



Municipality of Crowsnest Pass
Governance and Priorities Committee Meeting Minutes
Tuesday, February 13, 2018

A meeting of the Governance and Priorities Committee of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, February 13, 2018.

Council Present:

Mayor Blair Painter, Councillors Marlene Anctil, Dave Filipuzzi, Doreen Glavin, Gordon Lundy, Lisa Sygutek, Dean Ward

Administration Present:

Patrick Thomas, Acting Chief Administrative Officer and Director of Development Engineering and Operations
Ola Oladele, Director of Finance
Deb Welsh, Manager of Corporate Services
Joey O'Brien, Manager of Community Services
Jesse Fox, Manager of Protective Services departed at
Bonnie Kawasaki, Recording Secretary

CALL TO ORDER

Mayor Painter called the meeting to order at 1:03 pm.

ADOPTION OF AGENDA

Deletions:

Confidential – In Camera

- a) Personal Privacy – CAO Hiring – *FOIP Action Section 17* – Council Only

G01-2018-02-13: Councillor Glavin moved to adopt the agenda as amended.
Carried

DELEGATIONS

BearSmart – Christy Poole

Christy Poole, and Dellrae Sharpe from BearSmart Crowsnest Pass, were in attendance to present an update on the BearSmart Program. Christy Poole presented a Power Point presentation – *BearSmart Program Overview – January-February 2018* and provided pamphlets to Council including Canmore's Bylaw to Regulate Wildlife Attractants, Chickens and Bears fact sheet, Bees and Bears fact sheet, and Electric Fences and Bears Facts Sheet.

- The mission of the BearSmart program was reviewed
- A timeline of the program was presented
- Educational components of the volunteer based program include the following:

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- Community Bear Awareness
- Bear Spray Courses
- Monitoring and Patrolling Statistics were provided
- Bear resistant garbage can program focused on removing attractants
- Apple picking and tree mapping programs are ongoing
- Bear monitoring was suspended in 2016 due to costs and data levels which had been collected to that date
- The red zone data indicated movement of sows in residential areas
- Due to bears sense of smell, rotting apples pose ongoing attractant issues
- BearSmart does not recommend keeping of urban chickens, or bee hives primarily due to the smell which becomes an attractant to all predators
- The Solicitor General has removed the funding from the Karelian Bear Dog Program

Discussion:

- Council requested information on the cost of the bear resistant garbage cans -\$295.00
- Council indicated they would bring concerns forward to Solicitor General regarding the funding for the Karelian Bear Dog Program
- Council supports the BearSmart program as a valuable community resource
- Council acknowledged that spring and fall are the two problems times of the year
- Council asked about distribution of apples from the picking program
- Council thanked the BearSmart representatives for their presentation

Permitting Concerns – Joe Filipuzzi

Mr. Joe Filipuzzi was in attendance to present a number of concerns that he has with the permitting process for contractors including the following:

- Requested resolution of items noted in red in the information packet he provided, concerns based on questions from his clients
- Reviewed his education skills, civil engineering and construction management obtained
- Reviewed work history and experience
- Discussed business repair of concrete as opposed to replacement
- Permit concerns regarding a project in Frank, former auto wrecking yard
 - Did not understand need for permit as no construction or demolition was proposed for site
 - Asked why the permit had to go before the development committee with resulting time constraints
 - Was not notified of a decision from development committee
- Costs of demolition permits
 - Requested clarification of cost increases from \$75.00 in the past, to over \$1000
- Concerns with a project for a Building permit in Hillcrest
 - His certification has never come under question with past projects throughout his career, and has not had projects rejected
 - This project was pilings for a trailer
 - Followed the specifications for load bearing soils to arrive at 18 inch diameter piles which exceeded the standard 12 inch diameter piles

- Acknowledged that the project has to be certified by an engineer
- The project was presented and was refused
- Due to time constraints with project, an engineer was hired
- The engineer over-designed the project with 6 feet frost protection resulting in thousands of dollars in additional costs to the client
- He wrote a letter of concern to the Municipality and received a response advising him to contact the Safety Codes Council in Edmonton with his concerns
- He has become aware of unqualified persons receiving approvals on substandard plans and drawings, questions validity of the need for him to hire an engineer when others don't resulting in excessive costs for one customer over another
- He feels this penalizes his business as customers will choose the cheaper alternative and yet receive substandard work
- Concerned with a project where a garage was relocated near the Municipal Office
 - Had a time frame imposed by customer which did not allow time to obtain the proper permits
 - Proceeded with project without permits in place
 - Customer refused recommended delay for permitting
 - Garage was to be moved out of the community
 - Had to pay \$200 for development permit
 - Does not understand what input they should have to relocate something out of this district
 - \$1020 was levied for building permit, however there was nothing being built, foundation is still intact
 - Client refuses to pay for the building permit without documentation of justification from Municipality
- Concrete Coating business
 - Discussed repair and refurbish of concrete
 - Referenced sidewalks in Blairmore, deteriorating due to sun and salt
 - Discussed process for application of concrete coating product
 - The coating is a patent product
 - Patent product that he can supply name to the Municipality to refurbish mainstreet sidewalks
- Discussion:
 - Council stated that Administration needs to respond to the concerns listed in the package
 - Council asked if the Municipality is business friendly towards contractors
 - Mr. Filipuzzi responded as follows:
 - Time is a primary concern to get permitting in place in order to start projects
 - Costs also present a barrier
 - Public unaware of the requirements of permits
 - Does understand and supports the need for permitting for protection of citizens
 - Administration needs to respond to permit costs
 - Council thanked Mr. Filipuzzi for his presentation

