

MUNICIPALITY OF CROWSNEST PASS

COUNCIL MEETING - Tuesday, November 1, 2011 - 7:00 P.M.

AGENDA

1. CALL TO ORDER

2. PUBLIC HEARING

3. ADOPTION OF AGENDA

4. ADOPTION OF THE PREVIOUS MINUTES

- a) Minutes of the Organizational Meeting of October 18, 2011
- b) Minutes of the Regular Council Meeting of October 18, 2011
- c) Minutes of the Special Council Meeting of October 27, 2011

5. DELEGATIONS

6. ADMINISTRATIVE AND AGENCY REPORTS

- a) Tax Agreement – Plan 3380T Block 9 Lots 13-14, Blairmore
- b) Municipal Government Act Advertising Amendment
- c) Regional Service Partnerships
- d) Policy and Bylaw Development Schedule
- e) Municipal Facility Audit Request for Proposal

7. BUSINESS ARISING FROM THE MINUTES

8. CORRESPONDENCE

- a) FCM Conference
- b) Crowsnest Pass Lions Club

9. COMMITTEE REPORTS

- a) Minutes of the October 11, 2011 Governance and Priorities Committee Meeting
- b) Minutes of the October 25, 2011 Governance and Priorities Committee Meeting
- c) Minutes and Decision of the October 3, 2011 Subdivision and Development Appeal Meeting

10. BYLAWS

11. NOTICES OF MOTION

12. OTHER BUSINESS

- a) Organizational Structure

13. COUNCIL MEMBERS REPORTS

14. PUBLIC INPUT

15. IN CAMERA

- a) Land
- b) Personnel
- c) Personnel

16. BUSINESS OUT OF CAMERA

17. ADJOURN

MUNICIPALITY OF CROWSNEST PASS

TUESDAY, OCTOBER 18, 2011

ORGANIZATIONAL MEETING

The Organizational Meeting of the Council of the Municipality of Crowsnest Pass was held in the Council Chambers on Tuesday, October 18, 2011.

PRESENT: **MAYOR:** Bruce Decoux

COUNCILLORS: Siegbert Gail, Brian Gallant, Jerry Lonsbury, Larry Mitchell,
Emile Saindon, Andrew Saje

Also present:

Acting Interim Chief Administrative Officer/

Director of Operations

Myron Thompson

Director of Finance & Systems

Marion Vanoni

Municipal Tax Assessor

Glen Snelgrove

Transitional Solutions Inc.

Donna Tona

Recording Secretary

Kristin Ivey

CALL TO ORDER

Mayor Decoux called the meeting to order at 7: 00 pm.

COMMITTEE APPOINTMENTS

2011 -2012 Council Committee Appointments

Committee	Appointees
AAMDC	Mayor Decoux
Affordable Housing	Councillor Gallant
Agricultural Services Board	Councillor Mitchell
Alberta Southwest Regional Alliance	Mayor Decoux
Assessment Appeal	Councillors Gallant, Lonsbury, Gail (2011 if no regional board in place) *
CN/PC Waste Management	Councillors Gail, Lonsbury, Gallant
CNP Senior Housing	Councillors Gail, Lonsbury
Culture and Recreation	Councillor Saje
Family & Community Support Services	Councillor Lonsbury
Governance & Priorities Committee	All
Library & C.A.R.L.S.	Councillor Saindon*
Management Negotiating Committee	Councillor Saindon, Mayor Decoux
Mayors & Reeves	Mayor Decoux
Municipal Heritage Board	Councillor Gallant
Oldman River Regional Services Commission (ORRSC)	Councillors Mitchell, Lonsbury *
Protective Services	Councillor Mitchell
Ski Hill Authority	Councillor Saje
Snowmobile/Trails	Councillor Saje
Spray Lakes Public Advisory Committee	Councillor Saindon
Subdivision & Development Appeal	Councillor Gallant, Lonsbury *
Subdivision & Development Authority	Councillors Saje, Mitchell *

MAYOR IS EX OFFICIO ON ALL BOARDS & COMMITTEES EXCEPT DESIGNATED (*)

M#6278-11: Councillor Mitchell moved to approve the Committee assignments for 2011/2012 as indicated.

CARRIED UNANIMOUSLY

DEPUTY MAYOR

DEPUTY MAYOR SCHEDULE 2011 - 2012

2011

NOVEMBER/DECEMBER Councillor Saindon

2012

JANUARY/FEBRUARY	Councillor Gallant
MARCH/APRIL	Councillor Gail
MAY/JUNE	Councillor Mitchell
JULY/AUGUST	Councillor Saje
SEPTEMBER/OCTOBER	Councillor Lonsbury
NOVEMBER/DECEMBER	Councillor Saindon

M#6279-11: Councillor Saindon moved to approve the Deputy Mayor assignments for 2011/2012 as indicated.

CARRIED UNANIMOUSLY

ADJOURN

M#6280-11: Councillor Lonsbury moved to adjourn the Organizational Meeting at 7:08 pm.

CARRIED UNANIMOUSLY

MAYOR

CHIEF ADMINISTRATIVE OFFICER

MUNICIPALITY OF CROWSNEST PASS

TUESDAY, OCTOBER 18, 2011

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in the Council Chambers on Tuesday, October 18, 2011.

PRESENT: **MAYOR:** Bruce Decoux

COUNCILLORS: Brian Gallant, Jerry Lonsbury, Larry Mitchell,
Emile Saindon, Andrew Saje, Siegbert Gail

Also present:

Acting Interim Chief Administrative Officer/ Director of Operations	Myron Thompson
Director of Finance & Systems	Marion Vanoni
Transitional Solutions Inc.	Donna Tona
Municipal Tax Assessor	Glen Snelgrove
Agricultural Fieldman	Kim Lutz
Recording Secretary	Kristin Ivey

Absent:
Interim Chief Administrative Officer Kevin Robins

CALL TO ORDER

Mayor Decoux called the meeting to order at 7:08 pm.

