) 4. Operational Program Budgets: <ul style="list-style-type: none"> (a) Finance & Corporate Services (b) Protective & Community Service <ul style="list-style-type: none"> Protective Services and Community Peace Officer Program (c) Planning, Operating and Engineering

Finalization

The discussions and guidance will result in a first draft of a triennial program budget that will be presented to Council for review and approval allowing for final reading of a mill rate bylaw on or before April 12, 2012.

AR28710

December 13, 2011

His Worship Bruce Vernon Decoux, Mayor
Municipality of Crowsnest Pass
Box 600
Crowsnest Pass, Alberta T0K 0E0

Dear Mayor Decoux:

I am pleased to inform you the Municipality of Crowsnest Pass' application for the 2011/2012 FireSmart Community Grant program has been approved for \$50,000.

Sustainable Resource Development is committed to supporting the development of FireSmart communities. The FireSmart Community Grant program allows provincial and municipal governments to work together to minimize the risk of wildfire to Albertans and their communities.

I wish you much success with your FireSmart project. Ms. Tracy Price, FireSmart Community Protection Specialist, will be in contact with you to complete the processing of this grant.

Sincerely,



Bruce Mayer
Assistant Deputy Minister

cc: Honourable Evan Berger, MLA
Livingstone-Macleod

Myron Thompson, Chief Administrative Officer
Municipality of Crowsnest Pass

12/13/2011
Correspondence file
Jan 10, 2012



Doug JonesSenior Vice-President
Delivery
CANADA POST
2701 RIVERSIDE DR SUITE N1200
OTTAWA ON K1A 0B1**Doug Jones**Premier vice-président
Livraison
POSTES CANADA
2701 PROM RIVERSIDE BUREAU N1200
OTTAWA ON K1A 0B1

DEC 09 2011

MR. MYRON THOMPSON
CHIEF ADMINISTRATIVE OFFICER
MUNICIPALITY OF CROWSNEST PASS
PO BOX 600
BLAIRMORE AB T0K 0E0

RECEIVED

DEC 19 2011

MUNICIPALITY OF
CROWSNEST PASS

Dear Mr. Thompson:

I am replying to your letter to Steve Edmondson, Vice-President, Customer Relations, a copy of which you sent to me and to Jacques Côté, Group President, Physical Delivery. I can understand your desire for a unified community and your request for a meeting with one of our representatives regarding a unique postal code for the Municipality of Crowsnest Pass.

We understand the significance for the citizens to be able to use their own community name as part of their postal address. When municipalities amalgamate and the former community names continue to be used for postal purposes, it is always our intention to work with these municipalities toward their new official name recognition should we be requested to do so.

Some name conversions are easier than others. In the Crowsnest Pass area, we are challenged with duplicate postal box numbers amongst the former communities. Our systems and delivery network cannot support such duplications. A change to the official municipality name would involve a conversion from postal box numbers to civic addressing. I have asked Blair Davis, our Delivery Planning Manager for your area, to contact you. He would be happy to provide all pertinent information on this undertaking. Blair can be reached at 204-987-5000 ext. 75226 or by email at blair.davis@canadapost.ca.

Thank you for writing and sharing your concerns. I appreciate the opportunity to respond. We are committed to provide you with an efficient, reliable and accessible postal service.

Yours sincerely,


Doug Jones

8b



P.O. BOX 600
CROWSNEST PASS, ALBERTA
T0K 0E0
PHONE (403) 562-8833
FAX (403) 563-5474

OFFICE OF THE MAYOR

December 2, 2011

Honourable Ted Menzies, MP
4925 1st Street
P.O. Box 40
Claresholm AB T0L 0T0

Dear Mr. Menzies:

Re: Postal Identification - Municipality of Crowsnest Pass

Please accept this letter as follow up to previous correspondence from former Mayor John Irwin, dated July 18th, 2005, concerning the ongoing problem of postal identification in the Municipality of Crowsnest Pass. As you know through the amalgamation process, the Province of Alberta dissolved the former Towns of Coleman and Blairmore and Villages of Frank and Bellevue, no longer recognizing them individually in Provincial matters. Further to the amalgamation, in January of 2008, the Province of Alberta recognized the uniqueness of the Municipality of Crowsnest Pass through an "Order in Council" identifying the amalgamated community as a "Specialized Municipality".