POLICIES

None

TOPICS FOR DISCUSSION

RIDECrowsnest Update – Joey O’Brien, Manager of Community Services

Joey O’Brien, Manager of Community services presented a report regarding the recommendation from the FCSS Board regarding planned days of service. The report included information on:

- The Motion that was made on December 8, 2017 to recommend the level of service for RIDECrowsnest be reduced to two consecutive day per week starting March 1, 2018, and be brought back to FCSS for further review and input, with a friendly amendment to change two consecutive days to any two days so that FCSS can determine which days are more appropriate
- Joey put forward a recommendation from the FCSS Programmer to operate the bus 3 days per week unrestricted which would not reduce the service level

Discussion:

- Council supports the recommendation of the FCSS Board to reduce to two days a week
- Reality was that the bus was not being utilized
- Council hoped that ridership would increase and that the program would need to be re-evaluated
- Recommended that admin investigate issuing taxi vouchers for the those days the bus is not running for those residents in receipt of the Federal Guaranteed Income Supplement
- Questioned if FCSS could fund an outreach program
- Advised that the FCSS budget is already allocated
- Budget comparisons would need to be done between operation of the bus 2 to 3 days per week
- Administration needs to provide projected numbers for Council
- Motion would need to be carried out for March 1st by FCSS

Crowsnest Awareness Society – MDM Office Space Rental - Joey O’Brien, Manager of Community Services

Joey O’Brien, Manager of Community services presented a report regarding the Crowsnest Awareness Society request for free office space at MDM. The report included information on:

- Crowsnest Awareness Society is a new service offering support for children within the various spectrums of autism
- FCSS is recommending to Council to offer one-year free rent at MDM in order to assist the Crowsnest Awareness Society in getting their program up and running

Discussion:

- Councillor Sygutek felt that all organizations must plan in their budgets for space to occupy

- Councillor Glavin quoted from the FCSS mandate indicating that FCSS can opt to provide office support in kind, same as providing funding to rent space, as a result would support this request
- Councillor Ward outlined how FCSS considered the funding applications
- Councillor Ward suggested that in recognition of the free rent being offered, that groups would commit to running their organizations for a specific period of time beyond the first year
- Recommended offering a reduced rent – not free
- FCSS recommended having similar services under same roof
- Council felt that the issue should be referred back to FCSS Board
- Consensus was not to give free rent

Recess

Mayor Painter called a recess at 2:09 pm

Reconvene

Mayor Painter reconvened the meeting at 2:25 pm

Property Tax Penalty Bylaw – Ola Oladele, Director of Finance

Ola Oladele, Director of Finance presented a report regarding the proposed changes to the Property Tax Penalty Bylaw. The report included information on:

- The bylaw will maintain the annual total penalty at 18%
- Reviewed the current penalty schedule
- Modify the dates of application of penalties
- Streamline application of penalties thereby increasing the incentive to pay
- Recommended the following changes to the penalty structure:
 - Reducing the first penalty from 8 to 7 percent for July 1st
 - Increase August penalty to 6 percent
 - Increase September to 5 percent
 - No penalty from October to December
- Comparison was done with other communities bylaws
- Penalties are legislated by the Municipal Government Act
- Arrears penalty would be charged quarterly at 3 percent
- Part of proposal includes changing the application date of penalty to second business day of the month

Discussion:

- Council inquired about the effectiveness of the current penalty structure
- Could a summary be provided for taxpayers of penalty structure
- No incentive to pay current year, not punitive enough
- The maximum that can be levied is 35%
- Council felt that we should not exceed the total penalty percentage but would be ok to change penalty schedule
- Council would like to see a comparison from the years 2015, 2016, 2017 on how payments are being received

Utility Billing Changes Update – Ola Oladele, Director of Finance

Ola Oladele, Director of Finance presented an update regarding the proposed changes to the utility billing. The report included information on:

- The implementation strategy for switching utility bills from bi-monthly to monthly
- Give enough notice of the upcoming changes to the public
- Summarized strategy for changes
 - Started last month
 - Will utilize newsletters, radio ads, and newspaper advertising
 - Printed posters
 - Website and social media
- Want to minimize financial impact to customers by altering due dates and foregoing penalties
- Charge is not to penalize persons but to encourage receiving billing electronically
- Will work with those customers and look at waiving those fees for the bill
- Charges for the paper bill will be starting in July
- Different incentives could be offered to sign up for ebilling – pool passes
- Explained difference between pre-authorized debit and esend of the bill
- Trailer court billing was clarified
- A motion will be coming to the Council meeting to extend the penalty dates

Discussion:

- Council was concerned with charging for paper bills, not in support
- Not all residents have the option of receiving electronic bills
- How would the newsletter be distributed if bills are not mailed
- Inquired as to whether customers can opt out of receiving bills
- Council would like to see the Municipality transition to being paperless
- Suggested that this could be an open house topic and extend the dates for implementation of the billing changes

Potential Open House – Patrick Thomas, Acting Chief Administrative Officer and Director of Development, Engineering and Operations

Patrick Thomas, Acting Chief Administrative Officer and Director of Development, Engineering and Operations presented a report regarding holding open houses for the public. The report included information on:

- Request for possible topics to be addressed
- The Municipality will have tables at the lifestyle show and can be used for this purpose
- Administration could

Discussion:

- Council felt that the open houses allow for information dissemination
- Acknowledge that attendance tends to be low
- Does give the public opportunity to voice issues and ask questions
- Felt that open houses should be held before summer and topics should include:
 - Albert Stella Memorial Arena usage including operational costs, capital costs, hours of operation, programs housed there

- Costs of water meter installation, outlining options, stats for usage, timelines, affects on residential budgets
- Utility billing changes could also be addressed
- Development processes

Castle Parks – Patrick Thomas, Acting Chief Administrative Officer and Director of Development, Engineering and Operations

Patrick Thomas, Acting Chief Administrative Officer and Director of Development, Engineering and Operations presented a report regarding discussion of Castle Parks. The report included information on:

- Request to address the maps and information that were produced

Discussion:

- Council was concerned that the Crowsnest Pass was missed on the maps
- Identify Crowsnest Pass as northern service center to parks
- A meeting with the Minister of Parks would allow us to raise the issue as to why the Municipality is paying for maintaining cross country trails when other areas are receiving funding from the Province
- Council needs to be more aggressive with letter writing campaigns
- The Municipality has not yet been named as the Northern Gateway to Castle Park
- Addendum to Castle Management Plan that Pincher is the South and Crowsnest Pass is the north
- Council needs to endorse by way of resolution that the Municipality be named as the Northern Gateway for the next council meeting
- MLA Pat Stier could be contacted

Council Committees – Patrick Thomas, Acting Chief Administrative Officer and Director of Development, Engineering and Operations

Patrick Thomas, Acting Chief Administrative Officer and Director of Development, Engineering and Operations presented a report regarding the mandates of each Council Committee. The report included information on:

- Confusion regarding Council Committees which need to be established by bylaw per the Municipal Government Act
- Need to identify which are Council committees
- What is the mandate of each committee
 - What does Council see as their role
 - What constitutes their membership
- Identify which are established by bylaw
- Establish relevance of existing committees
- Table needs to be separated to identify which committees that Council has authority on versus membership
- Review current terms of reference to identify if they are relevant
- Counted 13 boards that need to be reviewed
 - Are these boards still applicable
 - Should new boards be established, are we missing any boards

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- Are the boards operating under a current terms of reference
 - Clarify which board/societies operate independently of the Municipality
 - Operating agreements need to be reviewed whether they are committees of Council or separate societies
 - Societies can exist independently and should remain independent
 - Advisory board to Council
 - Jurisdiction needs to be established
 - Recommends that the committees that need to be reviewed first are those that are not established by bylaw
- Economic Development Committee, Municipal Historic Resource Board, Protective Services Advisory Committee, Crowsnest Pass Community Pool Society, Pass Powderkeg Ski Hill Society, Agriculture Services Board and Crowsnest Pass Library Board will be reviewed first

Discussion:

- Committees that only have terms of reference need to be established by bylaw
- Have we reviewed where the liabilities lie
- Jurisdiction needs to be clarified
- Council agreed that the list of committees are all relevant
- Council agreed that they do not see anything missing – but missing committees may be identified through the process

ADMINISTRATION UPDATES

Council Resolution Action List

The Council Resolution Action List was presented for Council's information.

Service Areas Update

The Service Areas Update was presented for Council's information.

Administration provided answers and clarification to questions from Council.

Fire Chief Fox introduced the new Deputy Fire Chief, Vance McLean to Council and Administration. Deputy Fire Chief McLean gave Council an overview of his previous work history and experience.

ADJOURN

G04-2018-02-13: Councillor Filipuzzi moved to adjourn the meeting at 3:49 pm.

Carried



Blair Painter
Mayor



Patrick Thomas
Acting Chief Administrative Officer