PUBLIC HEARINGS

No Public Hearings were scheduled.

ADOPTION OF AGENDA

ADDITIONS: **IN CAMERA:**
 b) Personnel

DELETIONS: **OTHER BUSINESS:**
 b) Property Tax Bylaw No. 821, 2011

Director of Operational Services, Myron Thompson wishes to have this item deferred pending additional information.

M#6281-11: Councillor Gail moved to adopt the agenda as amended.

CARRIED UNANIMOUSLY

ADOPTION OF THE PREVIOUS MINUTES

Regular Council Meeting of October 4th, 2011

M#6282-11: Councillor Mitchell moved that the minutes of the Regular Council Meeting of October 4th, 2011 be adopted as written.

CARRIED UNANIMOUSLY

DELEGATIONS

No delegations were scheduled.

ADMINISTRATIVE AND AGENCY REPORTS

Kim Lutz- Appointment to Agricultural Service Board

Agricultural Fieldman, Kim Lutz presented the administrative recommendation for the following ratepayers to sit on the Crowsnest Pass Agriculture Service Board; Bridget Graf for a term of 3 years, Dale Pulkinen for a term of 2 years, Lorraine Halton for a term of 1 year, Loretta Thompson for a term of 2 years and Sheldon Steinke for a term of 3 years. This Council Agenda Report originated by Kim Lutz is maintained on file.

M#6283-11: Councillor Lonsbury moved to accept the Administrative recommendations for appointment of Bridget Graf for a term of 3 years, Dale Pulkinen for a term of 2 years, Lorraine Halton for a term of 1 year, Loretta Thompson for a term of 2 years and Sheldon Steinke for a term of 3 years to the Crowsnest Pass Agricultural Service Board.

CARRIED UNANIMOUSLY

Enmax Contract

Director of Finance & Systems, Marion Vanoni submitted a copy of the contract between the Municipality of Crowsnest Pass and Enmax Energy Corporation for Regulated Rate Option (RRO) and Default Supplier Services for the period of October 29th, 2011 to December 31, 2013 unless sooner terminated under the terms and conditions of the agreement. This Council Agenda Report originated by Marion Vanoni is maintained on file.

M#6284-11: Councillor Gail moved to accept the contract between the Municipality of Crowsnest Pass and Enmax Energy Corporation for Regulated Rate Option (RRO) and Default Supplier Services for the period of October 29th, 2011 to December 31, 2013 unless sooner terminated under the terms and conditions of the agreement.

CARRIED UNANIMOUSLY

Request to Lease Road Allowance (Glen Snelgrove)

Municipal Tax Assessor, Glen Snelgrove presented a request to lease part of a road allowance located at 8009-18th Avenue in Coleman (Lot 3, Block 16, Plan 820 L.) Mr. Snelgrove noted that in 1979, the owner of this property was granted a development permit to construct a 22 x 24 detached garage on the municipal road allowance at the end of the alley behind his residence. The original owners no longer occupy the home; their family has requested that a new lease be prepared authorizing the continued use of the garage by the residents of the house at 8009-18th Avenue in Coleman. Administration recommends refusal of the request to lease part of this road allowance to Mr. Zak's son, Robert Zak and to remove the existing garage from the Municipal Right of Way. This Council Agenda Report originated by Glen Snelgrove is maintained on file.

M#6285-11: Councillor Mitchell moved to accept the administrative recommendation of refusal of the request to lease part of the road allowance located at 8009 18 Avenue in Coleman. The owner of the garage shall be responsible for removing said garage from the Municipal Right of Way.

Councillor Gail requested the following Friendly amendment and was accepted by Councillor Mitchell to include a timeframe.

M#6286-11 Councillor Mitchell moved to accept the administrative recommendation of refusal of the request to lease part of the road allowance located at 8009 18 Avenue in Coleman. The owner of garage shall be responsible for removing said garage from the Municipal Right of Way by April 30th, 2012.

CARRIED

BUSINESS ARISING FROM THE MINUTES

No Business Arising From the Minutes.

CORRESPONDENCE

Royal Canadian Legion- Coleman Branch No. 9- Remembrance Day Service

Correspondence was received from the Royal Canadian Legion Branch No.9 requesting a delegate to lay a wreath on behalf of the Municipality at the Coleman Legion branch No.9 cenotaph services on November 11th, 2011.

Councillor Mitchell indicated he would attend the cenotaph services on November 11th, 2011 at the Royal Canadian Legion Branch No. 9.

Municipal Heritage Board- Request for Funding

Correspondence was received from the Municipal Heritage Board requesting funding for two delegates from the Municipal Heritage Board to attend the Municipal Heritage Forum to be held in Edmonton from October 27 to 28, 2011. Director of Operations, Myron Thompson indicated that there are no contingency funds in place in the budget for requests of this nature.

M#6287-11 Councillor Lonsbury moved to deny funding for two delegates from the Municipal Heritage Board to attend the Municipal Heritage Forum to be held in Edmonton from October 27 to 28, 2011.

CARRIED UNANIMOUSLY

COMMITTEE REPORTS

Governance and Priorities Committee Minutes – August 23, 2011

Councillor Gail noted on page 3 in the word *discussion* should have stated *discuss*.

M#6288-11: Councillor Saindon moved to accept the minutes of the Governance and Priorities Meeting as amended.

CARRIED UNANIMOUSLY

Governance and Priorities Committee Minutes – September 13th, 2011

M#6289-11: Councillor Gallant moved to accept the minutes of the Governance and Priorities Meeting as information.

