# MUNICIPALITY OF CROWSNEST PASS

## TUESDAY, SEPTEMBER 6, 2011

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

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

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

**Also present:**

| | |
|---|---|
| Interim Chief Administrative Officer | Kevin Robins |
| Director of Finance & Systems | Marion Vanoni |
| Acting Director of Legislative Services & HR | Leslie Orleni |

## CALL TO ORDER

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

## PUBLIC HEARINGS

No Public Hearings were scheduled.

## ADOPTION OF AGENDA

### ADDITIONS:

OTHER BUSINESS: e) Retaining Wall

COUNCIL MEMBERS: b) Request to attend the Crown of the Continent Conference – Mayor Decoux

### DELETIONS

BYLAWS: No. 832, 2011 – This Bylaw will be presented back to Council in mid-October

OTHER BUSINESS: item a) Change Governance and Priorities Committee to Committee of the Whole

IN CAMERA: item f) Retaining Wall

**M#6231-11:** Councillor A. Saje moved to adopt the agenda as amended.

CARRIED UNANIMOUSLY

## ADOPTION OF THE PREVIOUS MINUTES

Regular Council Meeting of August 16, 2011

The following errors were identified in the August 16, 2011 regular Council minutes:

Page 4: City of Lethbridge – Triennial Budget: change the word concurred to agreed in paragraph 3.
Page 5: RCMP Quarterly Report: first paragraph include the word "written" report
Second paragraph change the word once to "one"

Page 6: Oldman River Regional Services Commission amend as follows: "May 12, 2011 meeting of the "Executive Committee" of the ……."

Page 6: Appointment of Alternate Assessment Review Board Members: correct the spelling to read Bjorn "Berg"

In discussing the matter of the Bylaw Enforcement Audit, Mayor B. Decoux questioned why it was brought forward to Council when the contract with Transitional Solutions Inc. indicates the use of "associates' of the company.

In response, Ms. Marion Vanoni, Director of Finance and Systems, agreed that the provision was in the contract, however bringing it forward to Council made the matter more transparent.

**M#6232-11:** Councillor S. Gail moved that the minutes of the Regular Council Meeting of August 16, 2011 be adopted as amended.

CARRIED UNANIMOUSLY

## DELEGATIONS

No delegations were scheduled.

## ADMINISTRATIVE AND AGENCY REPORTS

Municipal Facility Audit

Mr. Kevin Robins, Interim Chief Administrative Officer, presented a report on behalf of Mr. Myron Thompson, Director of Operations, regarding a Municipal Facility Audit/Needs Assessment. Such an audit would allow Administration to create a long term plan that would assist in developing a capital replacement strategy encompassing the need for replacement and capital upgrades. This audit would provide a clear understanding of the existing condition and life expectancy of our existing facilities. This information, tied together with a Needs Assessment Study, will aid in determining the prioritization of community needs as it relates to facility requirements.

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**ADMINISTRATIVE AND AGENCY REPORTS – cont'd**

Municipal Facility Audit – cont'd

During discussions some Councillors suggested other facilities such as the Ski Hill, Seniors' Halls and the Sewer Plant should be included in the list of facilities. They were advised that the report only identified that top seven (7) facilities but the intention was to review all municipal facilities with consideration being given to the Crowsnest Museum.

Mr. Kevin Robins, Interim Chief Administrative Officer, also assured Council that there would be no duplication of audits on facilities that may have been done previously.

Regarding an inquiry relative to a possible change in insurance, Mr. Robins stated that the Audit would establish the value of infrastructure which could result in changes to insurance values and premiums.

**M#6233-11:** Councillor A. Saje moved that Administration proceed to undertake a Facility Audit including the Needs Assessment at a cost not to exceed $90,000 with grant funding approved through the Municipal Sustainability Initiative.

**M#6234-11:** Councillor L. Mitchell moved to table this matter.

DEFEATED

**M#6233-11:** Councillor A. Saje moved that Administration proceed to undertake a Facility Audit including the needs assessment at a cost not to exceed $90,000 with grant funding approved through the Municipal Sustainability Initiative.

CARRIED

2011 AUMA Convention Policy and Resolutions Handbook

Council was provided with the 2011 AUMA Convention Policy and Resolutions Handbook for information and was advised that Administration will review the resolutions and provide recommendations where appropriate.

Councillor A. Saje inquired about the process to have the Municipality's concerns brought forward in this format.

It was noted that Councillors A. Saje and L. Mitchell will be attending the 2011 AUMA Convention in Calgary, Alberta September 28-30, 2011.

## BUSINESS ARISING FROM THE MINUTES

Bylaw Activity Report – January – September 2011

A Bylaw Activity Report was submitted by Mr. Larry Iutzi, Bylaw Enforcement Officer for the period of January to September 2011. Mr. Iutzi was in attendance to address any Council concerns.