Over the years our Municipal Government has worked tirelessly to govern and promote itself as "One Community". Today a critical roadblock in unifying our Municipality is the fact that we continue to have the pre-amalgamated towns and villages as recognized postal destinations within the Municipality. This continues to be an issue of contention and concern with the citizens of the Crowsnest Pass and its elected officials. Our request is to simply recognize our municipality in its entirety as "Crowsnest Pass" utilizing the existing postal codes from the pre-existing communities to route the mail to the proper postal outlet. This would be similar to that of large urban centres that have distinct community areas within their larger municipal boundary. We have also forwarded correspondence to various officials with Canada Post soliciting their assistance in bringing about the change as requested.

Council requests your assistance and support in bringing about the changes as identified. I would be pleased to discuss the issue further and provide any additional information that you may require to further this cause. I can be contacted at 403-562-8833.

Sincerely,

A handwritten signature in black ink, appearing to read "B. V. Decoux".

Mayor Bruce V. Decoux
Municipality of Crowsnest Pass

cc Mr. Stephen Edmondson, Customer Service – Canada Post

DEC 19 2011

MUNICIPALITY OF
CROWSNEST PASS

Wednesday December 14, 2011

An open letter to residents:

Thank you for your interest and participation in the proposed Fidler to Chapel Rock transmission line and Fidler Substation and interconnection projects.

Recently, the Alberta Utilities Commission (AUC) released a decision regarding these projects.

In part, the AUC determined that the Alberta Electric System Operator's (AESO) Need Identification Document (NID) approved by the AUC for the Southern Alberta Transmission Reinforcement (SATR) did not provide approval for the Fidler interconnection or the Fidler to Chapel Rock line. Possible future options identified by the AUC are for the AESO to file a NID for these projects or amend the SATR NID.

In light of this decision, AltaLink is suspending work on these projects until we receive further direction on how to proceed from the AESO.

Here is a portion of the AUC's decision:

"The Commission finds on the first preliminary issue that no NID approval exists for the Fidler interconnection; therefore the AESO must file a NID application for the transmission line from Fidler to its connection point along the proposed 240-kV double-circuit transmission line 1071L/1072L before further processing of the Fidler facility application can occur. Alternatively, the AESO may amend the SATR NID to reflect its ultimate plans to alleviate the constraints in the existing system and needs for improved efficiency of the transmission system in the Pincher Creek area."

The entire decision can be found on the AUC's website at www.auc.ab.ca.

We appreciate your patience and are committed to keeping you informed. If you have any questions about these projects please contact us at satrinfo@altalink.ca or 1-877-269-5903.

Sincerely,



Scott Schreiner

Director, Consultation and Communications



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister

RECEIVED

DEC 28 2011

MUNICIPALITY OF
CROWSNEST PASS

December 15, 2011

AR53265

His Worship Bruce Vernon Decoux, Mayor
Council, Municipality of Crowsnest Pass
PO Box 600
Crowsnest Pass, AB T0K 0E0

Dear Mayor Decoux and Council:

Since the municipal elections, last fall, there have been some interesting challenges and exciting changes in Alberta. Some of you are relatively new to municipal government, while others have significant council experience, but I know that all of you are seeking opportunities to improve your communities. I am excited and honoured in my new capacity as the Minister of Municipal Affairs to be working with you to strengthen our communities for the sake of a stronger Alberta.

Over the past year, I have had the opportunity to travel from one end of the province to the other, speaking to people, organizations, and community groups about the future of Alberta. I believe all of us need to be focused on building better communities for our families, while ensuring we do so in a fiscally prudent fashion that respects the needs of future generations.

Although I have been to most of the communities in this province over my 10 years in public service, I look forward to visiting as many of Alberta's municipalities as possible in the months ahead. By working together, we can find solutions to the issues and challenges that arise, and take maximum advantage of the opportunities that come our way.

Building a better Alberta starts with building better communities. Building better communities starts with us.

All the best to you and your families during the holiday season.

