



## MUNICIPALITY OF CROWSNEST PASS

### MINUTES

#### Special Budget Meeting

Thursday, November 1, 2018

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A special budget meeting of the Council of the Municipality of Crowsnest Pass was held in Council chambers on Thursday, November 1, 2018.

#### **Council Present:**

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

#### **Administration Present:**

Patrick Thomas, Chief Administrative Officer  
Ola Oladele, Director of Finance  
Joey O'Brien, Manager of Community Services  
Sasha Lassey, Recording Secretary

#### **Absent:**

Jesse Fox, Manager of Protective Services  
Wayne Robotka, Manager of Operations  
Kristin Ivey, Manager of Corporate Services  
Mel Bohmer, Director of Development, Engineering and Operations

### **CALL TO ORDER**

Mayor Blair Painter called the meeting to order at 9:04 am.

### **ADOPTION OF AGENDA**

#### **Additions:**

CAO, Patrick Thomas requested an addition to In Camera

- Economic Interest Section 25

Councillor Ward requested to move the In-Camera item within a break period

B01-2018-10-04: Motion by Councillor Ward to adopt the agenda as amended. Carried

### **MINUTES OF OCTOBER 4, 2018**

B02-2018-11-01: Motion by Councillor Glavin to approve the October 4, 2018 Budget Minutes as presented. Carried

### **2019 BUDGET SURVEY RESULTS**

- Director of Finance, Ola Oladele presented findings of the 2019 Budget Survey
- 330 total responses; 207 online and 123 paper responses submitted
- Highlighted some of the key areas and common themes
- Some of the priorities that were identified are being addressed in the 2019 initiatives
- As this was the first budget survey, can make some modifications in future years to have a truer representation of some of the questions
- Some of the responses may have been different if communication to the community on programming is better
- Recommendation to expand the service level questions to include all the services that are provided to give a more accurate picture
- Discussion about how to increase results from the younger population groups in the future
- Administration concluded that they would like to start getting more information out to the public
- Discussion on the cost of the open house versus the budget survey; administration to come back with that information in the future

### **2019 COMMUNITY GRANTS**

#### **Category 1 Applications**

#### **Crow Snow Riders**

- Requesting \$8000; administration recommends \$3000

- Concern about groomer being returned to the society once it's lifecycle is up; administration is looking into the contract
- Council requested that administration provided in-kind cost to the society and costs associated with maintaining the groomer
- Administration suggested that all in-kind costs be included in future budget years to determine total contributions

**B03-2018-11-01:** Motion by Councillor Ward to reserve \$8000 for the Snow Crow Riders in the 2019 budget. Carried

### **UROC**

- Request \$3000; administration recommends \$3000

**B04-2018-11-01:** Motion by Councillor Anctil to reserve \$3000 for UROC in the 2019 budget. Carried

### **Crowsnest Pass Allied Arts Association**

- Request \$22,500; administration recommends \$22,500

**B05-2018-11-01:** Council Sygutek made a motion to reserve \$22,500 for the Allied Arts Association in the 2019 budget. Carried

### **Crowsnest Museum**

- Request \$20,000; administration recommends \$18,450

**B06-2018-11-01:** Motion by Dean Ward to reserve \$20,000 to the Crowsnest Museum (including APP Barracks) in the 2019 budget. Carried

### **Alberta Provincial Police Barracks**

- Requests \$7,500; administration recommends \$0

**Crowsnest Pass Ecomuseum Trust Society -Bellevue Underground Mine**

- Request \$20,000; administration recommends \$20,000

**B07-2018-11-01:** Motion made by Councillor Lundy to postpone a decision on the Crowsnest Pass Ecomuseum Trust Society until financial statements can be provided. Withdrawn

**B08-2018-11-01:** Motion made by Councillor Glavin for a short recess at 10:05am. Carried

Mayor Painter reconvened the meeting at 10:19 am

- Council and administration reviewed financial statements provided by the Crowsnest Pass Ecomuseum Trust society
- Some discussion on opportunities for other grants

**B09-2018-11-01:** Motion made by Councillor Ward to reserve \$20,000 to the Crowsnest Pass Ecomuseum Trust (Bellevue Underground Mine) in the 2019 budget. Carried

**Category 2 Applications**

**CNP Chamber of Commerce**

- Request \$3,000; administration recommends \$3,000 plus six free booths at the trade show and no inclusion of in-kind staff or rental fees

**B10-2018-11-01:** Motion made by Councillor Ward to reserve \$3000 for the CNP Chamber Commerce: Municipality to pay for the cost of any booth rentals and CNP Chamber of Commerce to pay staff and rental fees. Carried

**Kananaskis Rodeo Association**

- Request \$31,000; administration recommends \$26,650

**B11-2018-11-01:** Motion made by Councillor Ward to reserve \$27,100 to the Kananaskis Rodeo Association for the 2019 budget providing that the Municipality be recognized as a Sapphire Plus sponsor, including a Municipal flag represented in the flag rides. Carried

