



Municipality of Crowsnest Pass
Governance and Priorities Committee Meeting Minutes
Tuesday, March 12, 2019

A meeting of the Governance and Priorities Committee of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, March 12, 2019.

Council Present:

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

Administration Present:

Patrick Thomas, Chief Administrative Officer
Ola Oladele, Director of Finance
Mel Bohmer, Director of Development, Engineering and Operations
Jesse Fox, Manager of Protective Services
Kristin Ivey, Manager of Corporate Services
Bonnie Kawasaki, Recording Secretary

CALL TO ORDER

Mayor Painter called the meeting to order at 1:01 pm.

Additions

Topics for Discussion

d) Regional Transportation Meeting in Pincher Creek – March 22, 2019

ADOPTION OF AGENDA

G01-2019-03-12: Councillor Glavin moved to adopt the agenda as amended.

Carried

DELEGATIONS

Pass Powderkeg Ski Society – Winter Operating Update

Marty Neumeier, Chairperson of the Pass Powderkeg Ski Hill Society and Katherine Seleski, Ski Hill Manager were in attendance to present a Power Point Presentation on the Winter Operating Update.

The presentation included information on the following:

- Reviewed
 - Key Metrics - Overall projections compared between 2018/2019 and 2017/2018
 - Reduction in Operation Hours
 - Snow School Revenue was increased
 - Ski pass Revenue was down
 - Increased school visits

- Growth in individual lessons
- Utilizing better cost management
- Optimization of operating schedule
- Stronger focus on new skier attraction/development
 - Programs offered during the week
 - Partnering with clubs for increased usage
- Skier Visit Growth Strategy
 - Building on great first experience encourages periodic daily ticket users which can convert to season passholders
 - Creating new skiers and attracting existing skiers
- Season Programming Highlights
 - Results of implementation
 - Learn to Turn Program successful
 - After School Program – supported by Riversdale
 - School Days – Increased by 25% of new school visits
 - New Canadian Grant – introduce new Canadians to snow sports in partnership with Lethbridge Family Services
 - Library family passes – 56 complimentary lift tickets issued to date
 - Race team training – held during off hours
- Offseason focus areas
 - Sponsorship/Advertising
 - Pricing Strategy
 - School Groups and Race Team Opportunities
 - Increasing adult skiing
 - Attracting specialty groups
 - Summer revenue

Discussion

- Council asked about plans for e-bikes
- Mr. Neumeier advised that currently there are no plans with e-bikes, and that they still have a couple of e-bikes and are awaiting further direction.
- Council indicated that users are indicating their experiences have been very positive
- Council was pleased that the ski hill has found their niche in terms of marketing
- Council expressed that they were pleased with the overall report and progress made by the ski hill
- Council indicated that they prefer to see real numbers presented and would appreciate increased reporting during the course of the year
- Council thanked Mr. Neumeier and Katherine Seleski for their presentation

Recess

Mayor Painter declared a recess at 1:48 pm.

Reconvene

Mayor Painter reconvened the meeting at 1:56 pm.

POLICIES

Purchasing Policy Update – Ola Oladele, Director of Finance

Ola Oladele, Director of Finance presented a report reviewing the updates to the Purchasing Policy.

- Updates reviewed including:
 - Suggested increase purchasing limit to \$75.00 prior to requiring a purchase order
 - Addition of Schedule 5 – Standard Construction Agreement on all Request for Proposals

Discussion

- Council indicated they were comfortable with the increase to the purchasing limit
- Council indicated that boards and societies should be made aware of the requirement to observe the purchasing policy
- Council supported the updates to the policy

TOPICS FOR DISCUSSION

Fees, Rates and Charges Bylaw – Ola Oladele, Director of Finance

Ola Oladele, Director of Finance presented a report reviewing the proposed changes to the Fees, Rates and Charges Bylaw.