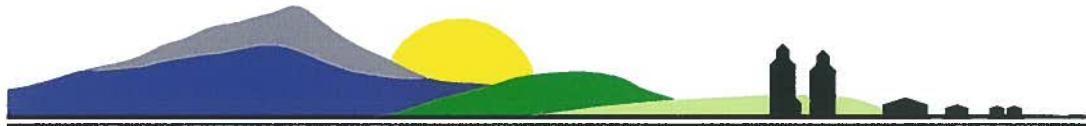
Sincerely,

Doug Griffiths
Minister

*ny
Jan 4th, 2012*

Alberta

Please circulate to Mayor/Reeve and Council for information



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 6 (2011)
EXECUTIVE COMMITTEE MEETING
Thursday, October 13, 2011 – 7:00 p.m.
ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

Terry Michaelis - <i>Chair</i>	Dick Fenton
Gordon Wolstenholme - <i>Vice-Chair</i>	Henry Doeve (absent)
Henry Van Hierden	Mike Selk (absent)
Doug MacPherson	

STAFF:

Lenze Kuiper – <i>Director</i>	Barb Johnson – <i>Executive Secretary</i>
--------------------------------	---

AGENDA:

1. **Approval of Agenda** – October 13, 2011.....
2. **Approval of Minutes** – July 14, 2011..... (attachment)
3. **Business Arising from the Minutes**
4. **New Business**
 - (a) 2012 Draft Budget.....(handout)
 - (b) Audit Tender..... (attachment)
 - (c) ORRSC Updated Bylaw and Regulation Amendments..... (attachment)
 - (d) GIS Update (attachment)
 - (e) Building – Renewable Energy Pilot.....
 - (f) Annexation Workshop.....
 - (g) Board Meeting Discussion
 - (h) Executive Committee Members Resigning from Council
 - (i) Closing of Office between Christmas and New Year's
5. **Accounts**
 - (a) Office Accounts –
 - (i) July 2011..... (attachment)
 - (ii) August 2011..... (attachment)
 - (b) Financial Statements –
 - (i) January 1 - June 30, 2011..... (attachment)
 - (ii) January 1 - July 31, 2011..... (attachment)
 - (iii) January 1 - August 31, 2011..... (attachment)

- 6. **Director's Report**
- 7. **Executive Report**
- 8. **Adjournment**.....

DIRECTOR'S PERFORMANCE EVALUATION (attachment)

CHAIR TERRY MICHAELIS CALLED THE MEETING TO ORDER AT 7:00 P.M.

1. APPROVAL OF AGENDA

Moved by: Gordon Wolstenholme

THAT the Executive Committee approves the agenda, as amended:

- ADD: 4(h) Executive Committee Members Resigning from Council
 - 4(i) Closing of Office between Christmas and New Year's
- CARRIED**

2. APPROVAL OF MINUTES

Moved by: Dick Fenton

THAT the Executive Committee approves the minutes of July 14, 2011, as presented.

CARRIED

3. BUSINESS ARISING FROM THE MINUTES

- None.

4. NEW BUSINESS

(a) 2012 Draft Budget

- Highlights of the 2012 Draft Budget include:
 - Revenue:**
 - 5% increase in membership fees (excluding those municipalities whose membership fee is increasing to the \$1500 base fee effective January 1, 2012)
 - 5% increase in GIS fees
 - subdivision fees same as last year (\$400,000)
 - seeking a collaboration grant (\$250,000)
 - allocation from operating reserve (\$76,100)
 - Expenses:**
 - planning intern salaries and expenses down from 2011 (losing intern May 1)
 - \$10,000 office renovations
 - decrease in audit fees
 - \$15,000 for computer hardware in GIS

Moved by: Doug MacPherson

THAT the Executive Committee approves the 2012 Draft Budget as presented and refers it to the Board of Directors for ratification at their meeting on December 1, 2011.

CARRIED

(b) Audit Tender

- BDO auditor fees for 2010 totaled \$17,100, which prompted us to tender out the service. A "Request for Municipal Accounting/Audit Services" based on a three-year contract was sent to 10 firms with 4 responses being received. A table summarizing a breakdown of the proposals was reviewed and the lowest quote was accepted [KPMG: \$8,500 (including both Primary & LAPP Audit) for 2011; \$7,300 for 2012; \$7,600 for 2013].

Moved by: Henry Van Hierden

THAT the Oldman River Regional Services Commission accepts the three-year proposal for accounting/auditing services by KPMG, subject to a satisfactory reference check.

