



**Municipality of Crowsnest Pass**  
**Agenda**  
**Governance and Priorities Committee Meeting**  
**Council Chamber at the Municipal Office, 8502 – 19 Avenue**  
**Tuesday, January 14, 2020 at 1:00 pm**

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Delegations**
- 4. Policies**
  - a) Policy 1711-01 Asset Disposal Policy – Brian McCulloch, Director of Finance
  - b) Policy 2000-02 Disposal of Municipal Property – Brian McCulloch, Director of Finance
- 5. Topics for Discussion**
  - a) Update on Bellecrest Association Lease – Trent Smith, Manager of Community Services
  - b) 2020 Lease Standards – Trent Smith, Manager of Community Services
- 6. Administrative Updates**
  - a) Resolution Action List
  - b) Service Areas Update
- 7. Confidential – In Camera**
- 8. Out of Camera**
- 9. Adjournment**



**Municipality of Crowsnest Pass**  
**Report for Governance and Priorities Committee**

**Meeting Date:** January 14, 2020

**Agenda #: 2020-01-14-4a**

**Subject:** Policy 1711-01 Asset Disposal Policy

**Recommendation:** That Council provide input on a new policy, 1711-01 Asset Disposal

**Executive Summary:**

The Municipality currently does not have a policy for the disposal of assets other than land. To ensure consistency and standards for the disposal of assets, other than land, the asset disposal policy has been created.

**Relevant Council Direction, Policy or Bylaws:**

**Discussion:**

To set clear guidelines for all departments to follow when declaring assets as surplus and ready for disposal. The Municipality holds an auction from time to time to sell off older low value assets that are no longer required by the Municipality. This policy will ensure all assets being considered for disposal are identified, that other municipal departments have no use for the asset, and the asset is properly removed from the asset module prior to disposal.

This policy will ensure transparency to the public by identifying what assets are being considered for disposal by holding a public auction and ensuring the Municipality receives the best price.

**Analysis of Alternatives:**


1. Approve policy 1711-01 as presented
2. Make recommended changes to the policy


**Financial Impacts:** N/A

**Attachments:**

- Draft Policy 1711-01 Asset Disposal Policy

**Authorization**

Submitted by:   
\_\_\_\_\_  
Brian McCulloch, CPA, CMA  
Director of Finance  
Date: 2020-01-07

Approved by:   
\_\_\_\_\_  
Patrick Thomas, P. Eng., CLGM  
Chief Administrative Officer  
Date: 2020-01-07



**Municipality of Crowsnest Pass**  
**Report for Governance and Priorities Committee**

**Meeting Date:** January 14, 2020

**Agenda #:** 2019-01-14-4b

**Subject:** Policy 2000-02 – Disposal of Municipal Property

**Recommendation:** That Council provides input on revisions to Policy 2000-02

**Executive Summary:** The Disposal of Municipal Property policy was originally approved by Council on June 4, 2013. Administration is required to review the policy and procedure every three years. The Policy has been converted to the new format with minor changes to the wording.

**Relevant Council Direction, Policy or Bylaws:**  
2000-01 Disposal of Municipal Property Policy

**Discussion:**

The original policy and procedure put all the responsibility for preparing documentations for the sale of land on the Chief Administrative Officer. The municipality has out sourced the work in reviewing and preparing the required documents for the sale of land. The Procedure has been amended to move the responsibility between the Director of Development, Engineering and Operations and the Chief Administrative Officer and is included for information purposes only.

