MUNICIPALITY OF CROWSNEST PASS

TUESDAY, FEBRUARY 1, 2011

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

PRESENT: **MAYOR:** Bruce Decoux

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

Absent: Councillor 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
Absent:	
Director of Legislative and Human Resource Services	Lynne Cox
Also present:	
Recording Secretary	Carolee Ison

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
7. Emergency Manual

Deletions:
Other Business
4. AUMA Mayors Caucus – February 17, 2011 – Municipal Action Items

M#5893-11: Councillor Saindon moved that the agenda be adopted as amended.

CARRIED UNANIMOUSLY

ADOPTION OF THE PREVIOUS MINUTES

Regular Council Meeting of January 18, 2011

Noted on page 10 – Motion #5883 should read January 25, *2011*

Page 7
some areas of - should read - *some areas have*

Requested - 1.11% *to* 4.3% - read - 1.11% *from* 4.3%

M#5894-11: Councilor Gail moved that the minutes of the Regular Council Meeting of January 18, 2011 be adopted as amended.

CARRIED UNANIMOUSLY

DELEGATIONS

Emergency Response – Mark Murphy, Emergency Management District Officer, Southern Alberta

Mr. Mark Murphy was unable to attend the meeting due to an emergency.

Mr. Tully Clifford, Chief Administrative Officer, provided the following information on the Municipality of Crowsnest Pass Emergency Plan:

- Noted the current Emergency Plan is in good shape
- Everyone should know where the plan is and what it includes
- Administration is committed to ensuring Emergency Plans are kept up to date and implementation of the plans are a core service of the Municipality
- The majority of the plan will be placed on the municipal website
- Copies of the plan will be made available to Council
- An Emergency Operations Cabinet will be placed in Council Chambers which will include emergency supplies and emergency information including copies of the Emergency Plan

Further discussion included:

- The Emergency Plan will be made available to the public
- $30,000 for the Municipal Building Generator includes the cost to relocate the generator from the Crowsnest Centre to the Municipal Office; a generator is available in the interim
- In the Emergency Plan – *"Director"* refers to the Chief Administrative Officer
- Councillors Saindon, Lonsbury, and Gallant requested a copy of the plan on their Share Point
- Councillors Gail and Mitchell requested a printed copy of the plan
- Councillor Mitchell noted that a generator should be the consideration of Alberta Infrastructure or Alberta Transportation in reference to Highway 3 closures
- Mr. Clifford advised Mutual Aid will be reviewed for further assistance possibilities
- Mr. Murphy will review the existing plan and present his findings to Council in the near future

ADMINISTRATIVE AND AGENCY REPORTS

No Administrative and Agency Reports were presented.

BUSINESS ARISING FROM THE MINUTES

Budget 2011

The Chief Administrative Officer reviewed the budget report and advised that Administration is recommending that Council consider the budget adjustments presented in Attachment C in order to approve a budget without an increase to the tax levy. Excerpts from the Crowsnest Pass Strategic Plan and the Crowsnest Pass Integrated Community Sustainability Plan were included to demonstrate that the services and programs being funded are consistent with Council's current direction. Changes can be made throughout the year at Council's direction.

Reserves
- Require direction and policy
- Capital Equipment Replacement Policies and Facility Plans will be developed

Human Resources
- Includes new positions which will enable change, assist with economic sustainability, and build capacity within the organization to enable growth
- The characteristics of the municipality and population must be considered in order to gain efficiencies and change the way things are done
- The changes in population must be considered for long term goals
- The condition of the infrastructure and facilities needs to be reviewed to determine if services and programs are compatible
- Necessary to look at regional coordination for duplication of services and efforts

Track Excavator
- Renting would require an additional $60,000 to be added to the budget

Archiving Project
- Suggested the Archiving project be removed until further information can be provided

Facilities
- Should be reviewed to determine where and how to best offer programs and services
- Adjustments can be made mid year

Performance Measures
- Essential to ensure the Municipality is operating in a transparent and effective manner
- Engage the public in the process

Administration requested that Council consider the proposed Budget and adjustments.