CARRIED

(c) ORRSC Updated Bylaw and Regulation Amendments

- Municipal Affairs has been contacted to clarify the process of updating our bylaw and regulation to add member municipalities and services. An email from Kai C. So, Municipal Sustainability Advisor, outlined the steps required as follows.
- Regional services commissions must have a minimum of two bylaws: one that deals with items requiring the Minister's approval, and another dealing with matters stated in section 602.07(1)(b) of the MGA which does not require approval from the Minister. Municipal Affairs also provided us with a template to assist with drafting bylaws that comply with the MGA requirements for the bylaw that is subject to approval by the Minister.
- The Minister must approve the board appointments bylaw before a regulations amendment can proceed. The regulation amendment to add more members and to expand the range of services provided by the commission begins with a formal request from the commission for a regulation amendment. The request must include a council motion from each of the municipalities that are being added to the commission's membership, as well as a resolution from the commission board approving of the same. It must also include the rationale for increasing the membership and impact on the commission as a result of the increase in membership.
- Once these documents have been received, work can commence on the amendment of the Oldman River Regional Services Commission Regulation.
- A draft of the bylaws is currently being prepared and will be forwarded to the Executive Committee for review when complete.

Moved by: Gordon Wolstenholme

THAT the email from Alberta Municipal Affairs be received as information.

CARRIED

(d) GIS Update

- The Annual GIS Update Meeting was held on September 22, 2011 with 44 municipal staff in attendance. Topics discussed include:
 - Regional Collaboration Grant Program
 - Public access to GIS sites
 - Rural GIS Initiative
 - Possible 2012 orthophoto project
 - Permit information
 - Requests coming from other agencies (e.g. Atco Gas)
 - Appointment of new Advisory Committee
- A four-page article on the Oldman River Region Urban GIS Project and how Southern Alberta has benefitted from a cooperative GIS system appears in the Sept/Oct 2011 edition of Technology Alberta.

Moved by: Dick Fenton

THAT the GIS Update be received as information.

CARRIED

(e) Building – Renewable Energy Pilot

- An initial investigation has begun with Lethbridge College regarding ORRSC becoming a pilot site for urban renewable energy (turbine, solar, geothermal, etc.) The benefit to ORRSC would be a reduction in energy costs while researching the idea as an example for our member municipalities. We would likely only participate if there is no cost to us involved in the project.

Moved by: Doug MacPherson

THAT the renewable energy pilot investigation be received as information.

CARRIED

(f) Annexation Workshop

- ORRSC will be hosting an "Annexation & Intermunicipal Dispute Resolution Workshop" on Wednesday, November 16, 2011 in the ORRSC Conference Room. Featured speakers are Rick Duncan (Case Manager – Municipal Government Board) and Bill Diepeveen (Manager – Municipal Dispute Resolution, Municipal Affairs). Municipal Councils and CAOs can attend either an afternoon or evening session, and municipalities have the opportunity to schedule an individual 30-minute session with the speakers between sessions. The workshop will focus on the process required for annexation, the principles behind annexation decisions and the importance of intermunicipal cooperation.

Moved by: Gordon Wolstenholme

THAT the Annexation Workshop details be received as information.

CARRIED

(g) Board Meeting Discussion

- ORRSC currently holds four Board of Directors' Meetings each year on the first Thursday of March, June, September and December. Attendance at these meetings usually ranges from 46% to 64% at a cost of \$3000 - \$4000 per meeting. The meetings generally feature a guest speaker (approx. 30 minutes) and provide an update on the activities of ORRSC. Most of the decisions required by the Board occur at the Annual General Meeting in June (to approve the Annual Report and Financial Statements) and the Annual Organizational Meeting in December (for annual elections and budget approval).
- The Executive was asked if these meetings are filling the needs of our members and whether we should reduce to two or three meetings and replace them with workshops which could cover issues in more depth and invite Councils and CAOs as well.
- Any change in the number of Board of Directors' meetings would require an amendment to ORRSC Bylaw 2004-1.

Moved by: Henry Van Hierden

THAT the Executive Committee recommends to the Board at the December 1, 2011 meeting that the number of Board of Directors' meetings be reduced to two times per year (first Thursday of June and December). **CARRIED**

- The Executive also agreed that ORRSC provide only one meal per year for members and guests (June barbeque), and that light refreshments and drinks be served at the Christmas Social following the December meeting.