The report indicated that 170 files have been generated in that time period, with 20 in the first quarter, 60 in the second quarter and 90 in the third quarter. Of those files, 40 dealt with Community Standards with 20 more to be generated. As well, 31 long grass and weed files were opened. The remaining files dealt with traffic, noise, garbage, speeding as well as quad and snowmobile complaints.

Mr. Iutzi provided information on educating the public, obtaining an agreement with CPR regarding authorization to apply our bylaws to their property, i.e. seasonal vehicles and junk stored on CPR land, participation in the Bike Rodeo, and assistance given to other departments. He also provided comments relative to time spent on Rum Runner Days/Thunder in the Valley, noting it was very time consuming and that additional enforcement personnel was required.

The report also indicated that many bylaws have enforcement issues and require changes, updates and additions.

## POWER FAILURE

Due to a power failure Mayor B. Decoux recessed the meeting at 7:40 pm indicating that Council would wait 10 minutes to see if power was restored.

## ADJOURN

**M#6235 -11:** Mayor B. Decoux moved to adjourn the meeting at 7:52 pm. and to reconvene at 1:00 pm on Wednesday, September 7, 2011.

CARRIED UNANIMOUSLY

## RECONVENE

The regular Council meeting of Tuesday, September 6, 2011 reconvened at 1:00 pm on Wednesday, September 7, 2011.

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

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

**Also present:**

| | |
|---|---|
| Interim Chief Administrative Officer | Kevin Robins |
| Director of Finance & Systems | Marion Vanoni |
| Acting Director of Legislative Services and HR: | Leslie Orleni |

## CALL TO ORDER

Mayor B. Decoux called the meeting to order at 1:00 pm.

## BUSINESS ARISING FROM THE MINUTES

Bylaw Activity Report – January – September 2011 – cont'd

In response to Council's inquiries, Mr. Kevin Robins, Interim Chief Administrative Officer, felt that the activity report presented was comparable to other communities of our size. He noted however that the length of our Municipality presents a very unique challenge because of the required travel time - other communities may have higher activities because of their small area. Regarding the report format, Mr. Robins indicated that the report submitted was only to provide Council with an information update and that it will not be the format that will be used in the future. In addressing other questions regarding issuing of speeding tickets, file process and storage, Mr. Robins advised that detailed information will be provided in the Bylaw Audit to be presented later. He further noted that the Audit will provide the means for the department to operate on a proactive basis rather than being reactive.

Mayor B. Decoux noted that the Municipality was well on their way to resolving Bylaw issues and the Audit will provide the basis to move forward.

**M#6236 -11:** Councillor L. Mitchell moved to accept the Bylaw Enforcement Officer's report as information.

CARRIED UNANIMOUSLY

## CORRESPONDENCE

No correspondence was received.

## COMMITTEE REPORTS

Governance and Priorities Committee Meetings

During review of the Minutes of the June 28, 2011 meeting of the Governance and Priorities Committee it was noted that they did not reflect the Mayor's recommendation to Mrs. June Vastenhout to speak to the Bylaw Enforcement Officer.

Mayor B. Decoux requested that the tape of the June 28, 2011 meeting be reviewed and that the minutes be amended if the recommendation was provided.

**M#6237-11:** Councillor S. Gail moved to accept the minutes of the June 28, 2011 meeting of the Governance and Priorities Committee as amended.

CARRIED UNANIMOUSLY

## COMMITTEE REPORTS – cont'd

Governance and Priorities Committee Meetings – cont'd

Regarding the matter of the Advertising Policy under Topics for Discussion, Council requested that Administration review the matter and provide their input at the next meeting of the Governance and Priorities Committee.

## BYLAWS

No Bylaws were presented.

## NOTICES OF MOTION

No Notices of Motion were presented.

## OTHER BUSINESS

Subdivision Extension

Mrs. Bev Cole, Development Officer, submitted a report to Council, regarding a request for a subdivision extension for Lot 6, Block 35, Plan 941 1899 within the NE ¼ Section 9 Township 8 Range 4 W5M. The report provided details regarding the development and that the property owners are waiting for the Municipality to provide a Development Agreement which would then allow them to complete the necessary infrastructure. The initial application was approved by the Subdivision and Development Authority in May 2010.

Concerns were expressed as to whether the conditions of the Development Permit had been met and who was responsible to address the water supply to the area. Mr. Kevin Robins, Interim Chief Administrative Officer, advised that prior to entering into a Development Agreement all concerns and requirements would be addressed.

**M#6238:** Councillor J. Lonsbury moved to approve a one year subdivision extension for the David De Waal property located in Woodhaven Subdivision being Lot 6, Block 35, Plan 941 1899 within the NE ¼ Section 9 Township 8 Range 4 W5M.

