



MUNICIPALITY OF CROWSNEST PASS

MINUTES

Special Budget Meeting Thursday, October 4, 2018

A special budget meeting of the Council of the Municipality of Crowsnest Pass was held in Council chambers on Thursday, October 4, 2018.

Council Present:

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

Administration Present:

Patrick Thomas, Chief Administrative Officer
Ola Oladele, Director of Finance
Mel Bohmer, Director of Development, Engineering and Operations
Kristin Ivey, Manager of Corporate Services
Joey O'Brien, Manager of Community Services
Jesse Fox, Manager of Protective Services (Arrived 9:19)
Wayne Robotka, Manager of Operations (Arrive at 9:45 am)
Sasha Lassey, Recording Secretary

Absent: Councillor Gordon Lundy

CALL TO ORDER

Mayor Blair Painter called the meeting to order at 9:05 am.

ADOPTION OF AGENDA

Additions:

B01-2018-10-04: Motion by Councillor Ward to go In Camera for the purpose of discussion of the matters of Personal Privacy, under the FOIPP Act, Section 17 at 9:05 am. Carried

B02-2018-10-04: Motion by Councillor Filipuzzi to come out of In Camera at 9:10 am. Carried

B03-2018-10-04: Motion by Councillor Filipuzzi to adopt the agenda as amended. Carried

MINUTES OF SEPTEMBER 6, 2018

B04-2018-10-04: Motion by Councillor Ward to approve the September 6, 2018 Budget Minutes as presented. Carried

2019 BUDGET SURVEY QUESTIONS

- Reviewed survey questions. Council made some minor recommendations.
- Ola reviewed how survey will be distributed, collected and compiled for review
- 3000 copies will be made for distribution in The Pass Herald
- Draw for a prize will be made for those who provide contact information

B05-2018-10-04: Motion by Councillor Ward to accept the 2019 Survey Questions as amended. Carried

2019 INITIATIVES

Protective Services

Manager of Protective Services, Jesse Fox presented.

- PS 01 - Feral Cats
 - Request for \$10,000 to introduce a program to reduce feral cats
 - Jesse Fox gave a brief history on issue
 - Found some programs in Alberta – TNR (trap, neuter, release back to area). Will present to council in near future.
 - \$10,000 placeholder 2019, and a future annual commitment that may be reduced
 - Very humane way to handle feral cat issue
 - \$90 female/\$150 male; will work with groups within the community
 - May need to be an ongoing program to address the issue sufficiently

B06-2018-10-04: Motion by Councillor Ward to allocate \$10,000 towards initiative PS 01 - Feral Cats in the 2019 budget as well as for next 3-5 years as a service level. Carried

- PS 02 - Vehicle Extrication Tools
 - Request for \$50,000 capital expenditure for Jaws of Life
 - Need of being replaced; parts cannot be found for existing equipment
 - Early 1990's last replaced
 - This would be a replacement for the main rescue unit in Blairmore
 - Life expectancy of a new one is 10 years

B07-2018-10-04: Motion by Councillor Anctil to provide a one-time allocation of \$50,000 to Protective Service for initiative PS 02 - Vehicle Extrication Tools for replacement of the Jaws of Life. Carried.

Community Services

Joey O'Brien presented

- CS 01 - Bellevue Campground Maintenance
 - Requested \$2500 expense in 2019 and a \$2500 ongoing annual budget allocation for regular maintenance
 - In 2017 campground returned to maintenance of Municipality
 - Approximately \$6000 in sales 2018
 - Want to increase curb appeal of campground
 - Concerns about competing; pay is volunteer
 - \$2500 for picnic tables replacements and firepits
 - Land is leased from Alberta Transportation

B08-2018-10-04: Motion by Councillor Glavin to recommend a one-time allocation of \$2500 and expenditure of \$2500 every year for maintenance of Bellevue campground. Carried

- CS 02 - Communities in Bloom

- Council Initiative – community beautification is important
- One of the older pickups was refurbished with a water tank which has been actively watering throughout the community
- Work with a volunteer community group that encourages people to be involved
- Chamber of Commerce should be included in partnership
- Initiative needs to be started before Spring

B09-2018-10-04: Motion by Councillor Ward to support CS 02 - Communities in Bloom as a community initiative. Carried.

B10-2018-10-04: Motion by Councillor Ward to start correspondence on the CS 02 - Communities in Bloom initiative immediately. Carried

- CS 03 - West Welcome Sign
 - Request for \$10,000 for beautification
 - Proposal to hard scape as there is no water available
 - Will try to use internal resources instead of contractor
 - Administration will need to contact Alberta Transportation for approval of work

B11-2018-10-04: Motion by Councillor Ward to bring back initiative CS 03 - West Welcome Sign in fall for consideration. Carried

B12-2018-10-04: Motion by Councillor Filipuzzi to recess at 10:06 am. Carried.