(h) Executive Committee Members Resigning from Council

- Executive Committee member Mike Selk has accepted an Assistant CAO position with the Village of Stirling and has resigned from Council. Section 8.5 of ORRSC Bylaw 2004-1 states: *"When, due to annual municipal organizational meetings, an Executive Committee member no longer represents that municipality on the Board, said member shall continue on the Executive Committee until the Organizational meeting of the Board when a new Executive Committee member is elected."*
- Section 8.5 does not really apply to this situation as Mr. Selk is no longer on Council and his position with the Village could be viewed as a conflict of interest.
- When drafting changes to ORRSC Bylaw 2004-1, a new policy should be added to address and clarify this issue.

(i) Closing of Office Between Christmas and New Year's

Moved by: Doug MacPherson

THAT the Executive Committee approves the closing of the ORRSC Office between Christmas and New Year's (December 26, 2011 through January 2, 2012). **CARRIED**

5. ACCOUNTS

(a) Office Accounts –

(i) July 2011

5160	Staff Field Expense	D. Horvath	\$ 92.95
5185	Planning Intern Expenses	B. Gray	125.52
5150	Staff Mileage	B. Johnson	40.00
5160	Staff Field Expense	J. Schmidt.....	33.96
5151	Vehicle Gas & Maintenance	Bridge City Chrysler	79.95
5151	Vehicle Gas & Maintenance	Imperial Oil	842.86
5280	Janitorial Services	Madison Ave Business Services	425.00
5285	Building Maintenance	Weing's Sprinkler	330.00
5285	Building Maintenance	Lawnmaster Services.....	110.30
5310	Telephone	Bell Mobility	733.97
5310	Telephone	Telus.....	42.70
5310	Telephone	Bell Mobility	872.50
5310	Telephone	Telus.....	334.94
5580	Equipment & Furniture Rental	Telus.....	325.16
5320	General Office Supplies	Citi Cards.....	51.53
5330	Dues & Subscriptions	APA	230.00
5380	Printing & Printing Supplies	Citi Cards.....	51.27
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	21.00
5380	Printing & Printing Supplies	Peak Vocational Services	90.00
5430	Aerial Photos & Maps	County of Newell	200.00
5430	Aerial Photos & Maps	M.D. of Pincher Creek.....	100.00
5440	Land Titles Office	Minister of Finance.....	406.00
5460	Public Relations	ADOA	750.00
5500	Subdivision Notification	Metro Associates.....	98.45
5570	Equipment Repairs & Maintenance	Reiter Computer.....	70.00
5580	Equipment & Furniture Rental	Pitney Bowes	297.38
5580	Equipment & Furniture Rental	Xerox Canada	960.00
1160	GST Receivable	GST Receivable	296.18
		TOTAL	<u>\$8,011.62</u>

(ii) August 2011

5160	Staff Field Expense	B. Brunner	\$ 119.36
5185	Planning Intern Expenses	B. Gray	2,082.00
5151	Vehicle Gas & Maintenance	Imperial ESSO	540.27
5151	Vehicle Gas & Maintenance	Bridge City Chrysler	51.95
5280	Janitorial Services	Madison Ave Business Services	425.00
5285	Building Maintenance	Cam Air Refrigeration.....	297.20
5310	Telephone	Bell Mobility	1,008.49
5310	Telephone	Telus.....	432.59
5580	Equipment & Furniture Rental	Telus.....	264.14
5310	Telephone	Telus.....	37.01

5320	General Office Supplies	Minuteman Press	172.00
5320	General Office Supplies	Citi Cards.....	78.30
5320	General Office Supplies	Citi Cards.....	98.46
5380	Printing & Printing Supplies	Lethbridge Mobile Shredding	21.00
5390	Graphic & Drafting Supplies	Continental Imaging Products.....	841.94
5390	Graphic & Drafting Supplies	Continental Imaging Products.....	891.78
5390	Graphic & Drafting Supplies	Continental Imaging Products.....	128.47
5430	Aerial Photos & Maps	Municipal District of Taber.....	190.48
5440	Land Titles Office	Minister of Finance	2,022.00
5500	Subdivision Notification	Lethbridge Herald.....	800.68
5540	Other	Purolator Courier.....	28.23
5540	Other	Purolator Courier.....	50.55
5580	Equipment & Furniture Rental	Xerox.....	2,389.58
1160	GST Receivable	GST Receivable	386.42
		TOTAL	<u>\$13,357.90</u>

