

MUNICIPALITY OF CROWSNEST PASS

TUESDAY, JANUARY 18, 2011

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in the Council Chambers on Tuesday, January 18, 2011.

PRESENT: **MAYOR:** Bruce V. Decoux

COUNCILORS: Siegbert Gail, Brain Gallant, Jerry Lonsbury, Larry Mitchell,
Emile Saindon, Andrew Saje

Also present:

Chief Administrative Officer	Tully Clifford
Director of Finance & Systems	Marion Vanoni
Director of Operational Services	Myron Thompson
Director of Community Services	Cam Mertz
Director of Legislative and Human Resource Services	Lynne Cox

Also present:

Recording Secretary	Carolee Ison
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CALL TO ORDER

Mayor Decoux called the meeting to order at 7:00 pm.

PUBLIC HEARINGS

No Public Hearings were held.

ADOPTION OF AGENDA

Additions:

Other Business

5. High Water – East Coleman
6. Office Procedures

In Camera

1. Land

M#5875-11: Councillor Saindon moved that the agenda be adopted as amended.

CARRIED UNANIMOUSLY

ADOPTION OF THE PREVIOUS MINUTES

Regular Council Meeting of January 4, 2011

Noted Councillor Lonsbury requested to be excused from the *In Camera* portion of the meeting.

Noted Motion #5873-11 should read: *Councillor Lonsbury recused himself and left the room*

Requested - Page 5 – Other Business – Policy Committee - be amended as follows:
“General approach to things *intended to guide behavior*”

M#5876-11: Councilor Mitchell moved that the minutes of the Regular Council Meeting of January 4, 2011 be adopted as amended.

CARRIED UNANIMOUSLY

DELEGATIONS

No delegations were in attendance.

ADMINISTRATIVE AND AGENCY REPORTS

No Administrative and Agency Reports were presented.

BUSINESS ARISING FROM THE MINUTES

No Business Arising From the Minutes.

CORRESPONDENCE

Letter from John Pundyk – Re: Potential Tax Increases

Correspondence was received from Mr. John Pundyk, Royal LePage, expressing concern regarding the negative impact a possible tax increase would have on the efforts to grow the municipal tax base.

Letter from Shane Stewart – Re: Potential Tax Increases

Correspondence was received from Mr. Shane Stewart, Burrows Building Corporation, expressing concern regarding the negative consequence a proposed tax increase would have on new home development and sales in the Crowsnest Pass.

Accepted as information.

COMMITTEE REPORTS

Governance and Priorities Committee – January 11, 2011

The minutes of the January 11, 2011 Governance and Priorities Committee Meeting were provided for Council's review. The minutes were received as information and will be maintained on file.

M#5877-11: Lonsbury moved to accept the January 11, 2011 Governance and Priorities Committee Meeting Minutes.

CARRIED UNANIMOUSLY

BYLAWS

No bylaws were presented.

NOTICES OF MOTION

No Notices of Motion were provided.

OTHER BUSINESS

Get Outdoors Weekend

Correspondence was received from Dave Rodney, MLA Calgary Lougheed, requesting support for Bill 203, "*The Alberta Get Outdoors ('GO') Weekend Act*", which proposes setting aside the second weekend of every April as a special time for Albertans to participate in outdoor activities.

M#5878-11: Councillor Saindon moved to forward a letter of support to Dave Rodney, MLA Calgary Lougheed, for Bill 203, *The Alberta Get Outdoors Weekend Act*.

CARRIED UNANIMOUSLY

Elected Officials Course

M#5879-11: Councillor Gail moved that the entire Council and Mayor, excluding Councillor Saje, will attend the Elected Officials Course on February 3, 2011 in Pincher Creek.

CARRIED UNANIMOUSLY

Mayor Decoux requested that Administration contact Ms. Maureen Webster on January 19, 2011 to notify of Council's attendance at the Elected Officials Course on February 3, 2011.

OTHER BUSINESS - Continued

Councillor Request for a Meeting Absence – February 1st Council Meeting

M#5880-11: Mayor Decoux moved to approve the absence request of Councillor Saje for the February 1, 2011 Council Meeting.