BUSINESS ARISING FROM THE MINUTES – Budget 2011 - Continued

Further discussion included:

Councillor Gail
- Concern in reference to hiring and where to put staff
- Track Excavator is necessary

Councillor Gallant
- Administration feels this is what they need to be successful

Councillor Lonsbury
- Questioned plan for Reserves
    - Mr. Clifford confirmed Administration will review reserves to determine further details including what the reserves should be, how they should be funded, and long term goals
- Noted uncompleted reviews scheduled for 2010 confirm the need for more staff

Councillor Mitchell
- There is a need for the Track Excavator
- Advertising should be returned to $50,000
- More staff is needed
- Reserves should be increased
- A tax increase is necessary in order to keep up with supplying the needs of the community
- The Municipal Strategic Plan should be tabled to a special meeting of Council and staff

Councillor Saindon
- Could support approval of the Public Works Foreman and Human Resource Clerk positions provided there are clear and defined directions for the positions, and that productivity is tracked and reported
- All other positions should be held for assessment next year
- Questioned whether the Municipality has the ancillary equipment for the Track Excavator
- In reference to the Agricultural Services Field position, questioned whether costs would become a burden to the Municipality if grants for the position ended
- Suggested 2010 funding levels continue for organizations and the Terms of Reference and Operating Agreements be implemented to ensure proper allocation of funds

Chief Administrative Officer
- Advised there is currently no Reserve Policy and would like to see Council enact a policy to specify what the minimum amount of reserves should be
- The Agricultural Services funding is a three year commitment from the Alberta Government at this time

BUSINESS ARISING FROM THE MINUTES – Budget 2011 - Continued

Mayor Decoux

- Noted the misconception that the Municipal Office is overstaffed has been dispelled
- The needs of the Municipality of Crowsnest Pass are different than any other community in Alberta
- Noted Administration requires additional staff at this time in order to achieve Council's priorities
- Staffing can be adjusted through attrition, retirement, and job reassignments over a period of time in an appropriate manner
- Without the new positions the status quo would continue
- Council was elected to make changes for the better and steps need to be taken
- The Budget and the plan outlined will begin the process of change
- His understanding is that Council will be provided with regular reviews of the budget and adjustments will be made as they move forward
- Cautioned the danger in presenting a no increase budget over a long period of time is that deterioration of the community can occur, which is a concern for the future

M#5895-11: Councillor Mitchell moved to approve Administration's recommendation that Council approve the Fiscal Year 2011 Budget as presented by Administration.

CARRIED

CORRESPONDENCE

Alberta Order of Excellence – Call for Nominations

Correspondence was received from J. Angus Watt, Chair, Alberta Order of Excellence Council, advising of the opportunity to nominate a deserving citizen of Alberta to become a member of the Alberta Order of Excellence. The deadline for nominations is February 15, 2011.

Mayor Decoux requested Council give consideration to possible nominees for the Alberta Order of Excellence and provide the names of potential candidates to the Chief Administrative Officer.

Accepted as information.

COMMITTEE REPORTS

Governance and Priorities Committee – January 25, 2011

The minutes of the January 25, 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#5896-11: Councillor Gallant moved to accept the January 25, 2011 Governance and Priorities Committee Meeting Minutes.

CARRIED UNANIMOUSLY

Municipal Heritage Board Minutes – April 28, 2010

The minutes of the April 28, 2010 Municipal Heritage Board Meeting were provided for Council's review. The minutes were received as information and will be maintained on file.

M#5897-11: Councillor Mitchell moved to accept the April 28, 2010 Municipal Heritage Board Meeting Minutes.

CARRIED UNANIMOUSLY

Police Advisory Board Minutes – November 29, 2010

The minutes of the November 29, 2010 Police Advisory Board Meeting were provided for Council's review. The minutes were received as information and will be maintained on file.

M#5898-11: Councillor Lonsbury moved to accept the November 29, 2010 Police Advisory Board Meeting Minutes.

CARRIED UNANIMOUSLY

BYLAWS

No bylaws were presented.

NOTICES OF MOTION

No Notices of Motion were presented.

OTHER BUSINESS

Proposed Policy Development Procedures and Templates

M#5899-11: Councillor Gail moved that Council approve the draft Policy on Developing Policy Procedures; the Procedure for Developing Policies and Procedures, the Reference Manual for Developing Policies and Procedures and the Policy and Procedural Templates for use for Municipal policy development.