Moved by: Dick Fenton

THAT the Executive Committee approves the Office Accounts of July 2011 (\$8,011.62) and August 2011 (\$13,357.90), as presented. **CARRIED**

(b) Financial Statements –

- (i) **January 1 - June 30, 2011**
- (ii) **January 1 - July 31, 2011**
- (iii) **January 1 - August 31, 2011**

Moved by: Gordon Wolstenholme

THAT the Executive Committee approves the following unaudited Financial Statements, as presented:

January 1 - June 30, 2011
January 1 - July 31, 2011
January 1 - August 31, 2011 **CARRIED**

6. DIRECTOR'S REPORT

- Recently met with the new CAO in Milk River.
- Will meet with the new CAO of Picture Butte shortly.
- Fort Macleod has hired a new CAO to begin work in December.

Moved by: Henry Van Hierden

THAT the Executive Committee approves the verbal Director's Report, as presented. **CARRIED**

7. EXECUTIVE REPORT

- Committee members reported on various projects and activities in their respective municipalities.

8. ADJOURNMENT

Moved by: Gordon Wolstenholme

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:45 p.m. until Thursday, November 10, 2011 at 7:00 p.m.

CARRIED

DIRECTOR'S PERFORMANCE EVALUATION

/bj

CHAIR:

John Mackenzie

DELEGATIONS

Bellevue and District Agricultural Society, Joanne Trotz, President

Joanne Trotz introduced and presented on the activities and goals of the Bellevue and District Agricultural Society. Mrs. Trotz is interested in developing a good working relationship with Council for future projects such as construction of a facility or purchase of an updated sound equipment system.

TOPICS FOR DISCUSSION

Temporary Return to Work Programs- Draft Policy & Procedures

Marion Vanoni, Director of Finance and Corporate Services presented a draft of the temporary return to work program. In response to the number of employees that were either on WCB or LTD, a temporary return to work program was instituted. This policy provides the foundation to move forward to support the health and safety of municipal employees.

Revised Municipal Health and Safety Policy

Marion Vanoni, Director of Finance and Corporate Services presented the revised Municipal Health and Safety Policy. The Health & Safety Policy is a mandatory document, every three years, the Municipality's Health & Safety Program is externally audited through the Alberta Municipal Health & Safety Association (AMSHA.) This policy once approved will be posted throughout the organization and all Accident Prevention & Safety manuals will be updated.

Discussion Included:

- The importance that there not be a disconnect between this policy and practice and adherence of safety rules.
- Work is needed over the next year to eliminate unsafe practices in the organization

Website Discussion

Marion Vanoni, Director of Finance and Corporate Services stated that with the corporate structure changes there will be forthcoming adjustments to the website. Mrs. Vanoni welcomed any suggestions for the improvement of the website from Council.

Financial Report for the period ending November 30th, 2011

Marion Vanoni, Director of Finance and Corporate Services presented an unaudited yearend financial report for the period January 1, 2011 to November 30, 2011. Mrs. Vanoni noted that the Municipality's Financial Auditor will be onsite during the period December 12-16, 2011 to perform interim financial audit tasks and sampling. This report will be maintained on file.

Altalink Update

Councillor Mitchell provided an update to Council that the Alberta Utilities Commission (AUC) has rejected a proposal from Altalink to construct a transmission line in the MD of Pincher Creek.

Crown Partnership Management Meeting

Councillor Mitchell updated Council that there will be a Crown Partnership Management meeting held in Lethbridge from February 26th-27th, 2012.

IN CAMERA

G#180-11: Councillor Lonsbury moved that council would go In Camera at 7:50 pm.

CARRIED UNANIMOUSLY

RECESS/ RECONVENE

Mayor Decoux declared a five minute recess.

OUT OF CAMERA BUSINESS

G#181-11: Councillor Mitchell moved that Council come Out of Camera at 9:20 pm.

CARRIED UNANIMOUSLY

AJOURN

G#182-11: Councillor Gallant moved to adjourn the meeting at 9:21 pm.