Mayor Painter called the meeting back to order 10:21 am

- CS 04 -Community Float
 - Request for \$50,000 to redesign the Municipal float
 - Improve image and showcase Municipality
 - Can get some minimal décor from Amazon for \$7500

- Request for a smaller trailer as is cumbersome
- Need protection on float during transport
- Administration suggested to give the minimum amount and then save funds over the next several years to earmark for a float upgrade or continue with using a pickup for the float and earmark funds to complete the design
- May be able to utilize the trailer in other areas

B13-2018-10-04: Motion by Councillor Sygutek to allocate up to \$10,000 for redesign for a new float including purchase of additional supplies for pickup and for the current float trailer to get dismantled and returned to public works. Carried

- CS 05 - Community Beautification Grant
 - Request for \$10,000 to provide \$500 grants to citizens and businesses to beautify their homes and businesses
 - Should be approaching Chamber of Commerce

B14-2018-10-04: Motion by Councillor Ward to defer initiative CS 05 – Community Beautification Grant to 2020. Carried

- CS 06 -Fire Suppression
 - Request \$25,000 to initiate a program utilizing goats
 - Utilize goats to reduce grass growth and weeds to reduce overburden and fire hazards
 - Was used successfully in 2018 at the Pass Powderkeg Ski Hill
 - Protective Services Manager stated that is unaware of success of this type of management for FireSmart purposes but has been shown to be helpful for vegetation management
 - Would be used on public property; can try to partner with private owners
 - May free up time for summer staff to reallocate to other resources/needs
 - Successful in other communities; City of Calgary uses them

B15-2018-10-04: Motion by Councillor Glavin to allocate \$17,500 to initiative CS-06, Fire Suppression for a 60-day trial in 2019 and to have administration report back on the program. Carried

- CS 07 - Beautification Hanging Baskets
 - Request for \$50,000 for implementation of hanging baskets throughout the community
 - Administration reported that there are some issues with hanging the baskets on the poles as they may not have adequate support; alternative would be ground pots
 - Cannot mount anything until we submit for approval to Fortis as we do not own any of the light standards in the community

B16-2018-10-04: Motion by Councillor Ward to allocate \$10,000 for flower purchases and have administration come back with a more detailed plan for future consideration. Carried

- CS 08 - Hillcrest Sports Fields
 - \$15,000 to complete the planning for the Hillcrest sports field – Softball field
 - Community Services have done several updates to the field to improve playing surfaces
 - Will focus on grass areas in the next few years

B17-2018-10-04: Motion by Councillor Filipuzzi to allocate \$15,000 toward the upgrade to the Hillcrest sports field. Carried

- CS 09 - Business Incubator Center
 - \$15,000 to develop a business incubation center within the MDM facility
 - Space for businesses to go to have professional office space and have programming for education on business from Community Futures
 - Should be a Community Futures/Chamber initiative, not tax payer initiative

B18-2018-10-04: Motion by Councillor Anctil to remove CS 09 - Business Incubator Center for the 2019 budget. Carried

- CS 10 - PPK Snow Guns
 - Request for \$64,915 as a one-time capital allocation for the four snow guns currently being leased at Pass Powderkeg Ski Hill for the remainder of the 5-year term
 - It would cost approximately \$60,000 to purchase at the end of the lease agreement
 - Concern with the cannons being loaned out

B19-2018-10-04: Councillor Ward to accept the recommendation for initiative CS 10 - PPK Snow Guns. Carried

- CS 11 - PPK Walking Trail
 - \$11,500 request to build a walking trail up the Pass Powderkeg to the day lodge area

B20-2018-10-04: Councillor Ward to accept initiative CS 11 - PPK Walking Trail as part of the 2019 budget. Carried

- CS 12 – Playgrounds
 - Request \$10,000 for maintenance and training for playground standards
 - Some training has been completed
 - Anticipate finding playgrounds that require repairs

B21-2018-10-04: Motion by Councillor Ward to accept recommendation of initiative CS 12 – Playgrounds. Carried

B22-2018-10-04: Motion Councillor Sygutek for recess at 11:23 am. Carried

Mayor Painter resumed meeting at 11:32 am

- CS 13 - Recreation Facilities Master Plan
 - \$100,000 request to determine the future of recreational facilities in the municipality by developing a community services' facilities master plan
 - Would provide a guiding document for future facility use and planning
 - Two buildings have had architectural reviews done previously. Pool was refurbished, and Alberta Stella was recommended for decommissioned. These were focused reviews; not part of a master planning process
 - Administration advised to make future allowances for other master plans to assist in making decisions
 - Would be required to give some direction for planning purposes to develop a thorough plan and framework
 - Outdated water and wastewater plans
 - Not a capital expenditure as they are a consulting document