CARRIED UNANIMOUSLY

2011 Budget

Mr. Tully Clifford, Chief Administrative Officer, requested Council focus on whether the budget as presented will facilitate their goals and visions for 2011 and whether they require any changes in the budget to accomplish this. Mr. Clifford provided an overview of the new budget format:

- *Executive Summary*
 - Overview of the budget with select incomes and disbursements from departments and functional areas
 - Overview of responsibilities of each department and functional area
 - Summary of 2010 achievements
 - List of 2011 objectives
 - Current and proposed Municipal Organizational Charts
 - Descriptions of Reserves, Debt, Assessment Base, Millrate, and Senior's Tax Rebate
- *Budget Elements*
 - Consolidated budget and line item budget details for each department and functional area including brief descriptions of significant variances from 2010

Mr. Clifford noted Administration hopes Council will review the budget to ensure programs and services are appropriate and the assigned budget is reasonable, rather than on a line item level basis.

- *Capital Budget*
 - Overview of Capital Purchases and Projects

Mr. Clifford noted the Capital Budget requires additional review and input from Council on an ongoing basis, and Administration requires Council's vision on:

- Facility Use
- Facility Operating Costs
- Vehicle and Equipment Replacement
- Priorities for limited capital dollars

Stated a program needs to be developed to account for all potential income sources, identify and prioritize all capital needs, and leverage all funding available including grants.

- *Initiatives*
 - Supporting information and justification for budget requests

OTHER BUSINESS – 2011 Budget - Continued

Administration:

- Wants to undertake analysis of key areas and implement changes which are effective and sustainable
- Requesting an increase in the tax levy in the amount of approximately \$361,000.00 (5.3% increase) for 2011
- Has developed the budget to facilitate changes and improvements in 2011
- Committed to minimizing operating costs and maximizing all sources of revenue including grants
- Wants to design programs to improve access to facilities
- Wishes to improve support in legislative areas
- Requested that Council consider the proposed budget and offer positive guidance and support to administration

Councillor Saindon:

- Proposed a 0% tax increase
- Questioned:
 - Increases in requests from Fire Departments of 30% to 40%
 - Casual part time to permanent full time position change in Rescue Department
 - Public Works increases, including recycling costs
 - Electrical meter reading costs
 - Planning and Development costs and expenses
 - Community Services – MDM revenue down, cost to operate increased
 - Whether the Track Hoe is necessary, felt contractors could be hired
- Suggested float cost should be reviewed and possibly sourced as a donation in kind
- Felt there are items that could be reduced, eliminated, or postponed

Councillor Mitchell:

- Questioned Track Hoe purchase and water metering
- Noted the budget overrun for 2010 is quite high
- Felt the ski hill could look at fund raising

Councillor Lonsbury:

- Difficult to believe it is not necessary to raise taxes
- Equipment is old with nothing in reserves to replace equipment
- Costs that face the Municipality continue to increase
- Questioned increased staffing; difficult as they have no measurements to make judgments on
- A tax increase is not out of line

OTHER BUSINESS – 2011 Budget - Continued

Councillor Saje:

- Noted a trend of spending each year with expenses historically increasing and population and tax base declining
- Surveyed other municipalities of similar size and none had an Administrative/Legislative Human Resource Department and separate Administrative Department with Finance and questioned cross functionality of the departments

Councillor Gail:

- Would like to see more justification on hiring and other alternatives
- Does not believe there is a need for a large tax increase, but feels there will have to be an increase
- Remove water meters
- Run the municipality more efficiently

Councillor Gallant:

- Questioned some new hires
- Concern that the numbers for facilities varies greatly
- Queried if no tax increase was proposed, how Administration would proceed
- Feels tax increases deter business
- Need to spur growth
- Tax base is decreasing
- Water meters are a good idea but does not want to access reserves to pay for them

Mayor Decoux:

- Felt Council's general tone ranges from no tax increase to a small tax increase

Mr. Tully Clifford, Chief Administrative Officer:

- Advised Administration will require additional guidance, support, and approval on items such as performance measures
- Administrative will look at making adjustments to gain efficiencies
- Noted removing the water meter program would not decrease the tax levy as funds for water meters was coming from reserves
- Explained the Trac Hoe involves a safety issue and removing it from the budget would make it necessary to add a line item for contracting out the service
- Would like to see a mandate from Council in reference to what the performance measures are for the Ski Hill
- Dramatic changes are proposed for human resources requiring it to be a separate unit
- In the future there will be the opportunity to determine what departments should exist within the organization
- Once the proposed staff is in place an analysis and review can be done to determine if adjustments are necessary in services, programs, and staffing levels

OTHER BUSINESS – 2011 Budget - Continued

Mr. Myron Thompson, Director of Operational Services:

- Equipment Maintenance
 - Includes *Equipment Parts* which was formerly a separate line item
 - Contingency included
- Road Maintenance Materials
 - Reduction of \$30,000 overall (some areas of been reassigned)
- Trac Hoe
 - Would like to see funds remain for borrowing
 - Attention is required on equipment and equipment replacement
 - Would improve efficiency and safety
 - Has a longer reach and increased capacity
 - The equipment will be utilized for twenty years
 - Additional information will be provided for Council's review

Ms. Marion Vanoni, Director of Finance:

- In reference to the Foothills Emergency Medical Dispatching, clarified a per capita fee is paid for dispatching of Fire and Rescue

Mr. Cam Mertz, Director of Community Services:

- Offered to provide further clarification in reference to budget performance
- A new operating structure has been implemented within the department which has reallocated wages differently between facilities

The Chief Administrative Officer provided the following items for review:

- Eliminate
 - Hillcrest Fire Department Storage Shed - \$10,000
 - Carpet for Municipal Office - \$34,200
 - Table and chairs for Council Chambers - \$7,000
 - Floor tiling in the pool - \$15,000
 - Parade Float - \$10,000
 - Thunder in the Valley policing - \$30,000
 - Additional requests from Community Organizations - \$15,000 - \$18,000
 - Advertising - \$30,000
 - Generator for Municipal Office - \$30,000
 - Archiving System - \$30,000
 - Coleman Metering - \$7,000
 - Snow Gates - \$15,000
 - Public Works – 2 casual positions - \$67,000
- Balance out Mapleview Hall demolition through Land Sales
- Potential increase in admissions for ski hill
- Additional costs associated with benefits clerk

Could adjust the potential tax increase to 1.11% to 4.3%

OTHER BUSINESS – 2011 Budget - Continued

Mayor Decoux requested Councillor Saindon provide his budget questions to Administration for review.

Council requested the Chief Administrative Officer provide his budget recommendations to Council in writing for further review.

Councillor Saindon:

- Council and Administration need to implement cost reductions and address redundancies
- Cannot continue to support programs and facilities that are little utilized
- User fees have to be implemented; users need to pay a fair price
- Questioned half price ski passes until November 30th
- Need to focus on value for dollars spent

Councillor Gail:

- Suggested groups with authority may be able to fill gaps for the RCMP during Thunder in the Valley

The Chief Administration Officer clarified he does not suggest eliminating the use of the RCMP, rather eliminating their suggestion of increasing the budget from \$10,000 to \$40,000, but still requesting the exact same level of service as received in the past.

Mayor Decoux:

- Noted Council ranges from feeling there should be a 0% to some tax increase
- Feels the consensus of Council is to strive to create within the Municipality a “lean, mean, efficient machine”
- Senses the population wants the Municipality to pay attention to the way it does business internally
- Noted not improving infrastructure could be short sighted as it could eventually lead to people not wanting to move to the Crowsnest Pass due to inadequate streets, water system, and recreation
- Need to look at the long term and set foundations for the future resulting in a better community
- Attempting to keep property taxes low at the expense of the infrastructure and community is the wrong way to go
- Increasing taxes is difficult, but will ultimately result in a better community
- Hopes the Task Force will provide direction to improve the economy
- Presented the question to Council: “Did the electors elect us to maintain the status quo?”

OTHER BUSINESS – 2011 Budget - Continued

Mayor Decoux queried the Chief Administrative Officer whether it was possible to identify which department or area was in the most need of Council's recognition or changes.

Chief Administrative Officer:

- Can gain efficiencies in all departments
- Suggested Community Services or Public Works
- Possibly the greatest gains could be made in Public Works as they are the most highly visible and sometimes most underrated department until problems arise
- Collectively assigning performance measures and developing metrics needed for governing and implementing would make overall gains
- Council's input is required on acceptable service levels
- The proposed new positions would allow time for analysis to gain efficiencies
- Wants the public to be aware of costs for municipal services, facilities, and support to organizations
- Feels some tax increase is necessary

M#5881-11: Councillor Lonsbury moved to table the 2011 budget discussion to the Governance and Priorities Committee Meeting on January 25, 2011.