CARRIED UNANIMOUSLY

Subdivision and Development Authority Minutes- August 31st, 2011

M#6290-11: Councillor Gail moved to accept the minutes of the Subdivision and Development Authority minutes as information.

CARRIED UNANIMOUSLY

BYLAWS

Bylaw No. 834, 2011- Regulated Rate Tariff (1st, 2nd, 3rd Readings)

M#6291-11 Councillor Gallant moved First Reading of Bylaw No. 834, 2011.

CARRIED UNANIMOUSLY

M#6292-11 Councillor Gail moved Second Reading of Bylaw No. 834, 2011.

CARRIED UNANIMOUSLY

M#6293-11 Councillor Mitchell moved to consider Third and Final Reading of Bylaw No. 834, 2011.

CARRIED UNANIMOUSLY

M#6294-11 Councillor Lonsbury moved Third and Final Reading of Bylaw No. 834, 2011.

CARRIED

Recorded Vote

In favor: Councillor Gallant, Councillor Lonsbury, Councillor Mitchell, Councillor Gail

Opposed: Councillor Saindon, Councillor Saje

Bylaw No. 835, 2011- Default Supplier Tariff (1st, 2nd, 3rd Readings)

M#6295-11 Councillor Mitchell moved First Reading of Bylaw No. 835, 2011.

CARRIED UNANIMOUSLY

M#6296-11 Councillor Lonsbury moved Second Reading of Bylaw No. 835, 2011.

CARRIED UNANIMOUSLY

M#6297-11 Councillor Mitchell moved to consider Third and Final Reading of Bylaw No. 835, 2011.

CARRIED UNANIMOUSLY

M#6298-11 Councillor Gail moved Third and Final Reading of Bylaw No. 835, 2011.

CARRIED

Recorded Vote

In favor: Councillor Gallant, Councillor Lonsbury, Councillor Mitchell, Councillor Gail

Opposed: Councillor Saindon, Councillor Saje

Councillor Saindon and Councillor Gail noted that they do not agree with providing three bylaw readings during a single Council Meeting.

NOTICES OF MOTION

No Notices of Motion were presented.

OTHER BUSINESS

Municipal Heritage Board- Appointments/ Advertising for New Members

Municipal Tax Assessor, Glen Snelgrove presented the Ecomuseum Trust Society's recommendation that John Kinnear be appointed to the Municipal Heritage Board to fill the spot left vacant by Barbara McClary's resignation.

M#6299-11 Councillor Saje moved to approve the appointment of John Kinnear to the Municipal Heritage Board.

CARRIED UNANIMOUSLY

COUNCIL MEMBERS REPORTS

Councillor B. Gallant:

- Municipal Heritage Board

Councillor S. Gail:

- CNP Seniors Housing
- Partners Meeting
- Strategic Planning Meeting

Councillor L. Mitchell:

- Sokol 100 Year Anniversary in Sparwood, BC

Councillor J. Lonsbury:

- Partners Meeting
- CNP Seniors Housing

PUBLIC INPUT

No public input was provided.

IN CAMERA

M#6300-11: Councillor Saindon moved to go In Camera at 8: 32 pm.

CARRIED UNANIMOUSLY

RECESS/RECONVENE

Mayor Decoux declared a five minute recess.

BUSINESS OUT OF CAMERA

OUT OF CAMERA

M#6301-11: Councillor Mitchell moved that Council come Out of Camera at 9:29 pm

CARRIED UNANIMOUSLY

ADJOURN

M#6302-11: Councillor Gail moved to adjourn the meeting at 9:30 pm.

CARRIED UNANIMOUSLY

MAYOR

INTERIM CHIEF ADMINISTRATIVE OFFICER

MUNICIPALITY OF CROWSNEST PASS

OCTOBER 27, 2011

A Special Meeting of the Council of the Municipality of Crowsnest Pass was held in the Council Chambers on Thursday, October 27, 2011.

PRESENT: **MAYOR:** Bruce Decoux

COUNCILLORS: Siegbert Gail, Brian Gallant, Jerry Lonsbury, Larry Mitchell,
Emile Saindon, Andrew Saje

Also present:

Chief Administrative Officer

Director of Finance & Systems, Recorder

Director of Operational Services

Kevin Robins

Marion Vanoni

Myron Thompson

CALL TO ORDER

Mayor Decoux called the meeting to order at 2:00 pm.

ADOPTION OF AGENDA

M#6303-11: Councillor Gail moved to adopt the agenda as written.

CARRIED UNANIMOUSLY

IN CAMERA

M#6304-11: Councillor Lonsbury moved to go In Camera at 2:05 pm.

CARRIED UNANIMOUSLY

BUSINESS OUT OF CAMERA

M#6305-11: Councillor Mitchell moved that Council come Out of Camera at 3:15 pm.

CARRIED UNANIMOUSLY

ADJOURN

M#6306-11: Councillor Mitchell moved to adjourn the meeting at 3:16 pm.

CARRIED UNANIMOUSLY

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Council
Meeting Date: November 1, 2011
Originated By: Marion Vanoni, Director of Finance & Systems
Subject: Tax Agreement-Roll 2037700
Agenda Item No: _____

Administration Recommendation:

That Council authorize Administration to enter into a six (6) month Tax Agreement with the owner of Plan 3380T Block 9 Lots 13-14, Roll Number 2037700 to pay all taxes in arrears.

Background:

This is a residential property that has property tax in arrears:

Current Tax Arrears & Penalties-2008 to 2011	\$4,798.27
Total Projected Penalties to April 2012	\$ 269.83
Total	<u>\$5,068.10</u>

As per section 418(4) of the MGA the Municipality may enter into an agreement with the owner of a parcel of land shown on its tax arrears list providing for the payment of the tax arrears over a period not exceeding 3 years, and in that event the parcel need not be offered for sale under subsection (1) until (a) the agreement has expired or (b) the owner of the parcel breaches the agreement whichever occurs first.