**Coleman Community Society**

- Request \$5,000; administration recommends \$5,000

**B12-2018-11-01:** Motion made by Councillor Sygutek to reserve \$5,000 to the Coleman Community Society in the 2019 budget. Carried

**Crowsnest Pass Doors Open Heritage Festival**

- Request \$5,000; administration recommends \$3,075

**B13-2018-11-01** Motion made by Councillor Anctil to reserve \$3075 to the Crowsnest Pass Doors Open Heritage Festival for the 2019 budget. Carried

**CCHS Crowsnest Consolidated High School – 2019 Graduation**

- Request \$5,000; administration recommends \$4,202.50

**B14-2018-11-01:** Motion made by Councillor Sygutek to reserve \$4000 for the CCHS 2019 Graduation Ceremony as part of the 2019 budget. Carried

**Bellecrest Community Association - Bellecrest Days**

- Request \$5,000; administration recommends \$5,000

**B15-2018-11-01:** Motion made by Councillor Ward to reserve \$5000 to the Bellecrest Community Association as part of the 2019 budget. Carried

**Crowsnest Cultural and Recreation Society – Crowsnest Cando**

- Request \$5,000; administration recommends \$1,000

**B16-2018-11-01:** Motion made by Councillor Ward to reserve \$500 to the Crowsnest Cultural and Recreation. Carried

### **UROC**

- Request \$1,000; administration recommends \$1,000 plus a booth at the event

**B17-2018-11-01:** Motion made by Councillor Filipuzzi to reserve \$500 to each of the remaining Category 2 grant applicants for the 2019 budget. Carried

**B18-2018-11-01:** Motion by Councillor Sygutek to have administration contact the remaining Category 2 grant applicants to advise that there will be no further funding in future years unless they are coming back to council with a new initiative. Carried

### **CNP Agricultural Society**

- Request \$1,000; administration recommends \$1,000

### **CNP Dance Festival Society**

- Request \$1,000; administration recommends \$1,000

### **CNP Skating Club**

- Request \$1,500; administration recommends \$1,000

### **Crowsnest Curling Club**

- Request \$1,000; administration recommends \$1,000

### **Eat Crow**

- Request \$1,000; administration recommends \$1,000

### **Pass Piranha Swim Club**

- Request \$1,000; administration recommends \$1,000

### **Turtle Mountain Riding Club**

- Request \$1,000; administration recommends \$1,000

### **CNP Minor Soccer**

- Request \$1,000; administration recommends \$1,000

### **CNP 40 Youth**

- Request \$2,000; administration recommends \$1,000

### **Crowsnest Conservation Society**

- Request \$5,000; administration recommends \$2,500

### **FCSS Applications**

**B19-2018-11-01:** Motion made by Councillor Glavin to approve the FCSS board grant recommendations for the 2019 budget. Carried

**B20-2018-11-01:** Motion made by Mayor Painter for a short recess at 11:04 am. Carried

Mayor Painter reconvened the meeting at 11:15 am

## **2019 COUNCIL COMMITTEE & BOARD BUDGET PRESENTATION**

### **Municipal Library Board**

- Erin Matthews and Diane deLauw presented on behalf of the Municipal Library Board
- Presented some of the highlights and challenges in 2018
- Requesting \$158,260 for the 2019 budget: \$129,000 operating, \$4200 IT budget, \$25,060 capital
- Run 400 events and programs per year; approximately 2000 members

- Reduced operating hours and changed closing times from 53 to 44 hours per week
- Discussion regarding capital expenditures (upstairs carpet replacement); administration advised that operating and capital costs will be separated in the overall 2019 budget
- Administration will forward some possible grant opportunities to the Municipal Library Board for the Friends of the Library to review

**B21-2018-11-01:** Motion made by Councillor Ward to accept the proposed budget as presented by the Municipal Library Board, providing \$125,000 towards operational expenses and \$29,260 towards the 2019 capital budget. Carried

**B22-2018-11-01:** Motion made by Councillor Ward to go In Camera for the purpose of discussion of the matters of Personal Privacy, under the FOIP Act, Section 17 at 11:42 am. Carried

**B23-2018-11-01:** Motion made by Councillor Filipuzzi to come out of In Camera at 12:06 pm. Carried

**B24-2018-11-01:** Motion made by Mayor Painter to recess for lunch. Carried

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

**Crowsnest Pass Community Pool Society**

- Request \$202,712 for the 2019 budget year
- Judy Sciarra and Leone Stacheruk presented on behalf of the board
- Would like to increase hours in 2019
- Reviewed accomplishments and plans for 2019
- Several safety issues need to be addressed which will increase costs
- Request more frequent variance reports from administration in future for more accurate forecasting
- Discussed significant increase in request from 2018.