CARRIED UNANIMOUSLY

Crowsnest Pass Sports Complex – HVAC Replacement

A written report from Mr. Cam Mertz, Director of Community Services, provided information regarding the HVAC Replacement at the Crowsnest Pass Sports Complex. He indicated that the low tender received was $3,240.00 over the proposed budget amount and that the shortfall could be accommodated within the current operational budget for the Complex.

**M#6239-11:** Councillor L. Mitchell moved that the capital project Crowsnest Pass Sports Complex – HVAC Replacement be awarded to Morency Plumbing and Heating Ltd. at the tender price of $29,652.00

CARRIED UNANIMOUSLY

## OTHER BUSINESS – cont'd

Development Feasibility Study – Crowsnest Centre Lands

In the absence of Mr. Myron Thompson, Director of Operational Services, Mr. Kevin Robins, Interim Chief Administrative Officer, spoke to the report regarding the Development Feasibility Study for the Crowsnest Center Lands.

Councillor S. Gail expressed uncertainty as to whether this study was the best value for the money and was advised by Mr. Robins that the Study would assist Council with the marketing of the property.

**M#6240-11:** Councillor A. Saje moved to accept a proposal from Rich Eichler Ltd. to undertake Phase 1 of a Feasibility Study to identify development opportunities available on the Crowsnest Centre Lands at a cost of $4,000.00.

CARRIED

IN FAVOUR: Mayor B. Decoux
Councillors: J. Lonsbury, E. Saindon, B. Gallant, L. Mitchell, A. Saje

OPPOSED: Councillor S. Gail.

Retaining Wall – Block R. Plan 6432 FE

A report was submitted by Mrs. Bev Cole, Development Officer, regarding the retaining wall that was built on the west side of Block R, Plan 6432 FE, noting it was done without a Development Permit in place. The Subdivision and Development Authority, concerned about the damage that could occur to adjacent properties if the wall collapsed and the legal impact it could have on the Municipality, immediately issued a Stop Work Order. The owner was requested to submit a development application and engineered drawings for the wall; failure to comply could result in obtaining an injunction to undertake remedial work necessary to rectify the situation.

**M#6241-11:** Councillor E. Saindon moved to accept the report as information.

CARRIED UNANIMOUSLY

## COUNCIL MEMBERS REPORTS

Councillor B. Gallant – Request for Absence

**M#6242-11:** Mayor B. Decoux moved that Councillor B. Gallant be excused from the Governance and Priorities Committee meeting of September 27, 2011.

CARRIED UNANIMOUSLY

## COUNCIL MEMBERS REPORTS

Mayor B. Decoux – Attendance at the Crown of the Continent Conference

**M#6243-11:** Councillor J. Lonsbury moved that Mayor B. Decoux be authorized to attend the Crown of the Continent Conference.

CARRIED UNANIMOUSLY

## PUBLIC INPUT

No Public Input was provided.

## IN CAMERA

**M#6244-11:** Councillor B. Gallant moved to go In Camera at 1:55 pm.

CARRIED UNANIMOUSLY

EXCUSED Council excused Councillor A. Saje and Councillor E. Saindon from the September 6, 2011 Council meeting at 5:05 pm due to other personal appointments and commitments.

## BUSINESS OUT OF CAMERA

## OUT OF CAMERA

**M#6245 -11:** Councillor L. Mitchell moved that Council come Out of Camera at 5:42 pm.

CARRIED UNANIMOUSLY

Abiocon Strategies Inc. Contract

**M#6246 -11:** Councillor B. Gallant moved to accept the contract with Abiocon Strategies Inc. relative to the completion and formalization of the Municipal Strategic Plan.

CARRIED UNANIMOUSLY

Bylaw Enforcement Audit

**M#6247 -11:** Councillor J. Lonsbury moved to table the Bylaw Enforcement Audit to the September 13, 2011 Governance and Priorities Committee Meeting.

CARRIED UNANIMOUSLY

**BUSINESS OUT OF CAMERA** - cont`d

Municipal Lands for Sale

**M#6248 -11:** Councillor L. Mitchell moved to authorize Administration to reduce the price of the listed Municipal residential lots by 10% as of September 6, 2011 and remove the two year building commitment requirement from any future sale of municipal residential lots.

CARRIED UNANIMOUSLY

Purchase of Land-Lot 39, Block 20, Plan 981 1810

**M#6249 -11:** Councillor S. Gail moved to authorize Administration to enter into negotiations for the purchase of Lot 39, Block 20, Plan 981 1810.

CARRIED UNANIMOUSLY

**ADJOURN**

**M#6250-11:** Councillor S. Gail moved to adjourn the meeting at 5:47 pm.

CARRIED UNANIMOUSLY

*B.V. Decoux*
MAYOR

**ORIGINAL SIGNED**

*Kevin Robins*
INTERIM CHIEF ADMINISTRATIVE OFFICER