CARRIED UNANIMOUSLY

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Council Meeting
Meeting Date: January 10th, 2012
Originated By: Myron Thompson, CAO
Subject: Council Meeting Dates- February 2012
Agenda Item No:

Administration Recommendation:

That Council considers the recommendation of Administration in establishing the dates for upcoming Council and Governance & Priorities meetings for the month of February 2012 as an extension of the trial period, after which time an amendment to the Procedural Bylaw will be requested.

Background:

Council and Administration have had recent discussions concerning changes to the frequency and times of meetings. From these discussions changes to meeting dates were implemented for the months of December 2011 and January 2012 which included the reduction of meetings to two Council meetings and one GPC meeting per month.

Discussion:

Council has previously approved Council meetings for the month of January to be scheduled for the 10th and 24th at the regular scheduled time of 7:00 pm with the GPC meeting to be held at 3:00 pm prior to the regular meeting scheduled for January 24th. Administration believes that the recent changes instituted have had no negative impact and in turn have provided staff more time to carry out daily work functions. Reduction in meetings will also allow more time for Council and Administration to work through the budget process and move forward and implement actions and goals set out under the strategic plan.

Administration is requesting that the trial period be extended into the month of February and consideration be given to 2 options which include:

Approvals:

CAO

Department Head

Option 1 – Continue with Council meetings on the 2nd and 4th Tuesday (Feb. 7th and 21st) with a scheduled GPC for 3:00 pm on the 21st prior to Council (3 meetings per month).

Option 2 - Scheduled regular Council meeting for Feb. 7th followed by a GPC meeting for the 21st (2 meetings per month).

Council and Administration will evaluate the changes at the last meeting in February and determine the meeting date schedule for the remainder of the year.

Alternatives:

Council may choose to consider a number of additional options and variations. Council does also have the option of calling a special meeting.

Attachment:

- Schedule of proposed dates

**Schedule of Proposed Council and Governance & Priorities Committee
Meeting Dates**

January 2012

January 10th

- Regular Council Meeting – 7:00 pm

January 24th

- Governance & Priorities Committee Meeting – 3:00 pm
- Regular Council Meeting – 7:00 pm

Proposed Option 1–February 2012

February 7th

- Regular Council Meeting – 7:00 pm

February 21st

- Governance & Priorities Committee Meeting – 3:00 pm
- Regular Council Meeting – 7:00 pm

Proposed Option 2–February 2012

February 7th

- Regular Council Meeting – 7:00 pm

February 21st

- Governance & Priorities Committee Meeting – 7:00 pm



Municipality of Crowsnest Pass

Meeting: Council
Meeting Date: January 10, 2012
Originated By: Marion Vanoni, Director of Finance & Corporate Services
Subject: Temporary Return to Work Programs

Administrative Recommendation:

That Council approve the 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.

On December 13, 2011, the Governance & Priorities Committee reviewed the Policy and Procedure and have recommended be put forward to Council for final approval.

Attachments:

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

Approvals:

CAO

Department Head

12b



Municipality of Crowsnest Pass Policy

Policy No.: Policy Title: Approval Date: Revision Date: Department:	Temporary Return to Work Program
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Policy Statement

The Municipality will make every reasonable effort to provide suitable Temporary Return to Work Programs to assist with the speedy recovery and return to work of any employee without sacrificing their safety and well being.

1. Reason for Policy

1.1 Return to Work Programs assist in the rehabilitation and early return-to-work of ill or injured Employees through temporary modified work.

2. Definitions

3.1 Temporary Modified Work is work that has been temporarily modified in content, duties or hours in order to provide an Employee with meaningful employment as they prepare to return to their pre-injury/pre-illness regular duties. This may include short-term modification of the Employee's original job description, providing alternate duties or providing transitional work.


3.2 Regular duties are the duties included in the job description which the Employee is expected to perform on a regular basis as part of employment.

3. End of Policy

Approval

Mayor

Date

	<h1>Municipality of Crowsnest Pass Procedure</h1>
Policy No.: Policy Title: Department:	Temporary Return to Work

1. Establish Claim

1.1 When an injury/illness occurs that requires medical treatment, provide the employee with the applicable forms.

1.1.1 Work Injury/Illness: Municipal Incident Form and Workers Compensation Board Application

1.1.2 Non Work Injury/Illness: Long Term Disability Application

1.2 Direct the employee to have their physician complete the required form(s) and return them to the Municipal Office for processing.