**Analysis of Alternatives:**

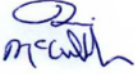
1. Approve policy as presented.
2. Make changes to the Policy

**Financial Impacts:** N/A

**Attachments:**

- 2000-01 Disposal of Municipal Property Policy
- 2000-02 Draft Disposal of Municipal Property Policy
- 2000-02 Draft Disposal of Municipal Property Procedure

**Authorization**

Submitted by:  \_\_\_\_\_

Brian McCulloch, CPA, CMA

Director of Finance

Date: 2020-01-07

Approved by:  \_\_\_\_\_

Patrick Thomas, P. Eng., CLGM

Chief Administrative Officer

Date: 2020-01-08



## POLICY

<b>Policy No.:</b> <b>Policy Title:</b> <b>Department:</b> <b>Council Approval:</b> <b>Reviewed:</b> <b>Revised:</b> <b>Supersedes Policy/Bylaw:</b>	<b>2000-01</b> <b>Disposal of Municipal Property</b> <b>Planning, Engineering &amp; Operational Services</b> <b>M# 6896-13                      Date: June 4, 2013</b>
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### Policy Statement

The Municipality of Crowsnest Pass requires a policy to formalize a process for the disposition of Municipal owned lands including Reserve Land, former Reserve Land, and Fee Simple Land which meets the requirements as set out in the Alberta Municipal Government Act.

#### 1. Reason for Policy

- 1.1 The purpose of the Disposal of Municipal Property Policy is to administer a fair and consistent formal process in the disposition of municipal owned land and doing so fulfilling its legislative mandate through meeting legal and statutory requirements for the disposition of Municipal lands.

#### 2. Related Information

- 2.1 The disposal of municipal lands will be considered in the context of the overall policies of the municipality, including the Municipal Development Plan, Land Use Bylaw, and Community Strategic Plan.
- 2.2 The sale of land may be initiated by either the Municipality or by an individual, company or organization that is interested in acquiring the land.
- 2.3 All matters related to the disposal of Municipal property shall meet the following requirements of the Municipal Government Act:

2.3.1 Municipal Government Act, Part 3, Division 8 - Limits of Municipal Powers, Division of Lands - Section 70

2.3.2 Municipal Government Act, Part 16 – Requirements for Advertising - Section 606

### **Disposal of Municipal Property Procedure - attached**

## **3. Definitions**

3.1 **Appraisal** – means an official valuation of property by an authorized person.

3.2 **Direct Sales** – means the sale of municipal lands that has been initiated by the public.

3.3 **Disposition** – shall mean the process of disposal of property.

3.4 **Land** – includes all properties whether vacant land or land containing buildings.

3.5 **Land Purchase Application Form** – means the form that contains purchase conditions as set out by the Municipality, purchaser's information, and purchase value. Form is to be completed and submitted to initiate the purchase process.

3.6 **Municipality** - means the Municipal Corporation of the Municipality of Crowsnest Pass.

3.7 **Policy** - is a guide to decision-making, prescribes limits and assigns responsibilities within an organization and is accompanied by procedures.

3.8 **Public sales** – means the sale of lands that the Municipality are actively trying to dispose of.

3.9 **Procedure** – shall mean the method of giving direction according to which operations are conducted within the framework of the policy.

3.10 **Responsible Department** - shall mean the office or department that will develop and administer a particular policy and procedures and will be accountable for the accuracy of its subject matter, issuance and timely updating.

**4. Responsibilities**

4.1 Municipal Council to:

4.1.1 Approve by resolution this policy and any amendments.

4.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

4.2 Chief Administrative Officer to:

4.2.1 Implement this policy and approve procedures.

4.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

4.3 Director of the Department to:


4.3.1 Ensure implementation of this policy and procedure.

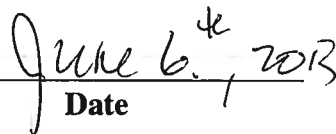
4.3.2 Ensure that this policy and procedure is reviewed every three years.

4.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

**5. End of Policy**

**Approval**

  
\_\_\_\_\_  
Myron Thompson, C.A.O.

  
\_\_\_\_\_  
Date





**Municipality of Crowsnest Pass**  
**Report for Governance and Priorities Committee**

**Meeting Date:** January 14<sup>th</sup>, 2020

**Agenda #: 2020-01-14-5a**

**Subject:** Bellecrest Community Association lease update

**Recommendation:** That council accepts this report for information.

**Executive Summary:** During the council meeting on September 10<sup>th</sup>, 2019, the Bellecrest Community Association came to council with concerns regarding the new lease. Administration would like to provide an update, as a new contract has not been signed to date.