B23-2018-10-04: Motion by Councillor Ward to allocate \$100,000 towards a functional master plan study with administration to review which plan needs to be prioritized in 2019 as well as future annual consideration for additional master plans. Carried

B24-2018-10-04: Motion by Councillor Sygutek to recess for half an hour for lunch at 12:00 pm. Carried

Councillor Glavin exited the meeting at 12:00 pm

Mayor Painter reconvened at 12:42 pm

- CS 14 - Senior's Mobility - E-Trikes
 - Request for \$9000 for a two-seater trike

- Joey reviewed a program in Banff that assists in helping seniors out on an e-trike
- Hoping to build a program with volunteers
- Would have to facilitate booking
- May be an opportunity to partner with long-term care

B25-2018-10-04: Motion by Councillor Anctil to defer initiative CS 14 - Senior's Mobility - E-Trikes to the 2020 budget. Carried

- CS 15 - Community Trails Snow Removal
 - Request a one-time allocation of \$30,000 in 2019 and \$8000 to \$30,000 in 2020
 - A variety of attachments are available which could be used for several areas
 - This will maintain all trails except the unpaved areas

B26-2018-10-04: Motion by Councilor Filipuzzi to support the \$30,000 capital portion of the CS 15 - Community Trails Snow Removal initiative and administration find funds within operating costs for operations. Carried

- CS 16 - Pool Barrier Free Parking & Signage
 - Request \$17,000 to provide barrier free (handicap) parking and signage at the north side of the CNP pool

B27-2018-10-04: Motion by Councillor Ward to accept the recommendation for initiative CS 16 - Pool Barrier Free Parking & Signage. Carried.

- CS 17 - Complex Ice Plant
 - Request for \$900,000 to replace the aging ice plant for the Coleman complex

B28-2018-10-04: Motion by Councillor Ward to accept the recommendation for initiative CS 17 - Complex Ice Plant. Carried

Corporate Services

Kristin Ivey, Manager of Corporate Services presenting

- C 01 - Health & Safety Officer
 - Request for increase \$37,576 to increase the Health and Safety Officer position to full time
 - Major overhaul to OH&S legislation
 - Provide advisory support for ongoing issues
 - Still have some outstanding requirements that need to be addressed
 - Core audit compliance requirements have increased
 - Lost time injuries remain high; 4 loss time injuries per year; \$85,000 paid to WCB as a result
 - Can get that money back if reform health and safety investigations and advice
 - Reduce to property and equipment damages

B29-2018-10-04: Motion by Councillor Filipuzzi to accept the recommendation to support initiative C 01 - Health & Safety Officer.

Friendly amendment by Councillor Ward for administration to find other potential opportunities to use the health and safety officer within the municipality's' safety scope. Carried.

- C 02 - Council Remuneration
 - Request \$41,125 for remuneration increases
 - Number of different options available
 - Administration recommends an increase meeting rates (3 hours less -\$100, 3+ hours \$200) and extended health benefits

B30-2018-10-04: Motion by Councillor Filipuzzi to accept recommendation #4 for the C 02- Council Remuneration initiative for the 2019 budget. Carried

Development and Trades

Melvin Bohmer, Director of Development, Engineering and Operations presented

- DEO 01 - DEO Lunch & Learn Program
 - Request of \$4000
 - Provide an opportunity to engage community with development department

B31-2018-10-04: Motion by Councillor Ward to accept the recommendation for initiative DEO 01 - DEO Lunch & Learn Program. Carried.

- DEO 02 - Emergency Center Backup Generator
 - Request for \$90,000 for a generator for MDM for emergency management
 - Diesel generator, located outdoors
 - Will take 3-4 months to build

B32-2018-10-04: Motion by Councillor Sygutek to allocate \$90,000 from reserves to purchase the emergency center backup generator immediately, to be paid back within in the 2019 budget. Carried

- DEO 03 - Office Phase 2 Renovation
 - Request \$396,000 to complete the renovation of the Municipal office
 - Upgrade Council Chambers, office layouts and barrier free bathroom facilities
 - Façade upgrade in front of building
 - Suggestions to phase the project over several years

B33-2018-10-04: Motion by Councillor Ward to allocate \$200,000 for 2019 and \$200,000 in 2020 for the DEO 03 - Office Phase 2 Renovation initiative. Carried