- Added general information to empower the peace officer for enforcement of the bylaw
- Extended the 2019 Business License fees to include 2020
- Invoicing for business licenses will move to November and be due January 31, 2019 – will require an amendment to the business license bylaw
- Added the following fees:
 - Community Standards Bylaw 798, 2010
 - Cannabis Consumption Bylaw 1022, 2019 – addition of fines
 - Community Handbook Advertising
 - Updates to Permit fees and categories
 - Increased utility rates for all services by 1.5% - exempting seniors' rebate
 - Added a brew pub category
 - Added provisions in Class 8 for opt-in garbage utility
 - Updates to schedule F Ad Hoc Services

Discussion:

- Council requested that Administration investigate pre-authorized debit for business license fees
- Council voiced concerns regarding charging an inspection fee for inspection of bylaw infractions
- Council voiced concerns with unfair application of discretionary powers
- Administration cautioned Council regarding eliminating discretionary powers
- Administration clarified that the inspection fee is a cost recovery measure, consensus of Council is to drop the inspection fee
- Council had concerns regarding community handbooks advertising
- Administration recommended implementing a two-tier system for profit versus not for profit advertising fees

- Administration recommended consideration of a grant program where vulnerable citizens facing undue hardship for the costs relating to water main breaks etc., could apply for subsidy.
- Council expressed concerns that recreation fees are not included in this bylaw
- Council recommended inclusion of the deposit fees for rental of animal traps

Services on Private Property – Mel Bohmer, Director of Development, Engineering and Operations

Mel Bohmer, Director of Development, Engineering and Operations presented a report on providing services on private property.

- Advised that historically there was a thawing policy – first incidence free, charges levied for subsequent visits
- Reviewed standard operating procedure regarding attendance to complaints where responsibility is determined by the blockage location in relation to the property line
- Administration advised of liability when entering private property
- Requested that Council provide feedback on how to handle Operational services thawing of waterlines on private property and in residences

Discussion:

- Administration advised that this has been an abnormal year for response to water leaks and frozen lines due to the frost cycle – nearing forty incidents
- Administration requested confirmation of provision of service with no charge for the first incident
- Council suggested that all responses should be standardized by policy
- Administration asked for further clarification regarding charges to be levied during non-business hours, suggested cost-recovery measures
- Administration would like clarification as to developing a policy or working under the provisions of the current bylaw
- Council indicated that they want to make provisions for low income residents in the future
- Council indicated that administration should continue to operate as per status quo this spring and then discontinue the service moving forward

Recess

Mayor Painter declared a recess at 3:34 pm.

Reconvene

Mayor Painter reconvened the meeting at 3:44 pm.

Discussion on New Business Potential Community Impacts – Patrick Thomas, Chief Administrative Officer

Patrick Thomas, Chief Administrative Officer initiated a discussion on New Business Potential Community Impacts.

Discussion:

- Council suggested that when new industry or business of a substantial nature is proposed which exceeds the expertise of Administration; an expert/consultant be engaged to conduct an assessment in relation to the project including:

- Impact or needs assessment
 - Socio-economic assessment
 - Environmental assessment
 - Infrastructure assessment
- The intent is to ensure that the best interests of the community are covered in the case of a project with the potential for a large community impact

Regional Transportation Meeting – March 22, 2019

Councillor Ward indicated that a letter was sent out advising of a regional transportation meeting to be held in Pincher Creek. Councillor Ward is available to attend the meeting. Councillor Glavin may also be available. Ratification of attendance to be held at the March 26, 2019 Council Meeting.

ADMINISTRATIVE UPDATES

Council Resolution Action List

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

- Administration provided answers and clarification to questions from Council.


Service Areas Update


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

- Administration provided answers and clarification to questions from Council.
- Administration provided an update regarding planning for the EPIC Trail in conjunction with Alberta Parks
- Administration advised that the Golf Course will be undertaking to build a private access road
- MDM generator is in place, waiting for warm weather to complete installation in order to facilitate power disconnection

ADJOURN

G04-2019-03-12: Councillor Filipuzzi moved to adjourn the meeting at 4:30 pm.
Carried


Blair Painter
Mayor


Patrick Thomas
Chief Administrative Officer