**Relevant Council Direction, Policy or Bylaws:**


**Discussion:**

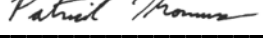
- Association presented a copy of the last signed lease and a copy of the new draft lease, with no changes to the intent of the agreement, just wording clarification changes.
  - Examples:
    - 2018 signed lease. - The Municipality shall not be responsible for providing exterior ground maintenance of the park area.
    - 2019 new- addition of which shall include examples like grass cutting and garbage removal. (clarification no intent change)
  
    - 2018 signed lease- No dollar value on lease
    - 2019- Added 1 dollar
  
    - 2018 - signed lease. The association shall be responsible for all minor repairs to the premises.
    - 2019- added examples like fence repair, playground and benches
  
- Following the discussion, the members were to take the lease back to the association for further discussion and bring back any comments.

Attachments: N/A

**Authorization**

Submitted by:   
Trent Smith,  
Manager of Community Services  
Date: 2020-01-06

Reviewed by:   
Brian McCulloch, CPA, CMA  
Director of Finance  
Date: 09 Jan 2020

Approved by:   
Patrick Thomas, P. Eng., CLGM  
Chief Administrative Officer  
Date: 2020-01-06



**Municipality of Crowsnest Pass**  
**Report for Governance and Priorities Committee**

**Meeting Date:** January 14<sup>th</sup>, 2020

**Agenda #: 2020-01-14-5b**

**Subject:** Facility lease agreements

**Recommendation:** That Council provides feedback on the standardization of lease agreements.

**Executive Summary:** Administration is requesting Council to provide guidance to assist them with setting a cost to charge for all leased space.

**Relevant Council Direction, Policy or Bylaws:** N/A

**Discussion:**

Administration has found the need to have a standardized amount for the costs set on rental spaces to help guide them on new/renewal leases. In 2018, a standard fee was applied for the MDM and this was charged by the square foot to all new and existing leases. This fee for 2020 is \$6.61 and was checked and compared recently, however most comparison tables are based on much larger communities and range from \$4.00 to \$23.00 depending on area, type, and if utilities were included. Administration also contacted a local real-estate company to compare MLS listings and found this too somewhat challenging. The realtors best guess average is \$8.00 per square foot for our area with no utilities.

Administration is requesting a base rate per square foot for all leased buildings, as this is the best way to set lease rates moving forward. Since the MDM has this process in place and it makes sense to use the same amount, Administration used this number for a comparison in the table below

Monthly charge table

User	Facility	2019 rate per ft <sup>2</sup>	Term expires	Increase per month

Administration would like council's guidance as many of these leases are due for renewal and with the request to standardize our lease agreements, a standardization of costs also seems applicable. However, there are some significant increases and therefore it may be more appropriate to implement a step system in moving towards the standardized fee model.

**Analysis of Alternatives:**


1. Provide feedback on having a standard set amount.
2. Provide feedback if council would like to have a step system for tenants that have a significant increase

**Financial Impacts:** N/A

**Attachments:** N/A

**Authorization**

Submitted by:  \_\_\_\_\_  
Trent Smith,  
Manager of Community Services  
Date: 2020-01-06

Reviewed by:  \_\_\_\_\_  
Brian McCulloch, CPA, CMA  
Director of Finance  
Date: 09 Jan 2020

Approved by: Patrick Thomas

Patrick Thomas, P. Eng., CLGM

Chief Administrative Officer

Date: 2020-01-06



**January 14, 2020**  
**Governance & Priorities Committee Meeting**  
**Service Areas Update**

**CAO Office**

- Interviews for Manager of Human Resources, Manager of Transportation, Health and Safety Advisor and Community Peace Officer
- Participated in Christmas Hampers
- Discussion with Crow Snowriders on transition of assets
- Updating Cascade reporting software with 2020 budget, Strategic Plan, and 2020 operation plans
- Issuing Hwy 3 Interim Upgrade consultant RFP
- Participated in Southern Alberta AHIMT training
- Preparing for collective bargaining