Discussion:

Rather than having his residence remain in the property tax recovery process the property owner has agreed to enter into a 6 month agreement thereby having the property taxes on Roll #2037700 brought into a current status by April 30, 2012.

With the first payment due on October 31, 2011 Council will be appraised on November 1, 2011 if this payment has been made.

Approvals:

CAO

Department Head

6a

Alternatives:

1. If the property owner breaches this agreement, the property will be auctioned at the time of breach.
2. If Council does not authorize Administration to enter into the Agreement and the property owner does not pay all tax arrears and penalties by November 30, 2011 the property will be auctioned.

Financial Impact:

1. If the agreement is not authorized by Council, the property will go to auction and if sold, the Municipality will recover the tax arrears and other costs associated with the auction of this property (ie property appraisal costs). The Municipality would hold the balance in trust for release to the property owner and any third parties at the conclusion of all legislated (MGA) requirements.
2. If the agreement is not authorized, the property will go to auction and if NOT sold the Municipality will take possession of the property. The Municipality must still protect the property owners interest by selling the property in the future for a price as close to fair market value with the net sale proceeds to be released back to the property owner and interested third parties.
3. If the agreement is fulfilled by the property owner, the Municipality will collect the tax arrears over a six month period.

Attachments:

- Tax Agreement for Roll #2037700
- Section 418 (4) of the Municipal Government Act

(3) The notice must be sent to the address shown on the records of the Land Titles Office for each person referred to in subsection (1).
1994 cM-26.1 s417;1995 c24 s61

Offer of parcel for sale

418(1) Each municipality must offer for sale at a public auction any parcel of land shown on its tax arrears list if the tax arrears are not paid.

(2) Unless subsection (4) applies, the public auction must be held in the period beginning on the date referred to in section 417(2)(a) and ending on March 31 of the year immediately following that date.

(3) Subsection (1) does not apply to a parcel in respect of which the municipality has started an action under section 411(2) to recover the tax arrears before the date of the public auction.

(4) The municipality may enter into an agreement with the owner of a parcel of land shown on its tax arrears list providing for the payment of the tax arrears over a period not exceeding 3 years, and in that event the parcel need not be offered for sale under subsection (1) until

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Section 419

MUNICIPAL GOVERNMENT ACT

RSA 2000
Chapter M-26

(a) the agreement has expired, or

(b) the owner of the parcel breaches the agreement,

whichever occurs first.

1994 cM-26.1 s418;1995 c24 s62;1996 c30 s35

Reserve bid and conditions of sale

419 The council must set

(a) for each parcel of land to be offered for sale at a public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel, and

(b) any conditions that apply to the sale.

1994 cM-26.1 s419

Right to possession

420(1) From the date on which a parcel of land is offered for sale at a public auction, the municipality is entitled to possession of the parcel.

(2) For the purposes of obtaining possession of a parcel of land, a designated officer may enter the parcel and take possession of it for and in the name of the municipality and, if in so doing resistance is encountered, the municipality may apply to the Court of Queen's Bench for an order for the possession of the parcel.

Tax Agreement
Memorandum of Agreement

Made in duplicate this _____ day of _____, 2011.

BETWEEN

(hereinafter referred to as the "Landowner")

and

Municipality of Crowsnest Pass

(hereinafter referred to as the "Municipality")

AND WHEREAS the Landowner acknowledges that the Lands are in tax arrears, as property taxes have not been paid in full since 2007, and are subject to tax recovery proceedings; and,

WHEREAS, the Landowner wishes to enter into an agreement to provide for the timely payment of all tax arrears and any taxes that will be levied during the term of this Agreement; and,

WHEREAS, the Municipality is agreeable to entering into such an agreement, pursuant to Section 418(4) of the Municipal Government Act (MGA);

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the mutual terms, covenants, and conditions herein, the parties hereto agree as follows:

1. **Term of this Agreement**

The term of this Agreement shall be from October 2011 through April 2012.

2. **Method of Payment**

- a. Payment shall be made as calculated within "Schedule A," hereto attached and forming part of this Agreement.
- b. Payment shall be received on the **last day** of each month beginning on the **31st** day of October, 2011.

The Landowner hereby acknowledges and agrees that if he fails to make payment in accordance with 2(a) above, unless prior written waiver is provided by the Municipality, during the term of this Agreement, this Agreement shall be null and void, and the Municipality shall be entitled to proceed with tax recovery actions in accordance with the MGA.

3. **Municipal Responsibilities**

- a. The Municipality agrees that it shall not pursue tax recovery proceedings relating to the property while this Agreement is in effect.
- b. The Municipality further agrees that upon full payment of all arrears the tax recovery notification shall be removed within thirty (30) days of funds being deposited with the Municipality.

4. **General**

- a. This Agreement shall inure to the benefit of and be binding upon the parties hereto and, except as hereinafter may otherwise be provided, upon their executors, administrators, successors and assigns, if any.
- b. This Agreement shall be interpreted and governed in accordance with the laws of the Province of Alberta and the forum for all disputes arising from this Agreement shall be the Courts of the Province of Alberta.
- c. All terms, conditions and covenants within this Agreement shall be severable. Should any term, condition, or covenant herein be declared invalid or unenforceable by any court having the jurisdiction to do so, the remaining terms, conditions and covenants of this Agreement shall not be thereby affected and shall remain in full force and effect.
- d. This Agreement may be registered as a caveat against the Lands.

5. **Termination**

This Agreement shall come to an end:

- a. if the Landowner fails to make a payment contemplated by the Agreement on the date it is required;
- b. if the Landowner files for, or is placed in, bankruptcy; or
- c. some other party takes legal proceedings in respect of the Property.