WITHDRAWN

M#5882-11: Councillor Saje moved to amend the 2011 Municipal Budget to include the following conditions:

1. The Capital project budget for the Trac Hoe in the amount of \$230,000 be removed from the 2011 budget.
2. The Capital project budget for IT Equipment Data Archiving is to be suspended until outsourcing tenders are obtained and a new capital project is presented for council approval.
3. The Capital project budget for IT Equipment Desktop replacement is to be reduced to \$10,000.
4. The Capital project budget for IT Software Upgrades be reduced to \$12,000.
5. The Capital project budget for the Parade Float be reduced to \$5,000.
6. With the exception of the community services of: facilities support, culture, and family community support services, all departments shall reduce their operating expenses by 7%.
7. Since hiring contract employees are desirable during difficult economic times, no full time employees, union or otherwise, shall be hired during the 2011 fiscal year. Contract employees may be considered upon council resolution.
8. With the exception of the employees that are covered under the Collective Agreement, in particular the CUPE agreement, the pay increase for all salaried and non salaried employees shall not exceed 2% for the 2011 fiscal year.

OTHER BUSINESS – 2011 Budget - Continued

9. A maximum of \$25,000 shall be applied across all departments to provide both the legislative and non-legislative advertising requirements with the exception of the Ski Hill Website and the Land Division.
10. A budget \$65,000 shall be applied to the Municipal 2011 Budget used for Municipal rebranding and the redesign of the Municipal website. The budget funds will be released upon a tendered project approved by Council.

DEFEATED

Councillor Mitchell recommended this type of motion be brought forward as a *Notice of Motion* to provide more time for review, and also that each item should be separate.

M#5883-11: Councillor Lonsbury moved to table the 2011 budget discussion to January 25, 2010 as a Special Council Meeting.

CARRIED UNANIMOUSLY

High Water – East Coleman

Councillor Mitchell advised of a high water situation that has existed for several years in East Coleman causing flooding of basements, has asked for further information, and requested the issue be added to the Governance and Priorities Committee Meeting agenda for further discussion.

Mayor Decoux requested the Chief Administrative Officer research the East Coleman high water issue.

The *High Water – East Coleman* agenda item will be added to the February 8, 2010 Governance and Priorities Committee Meeting agenda.

Office Procedures

Councillor Mitchell requested an update on the information he requested in reference to public procedures and protocol in the Municipal Office.

The Director of Finance advised a sign-in form was in the process of being developed and questions and concerns arose on how the protocol would be set in motion including:

- What areas of the office are being tracked
- Where the sign-in sheet would be located
- Is it a matter of tracking the employee's time
- Who enforces if someone will not sign in

OTHER BUSINESS - Office Procedures - Continued

Further discussion will be conducted with staff before presenting the office protocol procedure to Council.

The Chief Administrative Office advised Administration will provide and implement a protocol to have better control of traffic within the Municipal Office.

COUNCIL MEMBER REPORTS

Councillor Saje

- Oldman River Regional Services Commission - Municipal Planning Workshop

Councillor Gail

- Oldman River Regional Services Commission - Municipal Planning Workshop
- Mitation for Wildlife Presentation

Councillor Gallant

- Oldman River Regional Services Commission - Municipal Planning Workshop
- Council Retreat
- Subdivision and Development Appeal Board

Councillor Saindon

- Southern Alberta Waste to Energy Association

Councillor Mitchell

- Council Retreat
- Protective Services
- Governance and Priorities Committee Meeting
- *Pinkest Little Town in the West* Presentation
- Municipal Planning Orientation
- Heritage Board Meeting
- Mitation for Wildlife Presentation

Councillor Lonsbury

- Councillor Retreat
- Oldman River Regional Services Commission - Municipal Planning Workshop
- York Creek Lodge Meeting and Grant Application

Mayor Decoux

- Alberta SouthWest Regional Alliance – Presentation on the economy from the Alberta Government
- Will provide further information on *Highlights of the Alberta Competiveness Council - Report on Competiveness*
- Hopes to have one of the economists present to Council on the future in Southern Alberta
- Mayoral Symposium

PUBLIC INPUT

No public input was provided.

IN CAMERA

M#5884-11: Councillor Gail moved to go In Camera at 8:57 pm.

CARRIED UNANIMOUSLY

RECESS/RECONVENE

Council recessed at 8:57 pm and reconvened at 9:10 pm.

BUSINESS OUT OF CAMERA

M#5885-11: Councilor Mitchell moved that Council come Out of Camera at 9:23 pm.

CARRIED UNANIMOUSLY

ADJOURN

M#5886-11: Councilor Mitchell moved to adjourn the meeting at 9:30 pm.

CARRIED UNANIMOUSLY

Bruce Vernon Decoux
MAYOR

Tully Clifford
CHIEF ADMINISTRATIVE OFFICER