- DEO 04 - Pool Bathroom Renovation
 - Request for \$96,000 for bathroom and shower upgrades

B34-2018-10-04: Motion by Councillor Ward to accept recommendation for initiative DEO 04 - Pool Bathroom Renovation. Carried

Utilities Services

- DEO 05 - Gazebo Irrigation
 - Request for \$25,000 for irrigation to the gazebo park green space
 - Is leased property; community services currently maintain park (approximately 30 man-hours per week in the summer months)
 - Administration is negotiating with land-owner to acquire property

B35-2018-10-04: Motion by Councillor Filipuzzi to accept the recommendation for initiative DEO 05 - Gazebo Irrigation. Carried

- DEO 06 - Hydrant Flushing
 - Request for \$3,306 to install a monitor to divert the flow of water

B36-2018-10-04: Motion by Councillor Ward to accept the initiative DEO 06 - Hydrant Flushing for the 2019 budget. Carried.

- DEO 07 - Decommission Unused Wells
 - Request for \$20,000 to decommission five unused groundwater wells
 - Mandated to decommission wells that we are not using

B37-2018-10-04: Motion by Councillor Anctil to accept the recommendation of initiative DEO 07 - Decommission Unused Wells for the 2019 budget. Carried.

- DEO 08 - Emergency Potable Water Supply
 - Request for \$60,000 to purchase a water wagon to distribute a potable water supply in the event of an emergency to citizens

B38-2018-10-04: Motion by Councillor Sygutek to keep the DEO 08 - Emergency Potable Water Supply initiative in the 2019 budget. Carried

- DEO 09 - Hydrovac Crew Headsets
 - Request of \$6,619 for a pair of headsets to communicate on hydrovac sites

B39-2018-10-04: Motion by Councillor Filipuzzi to accept the DEO 09 - Hydrovac Crew Headsets initiative for the 2019 budget. Carried

- DEO 10 - Valve Exerciser
 - Request of \$44,045 to purchase a machine to verify and improve operability of water main valves

B40-2018-10-04: Motion by Councillor Filipuzzi to accept initiative DEO 10 - Valve Exerciser as part of the 2019 budget. Carried

- DEO 11 - Underground Irrigation Box
 - Request for \$9,000 to upgrade the irrigation in the green space in front of the municipal office
 - May need to run power to this upgrade

B41-2018-10-04: Motion by Councillor Ward to keep the DEO 11 - Underground Irrigation Box initiative. Carried

B42-2018-10-04: Motion by Councillor Ward for a short recess at 1:50 pm. Carried

Mayor Painter reconvened the meeting at 2:00 pm

- DEO 12 - Water Meters
 - Request for \$2,300,000 for implementation of water meters

- Would assist in identifying losses
- Would increase efficiencies; studies show a 74% higher consumption rate when not on metered systems
- Shows that we are a community concerned about water conservation
- Can impact grant applications in the future
- Cost would be approximately \$550 residential meters and \$5000-\$6000 for commercial meters
- Municipality would initially finance, and user would have the option to pay back over a three-year period
- Can offer a payout option as well to users
- Continue to bill a fixed cost within the bill after meter is paid towards a utility reserve contribution for future infrastructure repair
- Need to estimate rate; can overlap program for several months to determine rates
- No current grants available for this project

B43-2018-10-04: Motion by Councillor Filipuzzi to accept recommendation of initiative DEO 12 - Water Meters within the 2019 budget and for report to come back to Council to discuss financing options. Carried

Transportation Services

- DEO 13 - Tree Trimming
 - Request for \$20,000 to trim and remove dangerous trees

B44-2018-10-04: Motion by Councillor Anctil to include initiative DEO 13 - Tree Trimming as part of the 2019 budget. Carried

- DEO 14 - Swivel and Funnel Buckets
 - Request \$30,000 to purchase a swivel bucket for Car 319D hoe to improve maneuverability of the bucket
 - Will help to minimize the waste of material

B45-2018-10-04: Councillor Ward to accept initiative DEO 14 - Swivel and Funnel Buckets as part of the 2019 budget. Carried

- DEO 15 - Spray Patching
 - Request \$20,000 to increase life expectancy of roads
 - Will be contracted out

B46-2018-10-04: Motion by Councillor Filipuzzi to accept initiative DEO 15 - Spray Patching as part of the 2019 budget. Carried

- DEO 16 – Sidewalks
 - Request of \$30,000 to top coat and extend the life of business area sidewalks by 3-5 years
 - Would like to trial and see how successful the program could be

B47-2018-10-04: Motion by Councillor Anctil to keep initiative DEO 16 – Sidewalks as part the 2019 budget. Carried