**Finance**

- Updating the budget software system to the final approved budget.
- Begin planning for year end audit
- Year end inventory count and reconciliation scheduled Jan 6 to 8, 2020
- Working on updating Policies and Bylaws
- Updated financial system and payroll tables on December 29, 2019

**Corporate Services**

- Continuing to support the hiring process

**Development, Engineering & Operations**

- **Utilities Department**
  - Sewer service dig in Coleman 19 Avenue
  - Water service dig in Blairmore 19 Avenue
  - Bowie tie in is complete
  - Preparing annual reports for AEP

- **Transportation Department**
  - Plowing snow and mitigating ice on roadways
  - Continue to pick up branches after the high wind events
  - Hauling of pickled sand
  - Cleaning the shops and equipment maintenance
  - Working on safety inspections deficiencies
  - Repairing barricades
- **Development and Trades**
  - New temporary Development Officer (Johnathan Schmidt) has started to help Taylor Felt and provide more senior expertise and improve the municipalities processes.
  - Collaborated with Development group to begin website, checklist and permit document revisions.
  - Assisted repair to brake motor for ski lift.
  - Installed new maintenance free aluminum benches at complex dressing room 2 and 3.
  - Preliminary meeting held to determine locations and requirements for fountains/water bottle fillers at Complex and MDM.
  - Multiple sewer lines videoed.
  - Helped decorate Christmas trees (Bellevue and Blairmore) and helped with Christmas hampers.
  - Revised quote for Blairmore pumphouse genset and ordered same.
  - Began writing tender for pool renovation.
  - Started painting bathrooms and other interior areas at multiple facilities.
  - Finished water install for new fridge at the Blairmore Firehall.
  - Finished appliance installs at Complex.
  - Finished installation of fire extinguisher cabinets to comply with building code.

## **Protective Services**

- **Fire**
  - Valley Ridge FireSmart project in progress-Vegetation Management
  - Fire Rescue support for local community groups through Christmas season
- **Peace Officer**
  - CPO departed position 20<sup>th</sup> of December 2019.

### December Stats 2019

- 0- Provincial tickets
- 0- warning tickets
- 14 calls for service
- 0- compliance orders-Community Standards Bylaw
- 0- vehicles towed

## 2019 Year to Date

- 245 Enforcement tickets
  - 48 Warning tickets
  - 527 Calls for service
  - 43 Compliance orders - Community Standards Bylaw
  - 34 Removal notices for contraventions of Municipal/Provincial traffic legislation
  - 17 Vehicles towed
- **Agriculture and Environment**
    - Preparations for 2020 season
    - Conducting in-service training
    - Received payment for a 2018 (outstanding) and 2019 invoices-CPR

## Pass Powderkeg Ski Hill

- Christmas/holiday break was fantastic. PPK welcomed guests from all over Western Canada, and saw New Canadians from Korea, China, Japan, Ukraine, Mexico, Argentina and Kansas.
- Lower Lift repair was completed this past weekend. The brake thruster motor failed twice.
- We hit 98 full Learn to Turn packages sold this morning. This is 35 over last year's entire total. We have implemented a new booking system to allow guests to book themselves in, saving staff time.
- School programs start up again this week, with a home school program and Westwind coming Friday. Next week our local schools come.
- Our seniors program started up with 12 joining us for the first session.
- The MCCAC Rec Lighting grant was finally approved. We will be working to implement this month.

## Community Services

- Working with stakeholders on lease renewals
- New lease rental agreement with Boys and Girls Club
- Christmas hampers.
- Seniors day.
- Finalizing 2020 tournament rentals.
- **FCSS**
  - 135 hampers delivered December 20th
  - Santa Skate December 15<sup>th</sup> 25 people attended.
  - Senior Christmas Luncheon 160 people attended.
- **Parks**
  - Pathway clearing
  - Playground inspection documentation.
- **Programming**
  - Skate with Santa