1.3 The Workers Compensation Board (WCB) or the Municipal Long Term Disability (LTD) Provider will then assign a Case Worker to the Employee.

1.4 If an employee is unable to work, they will be offered treatment and rehabilitation through WCB or LTD. The Case Worker, the Employee and the Municipality will work collaboratively to monitor the Employee's progress.

1.5 Once WCB or LTD deem the employee fit but not fully able to return to pre-injury/pre-illness job duties, the Municipality may make an offer of a Temporary Modified Work Program to prepare the Employee for their return to regular duties.

2. Consideration for Temporary Return to Work Program

2.1 The Long Term Disability or Workers Compensation Board Case Coordinator will confirm a temporary return-to-work program if medically approved and the Municipality agrees.

3. Make Written Offer of Modified Work

3.1 Present a written offer of modified work to the employee. This offer will include the following information:

- Specific job duties to be performed.
- Pay rate; this will be the same rate of pay as their pre-accident earnings.
- Hours of employment

- Length of placement
- The offer will be signed by the employee and the supervisor, and will be forwarded to the WCB or LTD immediately.

4. Refusal of Offer

4.1 Any refusal by an Employee to participate in the modified work program shall be dealt with immediately.

4.2 Interview the Employee and record the reasons for not participating.

4.3 Notify the WCB or LTD immediately.

5. Monitor Return-To-Work

5.1 Once the Employee is placed on temporary modified work, the Case Coordinator and the Municipality will monitor the progress of the Employee

5.2 Address any concerns immediately.

6. Return to Regular Duties

6.1 The Employee will return to regular duties when medical clearance is received by the Municipality from WCB or LTD.

6.2 The Case Coordinator will continue to monitor the employee's return to regular duties and once satisfied will close the file.

7. End of Procedure

Approval

Chief Administrative Officer

Date



Municipality of Crowsnest Pass

Meeting: Council
Meeting Date: January 10, 2012
Originated By: Marion Vanoni, Director of Finance & Corporate Services
Subject: Municipal Health and Safety Policy

Administrative Recommendation:

That 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)

On December 13, 2011, the Governance & Priorities Committee reviewed the Policy and Procedure and have recommended be put forward to Council for final approval.

Approvals:

CAO

Department Head

12c

Attachments:

- Health and Safety Policy



Municipality of Crowsnest Pass Policy

Policy No.: Policy Title: Approval Date: Revision Date: Department:	MUNICIPAL HEALTH AND SAFETY POLICY OCTOBER 13, 2011 ALL MUNICIPALITY OF CROWSNEST PASS DEPARTMENTS
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Policy Statement

The Municipality and its Council are ⁱcommitted 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. ⁱⁱAccidental 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. ⁱⁱⁱEmployees 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

^{iv} *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.*

ⁱ *Reference to the Municipality's commitment to Health and Safety*

ⁱⁱ *Statement of Responsibility*

ⁱⁱⁱ *Purpose/Objective of the Program*

^{iv} *Reference to Occupational Health and Safety Legislation*



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Council Meeting
Meeting Date: January 10th, 2012
Originated By: Myron Thompson, CAO
Subject: **Regional Council Meeting**
Agenda Item No:

Administration Recommendation:

That Council accept the invitation to attend the Regional Council Meeting to be held in Pincher Creek on March 28th at 7:00 pm and provide to the CAO any discussion items that Council would want to include on the agenda.

Background:

Crowsnest Pass, M.D. of Pincher Creek, Village of Cowley, Town of Pincher Creek and the MD of Ranchlands have participated in Regional Council meetings in the past. At one time the group were hoping to have quarterly meetings but the meetings have scaled back to that of 6 month intervals. The last meeting was held in Cowley last fall. The Town of Pincher Creek will be hosting a Regional Council meeting in March and are inviting our Council to attend. The date for the Regional Meeting has been set for March 28th. They are requesting our Council's attendance as well as our Council to add any topics of discussion we wish for inclusion on the agenda.

Discussion:

Regional Council meetings provide a great opportunity to network with neighboring municipalities and foster good working relationships. Our municipalities all share similar opportunities and challenges and this meeting will provide an excellent opportunity to explore these further. Typically most of the conversation centers around waste management and the landfill, highway twinning and sharing resources

Alternatives:

To not accept the invitation to participate.

Approvals:

CAO 

Department Head _____

12d