CARRIED UNANIMOUSLY

Mayor Decoux advised:

- The work of Council on the Policy Committee should be to review the policies that Administration prepares
- A policy should be presented at every Council Meeting for the next few years

M#5900-11: Mayor Decoux moved that a standing Policy Review Committee be struck, said Committee to review policy prior to presentation at the Governance and Priorities Committee. Policy Review Committee shall consist of the Chief Administrative Officer, the Director of Legislative and Human Resource Services and two Councillors to be selected in January of each year. The Mayor will participate on an ex officio basis. The Committee shall meet no less than once per month.

CARRIED UNANIMOUSLY

M#5901-11: Councillor Lonsbury moved that Councillors Gallant and Mitchell be appointed Council members on the Policy Review Committee from February 1, 2011 to January 2012.

CARRIED UNANIMOUSLY

Appointment of Subdivision and Development Authority Members

M#5902-11: Councillor Mitchell moved to accept the recommendation of the Subdivision and Development Authority to appoint Bill McIntyre and Loretta Thompson to the Subdivision and Development Authority for three year terms to expire December 31, 2013.

CARRIED UNANIMOUSLY

OTHER BUSINESS - Continued

Approval for Commercial Signage on Municipal Property

The Chief Administrative Officer noted the sign could be a safety issue as it could impede sight lines and visibility for people exiting the parking lot and impede pedestrians.

M#5903-11: Councillor Saindon moved to deny the request from the Blairmore Liquor Store for placement of a portable sign, 8 ft. long X 4 ft. high, in the front of their building on municipal property and that Administration continue to work with the applicant to find an alternative solution.

CARRIED UNANIMOUSLY

Mayor Decoux requested Administration advise Council of the outcome.

Senior Housing Board Appointments

M#5904-11: Councillor Lonsbury moved to approve the appointment of Sasha Jaegerbaird to the Senior Housing Board for a three year term to December 31, 2013.

CARRIED UNANIMOUSLY

Tipping Fee Request

Councillor Saindon recommended that Council provide the Crowsnest Community Support Society disposal of all clean concrete and brick at the Passburg Pit at no charge and that the remaining material be taken to the Crowsnest/Pincher Creek Regional Landfill and disposed of with the tipping fees charged to the Municipality of Crowsnest Pass up to a maximum of $2,000 and the balance be invoiced to Crowsnest Community Support Society.

Councillor Mitchell recommended adding that any contaminated material will not be the responsibility of the Municipality of Crowsnest Pass.

The Director of Operational Services

- Recognizing the value of the organization, expressed concern that since a policy on this type of matter does not exist, a precedent is being set
- Recommended accepting the concrete materials at the Passburg Pit
- Advised demolition costs be included in the Crowsnest Community Support Society's grant requests and funding considerations
- Noted the Municipality does not have the ability to waive the costs at the landfill, as the Municipality does not operate the landfill. The Municipality is a partner in the Regional Landfill and would have to pay the costs on behalf of the applicant.

OTHER BUSINESS – Tipping Fee Request - Continued

Councillor Saindon noted other municipalities do waive for non-profit organizations.

M#5905-11: Councillor Saindon moved that on this request only, that the Crowsnest Community Support Society group be allowed to dispose of all clean concrete and brick at the Passburg Pit at no charge and that the remaining material be taken to the Crowsnest/Pincher Creek Landfill and disposed of with the tipping fees charged back to the Municipality of Crowsnest Pass up to a maximum of $2,000 provided all material passes environmental inspection.

CARRIED

Emergency Manual

Councillor Mitchell withdrew the Emergency Manual agenda item as the Chief Administrative Officer provided the information required in the Emergency Response presentation.

COUNCIL MEMBER REPORTS

Councillor Saindon
- Crowsnest Pass Library Committee Meeting

Councillor Mitchell
- Pinkest Town in the West Meeting

PUBLIC INPUT

No public input was provided.

IN CAMERA

No In Camera items.

BUSINESS OUT OF CAMERA

No Business Out of Camera.

ADJOURN

M#5906-11: Councilor Mitchell moved to adjourn the meeting at 8:30 pm.

CARRIED UNANIMOUSLY

Bruce Vernon Decoux
MAYOR

Tully Clifford
CHIEF ADMINISTRATIVE OFFICER