Upon termination, the full amount of the outstanding taxes (including penalties) is immediately payable to the Municipality.

6. Representatives

For the purposes of this Agreement, the following named individuals are the representatives of the parties to this Agreement and are hereby enabled to perform all obligations of the parties to this Agreement as contained within this Agreement:

For the Landowner:

For the Municipality:

Marion Vanoni
Director of Finance & Systems
Box 600
Blairmore AB T0K 0E0
Phone: 403-562-8833

7. Signature

Marion Vanoni
Director of Finance & Systems

Witness

Witness

**TAX AGREEMENT
SCHEDULE A**

Page 1 of 2

1. Description of Property

Roll 2037700
13450 – 18 Avenue
3380T 9 13-14

2. Payment Calculation

Current Tax Arrears & Penalties as of October 19, 2011: **\$4,798.27**
Anticipated 2012 Penalty on January 1st balance: 269.83
\$5,068.10

3. Payment Schedule

Payment of \$500.00 shall begin on October 31, 2011, and shall be made monthly thereafter in the following manner.

November 30, 2011	\$800.00
December 30, 2011	\$800.00
January 30, 2012	\$800.00 (balance of 2,968.10 includes 10% penalty January 1, 2012)
February 30, 2012	\$800.00
March 30, 2012	\$800.00
April 30, 2012	\$568.10 (balance remaining)

4. Payment Calculation:

Taxes and Penalties = \$5,068.10 divided by 6 months; final payment April 30, 2012 of \$568.10 to clear the balance of the tax account before 2012 levy is due.

TAX AGREEMENT
SCHEDULE A - PAGE 2 OF 2

TAX CALCULATION

- ROLL 2037700

MONTH	PENALTY	AMOUNT PAID	BALANCE
2011-2012	ADDED		
			\$4,798.27
OCTOBER		\$500.00	\$4,298.27
NOVEMBER		\$800.00	\$3,498.27
DECEMBER		\$800.00	\$2,698.27
JANUARY	\$269.83	\$800.00	\$2,168.10
FEBRUARY		\$800.00	\$1,368.10
MARCH		\$800.00	\$568.10
APRIL		\$568.10	\$0.00



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Council Meeting
Meeting Date: November 1st, 2011
Originated By: Myron Thompson, Director of Operational Services
Subject: MGA advertising amendment
Agenda Item No:

Administration Recommendation:

That Council supports the actions and activities required to bring about an amendment to Alberta Municipal Government Act (MGA), Section 606 to allow Municipalities to advertise utilizing social media technology in addition to the current advertising requirements as existing.

Background:

Municipalities are currently required to advertise publically in a newspaper, for a specified time period, such matters as bylaws, resolutions, meetings, public hearings or similar activity. Alternatives include the mailing or hand delivery the notices for these identified items to every residence in the Municipality.

Discussion:

Social media is quickly gaining popularity and trust in the exchange of information. Increasing use, not only in the private sector, but in all levels of Government indicates that the various social media outlets available today including that of Websites, Twitter, and Facebook is ever-increasing in popularity and use. Administration was requested to research the definition of "Social Media". An excellent document is attached that provides a broad range of definitions and also indicates that social media will continue to evolve, uses will expand, and it will become more integrated into our businesses and our personal lives.

There is an increasing desire of Municipalities to be able to utilize these alternative technological tools to broaden the communication spectrum. In order to accomplish this it will require an amendment to Section 606 of the MGA. In order for this amendment to be

Approvals: CAO _____

Department Head _____

6b

successful a number of processes and activities must take place. It has been determined that a starting point would be to bring the matter forward seeking consideration and support at the upcoming Regional Mayors and Reeves Meeting scheduled for November 21st,2011.

Should the alliance of Mayors and Reeves be in support of this initiative correspondence could then be prepared and forwarded to the Board of Directors of both Alberta Urban Municipalities Association (AUMA) and Alberta Association of Municipal Districts and Counties (AAMDC) requesting support through the voting processes that takes place during the annual conventions. In addition the request could be also forwarded directly to Municipal Affairs for their consideration.

Alternatives:

Not proceed with this initiative.

Financial Impact:

I would be expected that there would be reduced newspaper advertising costs.

Attachments:

- Draft copy of Resolution
- Social Media Definition – Heidi Cohen

Municipality of Crowsnest Pass

Resolution

WHEREAS Section 606 of the Municipal Government Act (MGA) stipulates the requirements for advertising of a notice of by-law, resolution, meeting, public hearing or something else required to be advertised by a municipality

AND

WHEREAS Section 606 (2)(a) states that the notice of by-law, resolution, meeting, public hearing or other thing required to be advertised must be

A) Published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed by-law, resolution or other thing relates or in which the meeting or hearing is to be held

OR

B) Mailed or delivered to every residence in the area to which the proposed by-law, resolution or other thing relates or in which a meeting or hearing is to be held

AND

WHEREAS Sections 22(2), 70(1)(d), 122(1), 148, 149(3), 150, 151(3), 193, 195, 227, 251(3), 265(3), 266, 304(6), 311(1), 421(1)(b), 436.12(1)(2)(3) all have requirements for advertisement by the municipality

AND

WHEREAS Alberta Municipalities have invested substantial dollars and human resources in the development and management of social media technology for timely and accurate communications with their residents including the use of municipal web sites, Facebook and Twitter accounts

NOW THEREFORE BE IT RESOLVED THAT the Alberta Urban Municipalities Association (AUMA) and the Alberta Association of Municipal Districts and Counties (AAMD&C) urge the Provincial Government (Alberta Municipal Affairs) to amend the (MGA) Municipal Government Act to allow municipalities to advertise using social media technology in place of the requirements of (Section 606) advertising in at least one local newspaper circulating in the area or delivering the notice of by-law, resolution, meeting, public hearing or other thing required to be advertised by a municipality.