- Wages created a shortfall in 2018
- Added \$22,000 for a OH&S representative, an increase to minimum wage, as well as extended hours in 2019
- Request includes capital items for approximately \$9865, which includes a water fountain and commode chair, front office display and counter, video surveillance, new signage, lawn mower and various other items
- Increase to chemical costs for pool maintenance
- Discussion regarding reducing operational costs with decreased hours or increased pool rates
- Pursuing the Community Facility Enhancements grant for modification and renovation of the bathrooms and change areas
- Councillor Ward requested an organizational report from the Crowsnest Pass Community Pool Society for further review

**B25-2018-11-01:** Motion made by Councillor Lundy for the board to revise their application and come back with a reduced request to administration by November 21, 2018. Carried

Short recess at 1:45 pm

Mayor Painter reconvened the meeting at 2:00 pm

### **Pass Powderkeg Ski Hill Authority**

- Requesting \$413,278 for the 2019 budget
- Presented by Marty Neumeier and Katherine Selesky
- Discussed some of the challenges of running a seasonal facility
- Worked diligently to invigorate revenue streams last season
- Significant shortfall in 2018 with reduced revenues
- Requesting an operating subsidy of \$336,500 which includes wage increases
- Addressing the cost challenges including:
  - Reduced 30% of operating hours to decrease subsidy request in 2019

- Removed summer operations
- Remove Lift Supervisor
- Simplified Snow School programming
- Active management of overtime
- Increased cost transparency
- Items included in the Operating budget request:
  - Groomer pump and motor overhaul
  - Repair and replacement of lodge roof
  - Uniform upgrades
  - Radio upgrades
  - Rental equipment
- Councillor Ward requested an organizational chart, hours per position and wage banding from the Pass Powderkeg Ski Society for further review
- Project that opening date will be in November, weather permitting
- Partnership with Castle Ski Hill
- Predicted revenue for 2019 is aggressive; Council expressed concern that this may be unrealistic
- Will require a subsidy of approximately \$450,000 to resolve the deficit for the 2018 season
- Pass Powderkeg Ski Society proposed having a three-stage review with Council during the season as a collaboration to make more effective operating decisions
- Administration advised that the repair and replacement of the lodge roof can be included as part of the capital budget
- Snow gun rental contract is up on March 31, 2019; a decision will need to be made whether the organization should continue to lease snow guns or purchase them prior to the contract renewal
- There may be an opportunity to extend the rental contract; Manager of Community Services, Joey O'Brien will contact the company to see if this is an option for 2019

**B26-2018-11-01:** Motion made by Councillor Lundy to accept the proposed budget request by the Pass Powderkeg Ski Society as a consideration for the 2019 budget year. Carried

- The society requested direction from Council once the season pass sales have been evaluated at the end of December; Council advised that they would be required to return to Council for further review if the predicted numbers are not met

**B27-2018-11-01:** Motion made by Councilor Dean Ward to take a short recess at 3:05 pm. Carried

Mayor Painter reconvened the meeting at 3:13 pm

### **Economic Development Advisory Committee**

- Requesting \$73,500 for the 2019 budget
- Presented by Oliver Strickland
- Came in underbudget in 2018
- Reviewed some of the accomplishments in 2018
- Reviewed a breakdown of the request for funding
- Travel Alberta will match the \$50,000 allocated to the website for a total of \$100,000
- Presented some challenges:
  - Contracts signed in a timely manner
  - Working with other groups to determine leadership and roles
- Goals for 2019:
  - Supporting the new Strategic Plan
  - Working with the new Economic Development Officer
  - Transparency
  - Would like guidance and direction to complete tasks from Council
  - Looking to create new partnerships
  - Researching the possibility of creating a new community event
- Council requested an updated report from National in the future for review

**B28-2018-11-01:** Motion by Councillor Ward to accept the proposed budget by the Economic Development Advisory Committee for consideration in the 2019 budget. Carried

## **2019 BUDGET - OTHER BOARDS**

### **Municipal Historic Resources Board**

- Working on completing the Historic Resource Management Plan
- National Historic Designation for downtown Coleman has been received; board would like to see a plan in how to use the designation
- Requesting \$25,000, which includes \$5000 carried over from the 2018 workshop budget
- Administration recommended \$5,000 for 2019 and carry forward the remaining \$20,000 for 2020

**B29-2018-11-01:** Motion made by Councillor Ward to recommend \$5000 as consideration in the 2019 budget and to carry forward the remaining \$20,000 into 2020. Carried

### **Agricultural Services Board**

- Administration requested direction from Council as to whether they would like to make recommendations for budgeting requests that are covered within a specific department or if they would prefer for administration to make appropriate recommendations.

**B30-2018-11-01:** Motion made by Councillor Sygutek that the Agricultural Services Board and Parks and Recreation Authority Board 2019 budget considerations be determined by administration within the appropriate department. Carried

## **BUDGET SURVEY COMMENTS**

Provided for information only

## **IN CAMERA**

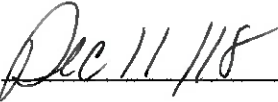
**ADJOURN**

**B31-2018-11-01:** Motion by Councillor Filipuzzi to adjourn the meeting at 3:39 pm. Carried

**Next Budget Deliberation Meeting December 11, 2018 at 9am in Council Chambers**

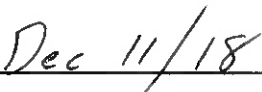
  
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**Blair Painter  
Mayor**

**Date:**   
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**Patrick Thomas  
Chief Administrative Officer**

**Date:**   
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