- DEO 17 - Repave Parking Lots
 - Request of \$200,000 to improve the condition of parking lots at Elks Hall, Cinnamon Bear and Happy Mart/Limber Pine
 - Is a safety and beautification issue
 - Arrangement with Alberta Transportation is that areas along highway 3 are road right of way but anything after the curb is municipal responsibility
 - Mayor Painter requested a parking sign and line painting to designate stalls at the Elk's Hall

B48-2018-10-04: Motion by Councillor Sygutek to allocate \$215,000 in the 2019 budget to improve the condition of all four parking areas in initiative DEO 17 - Repave Parking Lots along with signage and parking line designation at the Elk's Hall. Carried

- DEO 18 - Recycle Asphalt and Cement
 - Request for \$115,000 to recycle/reuse asphalt and cement at the Passburg pit
 - Hope to reuse materials in future dust control and excavations

B49-2018-10-04: Motion by Councillor Filipuzzi to accept the recommendation of initiative DEO 18 - Recycle Asphalt and Cement. Carried

- DEO 19 - Mechanic Tool Replacement
 - Request of \$6,000 to replace aging tools in mechanic shop
 - Current budget allocates \$20,000; this would be an increase to operational budget item

B50-2018-10-04: Motion by Councillor Sygutek to keep initiative DEO 19 - Mechanic Tool Replacement as part of the 2019 budget. Carried

- DEO 20 - Heated Dump Box
 - Request of \$35,000 to replace the heated dump box for snow removal
 - Current one is not efficient
 -

B51-2018-10-04: Motion by Councillor Ward to keep. Carried.

- DEO 21 - Concrete Repairs
 - Request of \$30,000 for additional concrete repairs above current allocation

B52-2018-10-04: Motion by Councillor Anctil to keep initiative DEO 21 - Concrete Repairs in the 2019 budget. Carried

- DEO 22 - Sports Complex Parking Lot
 - Request of \$10,000 to stabilize and decrease the mud that is tracked into the sports complex from the parking lot

B53-2018-10-04: Motion by Councillor Filipuzzi to accept initiative DEO 22 - Sports Complex Parking Lot as part of the 2019 budget. Carried

- DEO 23 - Cold Roll
 - Request \$22,000 to repair road going to McGillvray

B54-2018-10-04: Motion by Councillor Ward to keep initiative DEO 23 - Cold Roll as part of the 2019 budget. Carried

- DEO 24 - Chip Sealing
 - Request \$30,000 to increase the operational budget for chip sealing to expand the life expectancy of the asphalt roads

B55-2018-10-04: Motion by Councillor Ward to keep initiative DEO 24 - Chip Sealing as part of the 2019 budget. Carried

- DEO 25 - Asphalt Repairs
 - Request \$40,000 increase in operational budget to repair more streets and roads

B56-2018-10-04: Motion by Councillor Filipuzzi to keep initiative DEO 25 - Asphalt Repairs as part of the 2019 budget. Carried

- DEO 26 - User Pay Dust Suppression Program
 - 100% funded by residents; allows them to access private dust suppression for Municipal cost, less fees for administration

- This is in addition to the current, ongoing dust suppression program

B57-2018-10-04: Motion by Councillor Sygutek to keep initiative DEO 26 - User Pay Dust Suppression Program as part of the 2019 budget. Carried

- DEO 27 - Paved Walking trail from Blairmore to Frank
 - Request for \$97,000 to provide a paved connective walking trail from Blairmore to Frank
 - Administration suggests a 3m wide trail multi-use trail, suitable for biking
 - 3m wide trail would cost \$150,000

B58-2018-10-04: Motion by Councillor Filipuzzi to allocate \$150,000 towards a 3m wide trail from Blairmore to Frank. Carried

Finance Services

- FCS 01 - Part-time IT Technician
 - Request to hire a part-time IT support person
 - ESW contract expires 2019
 - Currently a lot of gaps as contractor is not on-site for day to day issues and there is no long-term planning in place
 - Would potentially reduce level of contracted services to offset costs of the position

B59-2018-10-04: Motion by Councillor Sygutek to keep initiative FCS 01 - Part-time IT Technician in the 2019 budget. Carried

IN CAMERA

ADJOURN

B60-2018-10-04: Motion by Councillor Filipuzzi to adjourn the meeting at 3:05 pm. Carried

Next Budget Deliberation Meeting November 1, 2018 at 9am in Council Chambers



**Blair Painter
Mayor**

Date: November 1, 2018



**Patrick Thomas
Chief Administrative Officer**

Date: November 1, 2018