BACKGROUND:

The Municipality of Crowsnest Pass in the last few years like many other municipalities has spent significant operational dollars and human resources in the development of our municipal web sites and other forms of social media communications technology. We have advertised motions of by-laws, resolutions, meetings, public hearings and other things required to be advertised by the municipality (in accordance with the requirements of Section 606 of the MGA) in local newspapers that circulate in our area. We have also, at the same time used our web site and other social media to advertise these same notice of by-laws, resolutions, meetings, public hearings and other things required to be advertised.

Our residents, like many residents of the province, use other social media and technical forms of communications as opposed to local newspapers and in order to provide timely and accurate information to our residents we have had to duplicate our costs and efforts.

We are of the opinion that an amendment to the MGA allowing municipalities to advertise notice of by-laws, resolutions, meetings and public hearings on their web sites would significantly reduce municipal costs and provide for a more user friendly form of communication with our residents.

Heidi Cohen

actionable marketing expert

30 Social Media Definitions

Posted on May 9, 2011 in Actionable Marketing, 101. Social Media | [20 Comments](#)

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As **social media** continues to [evolve](#) and its uses change and expand, so does the **definition of social media**. In part, this is attributable to the fact that social media relates to the technology and platforms that enable the interactive web's content creation, collaboration and exchange by participants and the public. Yet, many users, business executives and the public consider the marketing around these networks and the content created on them to be social media.

To clarify how social media, marketing and PR professionals define social media, I surveyed a group of my peers. Given social media's dynamic nature, I expected a range of responses. The biggest surprise was that one long-term practitioner responded that he was not sure what social media was anymore.

In their own words, here are thirty **social media definitions** from active participants. (Editor's note: For formatting purposes, some multi-paragraph answers appear as one paragraph and typos were corrected.)

1. To start, **Wikipedia**, the social media go-to reference created by the public in the form of thousands of contributors, defines **Social media** as "media for social interaction, using highly accessible and scalable communication techniques. Social media is the use of web-based and mobile technologies to turn communication into interactive dialogue."
 2. **Social media** consists of various user-driven (inbound marketing) channels (e.g., Facebook, Twitter, blogs, YouTube). These channels represent a stark difference from the advertiser-driven (outbound marketing) push model. As the principal owner of the customer relationship in the firm, typically, the marketing department is responsible for managing these social media channels. Although some may argue that the customer relationship is "everyone's" responsibility in the firm, the overarching responsibility rests with the marketing department as the champion for the customer. **Cheryl Burgess** – [Blue Focus Marketing](#)
 3. **Social media** is today's most transparent, engaging and interactive form of public relations. It combines the true grit of real time content with the beauty of authentic peer-to-peer communication. **Lisa Buyer** – [The Buyer Group](#)
 4. **Social media** is not about what each one of us does or says, but about what we do and say together, worldwide, to communicate in all directions at any time, by any possible (digital) means.
-

Michelle Chmielewski – [Synthesio](#)

5. **Social Media** is a new marketing tool that allows you to get to know your customers and prospects in ways that were previously not possible. This information and knowledge must be paid for with output of respect, trustworthiness, and honesty. Social Media is not a fad, but I also think it's just the beginning of the marketing revolution – not the end. **Marjorie Clayman** – Clayman Advertising, Inc.
6. **Social Media** are the platforms that enable the interactive web by engaging users to participate in, comment on and create content as means of communicating with their social graph, other users and the public. Social media has the following characteristics:
 - Encompasses wide variety of content formats including text, video, photographs, audio, PDF and PowerPoint. Many social media make use of these options by allowing more than one content alternative.
 - Allows interactions to cross one or more platforms through social sharing, [email](#) and feeds.
 - Involves different levels of engagement by participants who can create, comment or [lurk](#) on social media networks.
 - Facilitates enhanced speed and breadth of information dissemination.
 - Provides for [one-to-one](#), [one-to-many](#) and [many-to-many communications](#).
 - Enables communication to take place in real time or asynchronously over time.
 - Is device indifferent. It can take place via a computer (including laptops and netbooks), [tablets](#) (including iPads, iTouch and others) and [mobile phones](#) (particularly smartphones).
 - Extends engagement by creating real-time online events, extending online interactions offline, or augmenting [live events](#) online.

Heidi Cohen – [Riverside Marketing Strategies](#)

7. **Social media** broadly defined consists of any online platform or channel for user generated content. By this definition, for example, WordPress, Sharepoint, and Lithium qualify as social media, as do YouTube, Facebook and Twitter. **Social media** more narrowly defined includes only channels for user-generated content, as distinguished from platforms, which are referred to as social technologies. By this definition, for example, YouTube, Facebook, and Twitter are social media, and WordPress, Sharepoint and Lithium are social technologies. **Joe Cothrel** – [Lithium Technologies, Inc.](#)
8. **Social media** is digital content and interaction that is created by and between people. **Sam Decker** – [Mass Relevance](#)
9. **Social media** is a shift in how we get our information. It used to be that we would wait for the paper boy to throw our news on the doorstep (or into the flowers) and we'd read the paper, front to

back, with our morning coffee before going to work. Now we get information, 24/7 and on the fly, from anywhere. In the more traditional senses, online, on our phones, and through the social platforms. Social media allows us to network, to find people with like interests, and to meet people who can become friends or customers. It flattens out the world and gives us access to people we never would have been able to meet otherwise. **Gini Dietrich** – [Arment Dietrich, Inc.](#)

10. We are still trying to come to terms with the definition of **social media**. To start I think we should look at what it is not. The biggest problem I have with the term “social media” is that it isn’t media in the traditional sense. Twitter, Facebook, LinkedIn, and all the others I don’t have the word count to mention aren’t media; they are **platforms for interaction and networking**. All the traditional media – print, broadcast, search, and so on – provide platforms for delivery of ads near and around relevant content. **Social media are platforms for interaction and relationships, not content and ads**. This is quite similar to what Ted McConnell, General Manager-Interactive Marketing and Innovation at Procter & Gamble Co. likes to say about **social media**. **Bryan Eisenberg** – Author of [Waiting for Your Cat to Bark](#) (Affiliate link)
11. Markets have become conversations. **Social media** are the online platforms and locations that provide a way for people to participate in these conversations. For individuals it is a way to connect and share content with friends and like-minded people. For businesses it’s a way to tap into what people are saying about your brand, your product and/or your service, participate in the conversations, be open to new ideas and then use these insights to make better business decisions. **Sally Falkow** – APR, [PRESSfeed](#)
12. **Social media** = people’s conversations and actions online that can be mined by advertisers for insights but not coerced to pass along marketing messages. It’s the new form of media that does not exist until it happens and that cannot be bought by advertisers to carry their messages. **Dr. Augustine Fou** – [Marketing Science Consulting Group, Inc.](#)
13. **Social media** is the tools, services, and communication facilitating connection between peers with common interests. **Chris Garrett** – [Chrisg.com](#)
14. **Social media** are the online technologies and practices that people use to share content, opinions, insights, experiences, perspectives, and media themselves. They are media for social interaction. You can tell social software because it is no fun to use by yourself – an account with no friends connected has no value. **Howard Greenstein** – [Social Media Club-NYC](#)
15. **Social media** is an ever-growing and evolving collection of online tools and toys, platforms and applications that enable all of us to interact with and share information. Increasingly, it’s both the connective tissue and neural net of the Web. **Ann Handley** – [MarketingProfs](#), Author with C.C. Chapman of [Content Rules](#) (Affiliate link)
16. **Social media** is a reflection of conversations happening every day, whether at the supermarket, a bar, the train, the watercooler or the playground. It just allows for those conversations to reach a broader audience due to digital being a megaphone for scale **Sarah Hofstetter** – [360i](#)
17. **Social media** is online text, pictures, videos and links, shared amongst people and organizations.

Dave Kerpen – [Likeable Media](#)

18. Most organizations approach **social media** wrong. They ask “who should own it?” as if it were simply another channel like email or search. Social media is not one thing. It’s five distinct things:
- It’s a strategic tool for uncovering business insights.
 - It’s managing the influencers who are driving the conversation around your brand.
 - It’s marketing that provides value and turns customers into evangelists.
 - It’s a critical component customer care.
 - It’s transforming your organization to meet the transparency and humanity customers now expect of brands.

Adam Kleinberg – [Traction](#)

19. **Social media** is digital, content-based communications based on the interactions enabled by a plethora of web technologies. [Rebecca Lieb](#), author of *The Truth About Search Engine Optimization* ([Affiliate link](#))
20. **Social media** is a collection of online platforms and tools that people use to share content, profiles, opinions, insights, experiences, perspectives and media itself, facilitating conversations and interactions online between groups of people.
- **Social Media** is the platform/tools.
 - **Social Networking** is the act of connecting on social media platforms.
 - **Social Media Marketing** is how businesses join the conversation in an authentic and transparent way to build relationships.

Doreen Moran – Digital and Social Marketing Strategist

21. With **social media**, I think there’s a literal definition concerning the media that people create and share online. But there’s also the notion that social media is about the technology that facilitates individuals and groups of people to connect and interact, create and share. Unlike other software that works fine with a single user, social media applications and websites work better the more people there are using them. Technology that facilitates collective wisdom, engagement, creation and sharing – that’s what I consider “social media”. **Lee Odden** – [Online Marketing Blog](#)
22. **Social media** is any of a number of individual web-based applications aggregating users who are able to conduct one-to-one and one-to-many two-way conversations. [Trey Pennington](#)
23. **Social media** is the media channel that relies on listening and conversation, as opposed to a monologue, to get your point across, make a connection and build a relationship. **Rob Petersen**

– [Barn Raisers](#)

24. **Social media** is all about leveraging online tools that promote sharing and conversations, which ultimately lead to engagement with current and future customers and influencers in your target market. The key to social media working, is having a content marketing strategy that involves the distribution of valuable, relevant and compelling content that promotes the behavior you are looking for that will ultimately drive your business. Most businesses start with the tools. Effective social media starts with a content strategy that helps to position you and your brand as the expert in your niche through provocative, informative and helpful content. Then, once that is accomplished, the social media tools are now available today that make the plan come together. **Joe Pulizzi** – [Content Marketing Institute](#) (Disclaimer – I write for [Content Marketing Institute](#))
25. There are three hallmarks of **social media**: Evolution, Revolution and Contribution. First, it is an evolution of how we communicate, replacing email in many cases. It's a revolution: For the first time in history we have access to free, instantaneous, global communication. We're living in an exciting time! Third, social media is distinguished by the ability of everybody to share and contribute as a publisher. **Mark W. Schaefer** – Schaefer Marketing Solutions. Author of [The Tao of Twitter](#) (Affiliate link)
26. **Social media** is communication channels or tools used to store, aggregate, share, discuss or deliver information within online communities. The focus is on interaction and relationships, not the almighty dollar. **Angie Schottmuller** – [Interactive Artisan](#)
27. **Social Media** is simply another arrow to be shot in a company's marketing quiver. The first goal of all of the arrows used together is to generate revenue. **Peter Shankman** – Help A Reporter Out (HARO) and Social Media Consultant. Author of [Customer Service – New Rules for a Social Enabled World](#) (Affiliate link)
28. **Social media** platforms make it easier to share information—usually online. But a bulletin board at a grocery store or in a college dorm qualifies too. **Jim Sterne** – [eMetrics Marketing Optimization Summit](#) and author of [Social Media Metrics: How to Measure and Optimize Your Marketing](#). (Affiliate link)
29. Most literally, **social media** would be any object or tool, that connects people in dialogue or interaction — in person, in print, or online. In common usage, social media has come to mean a specific category practices, technology, tools, and online sites that involve social relationships, participation, and user-generated content. **Liz Strauss** – [SOBCon](#)
30. **Social Media** is the new Wild, Wild West of Marketing, with brands, businesses, and organizations jostling with individuals to make news, friends, connections and build communities in the virtual space. A plethora of platforms ranging from Facebook, Twitter, LinkedIn and YouTube to a vast variety of newly emerging and rapidly dwindling services, like, Foursquare and MySpace, social media is all about influencing people one-on-one; and achieving P2P (person-to-person) communication that influences awareness, acceptance and behavior. Powerful tactics and tools of communication, social networks can and should play an important role in every brand-



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Council Meeting
Meeting Date: November 1st, 2011
Originated By: Myron Thompson, Director of Operational Services
Subject: Regional Service Partnerships
Agenda Item No:

Administration Recommendation:

That Council direct Administration to initiate the process of establishing a Steering committee comprised Senior Executive from the Municipal Districts of Pincher Creek and Ranchlands as well as the Town of Pincher Creek and Village of Cowley to establish a framework and plan to investigate shared service opportunities.

Background:

The Crowsnest/Pincher Creek Landfill Association has approached the Municipality of Crowsnest Pass, Town of Pincher Creek, Village of Cowley, and the Municipal District of Pincher Creek seeking support for the Association to undertake a feasibility study for expanded waste services including that of waste pickup and recycling. Understandably, all Member Municipalities are eager to look at opportunities that provide expanded and/or improved service delivery options and cost reduction. It has been made clear to the Member Municipalities, by way of written correspondence that the "Expression of Interest" sought from the Municipal Partners will not result in a formal proposal of services or fee for service but instead provide approval for the Landfill Association to undertake a study gathering information that will allow Member Municipalities to determine a future course of action.

Discussion:

Correspondence dated October 12th (as attached), under Mayor Decoux's signature, was sent to the existing Member Municipalities and the Municipal District of Ranchlands requesting an indication of interest to expand the scope of shared service opportunities beyond the solid waste initiatives identified by the Landfill Association. This initiative was undertaken as a result of recent discussions concerning opportunities in other areas

Approvals:

CAO

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Department Head

A handwritten signature in black ink, written over a horizontal line.

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of municipal operation other than solid waste, including protective and enforcement services, economic development, recreation, and FCSS services. Regional partnerships have played a successful role in maintaining ongoing sustainability for Municipalities across Alberta.

Municipal Affairs provides support and grant funding opportunities through the Regional Collaboration Program. The objective of the Regional Collaboration Program (RCP) is to improve the viability and long-term sustainability of Municipalities through strategic activities related to regional collaboration and capacity building.

Key outcomes from the program include:

- Significant regional approaches to municipal service delivery and governance.
- Improved overall municipal capacity to respond to municipal priorities and to build and maintain effective inter-municipal relations through joint and collaborative activities.
- Strong inter-municipal relations that result in strengthened community identities and improved quality of life.

The program has four (4) components consisting of;

- Regional Collaboration
- Mediation and Co-operative processes
- Municipal Internship
- Strategic Initiatives

Municipalities seeking collaboration opportunities for service delivery would meet the eligibility criteria for the Regional Collaboration component which provides maximum funding to the amount of \$250,000. Applications received before November 30th will be reviewed in the current year.

To date, our Municipality has received positive response from the Municipal District of Pincher Creek and Village of Cowley. Efforts will be made to determine the interest of the Town of Pincher Creek and Municipal District of Ranchlands. It will be suggested that the Senior Administration Staff of each Municipality meet and discuss shared service opportunities and should interest exist formulate a framework to move the initiative forward. The starting point would be to have the respective Councils formalize, through resolution, participation in the establishment of a “Regional Service Steering Committee” that would be made up of a Council member and an Administrative staff member from each Municipality. Once the committee is established a lead Municipality should be chosen and depending on the determined course of action the required processes would be undertaken including that of the drafting and submission of a funding application. It

would be suggested that the funding application include the securement of a consultant to assist the Steering Committee as a facilitator. Depending on the outcome of the facilitation process it would be expected that an in depth Feasibility Study would be undertaken on those shared service opportunities identified by the Steering Committee. Once the Feasibility Study process is completed the Member Municipalities are in a better position to make informed decisions as it relates to Municipal services including that of solid waste services.

Alternatives:

Not proceed with this initiative, or to consider a cooperative effort towards a singular service area such as solid waste, or not to participate in any way towards joint regional initiatives.

Financial Impact:

There is no financial impact to the Member Municipalities to meet and discuss the regional services partnership opportunities. Should this initiative move forward and the funding application be successful the establishment of a Regional Service Partnership Foundation would evolve without major expenditures by the Member Municipalities.

Attachments:

- Correspondence from Mayor Decoux

COPY

October 12, 2011

Municipal District of Pincher Creek No. 9
PO Box 279
Pincher Creek, AB T0K 1W0

Attention: Mr. Rod Cyr, Reeve

Attention: Ms. Wendy Kay, CAO

RE: Joint Regional Partnership Initiative

Council and administration of the Municipality of Crowsnest Pass has recently participated in discussions concerning the possibility of a regional approach to provision municipal services. As you are aware, there is currently a joint relationship in the provision of solid waste landfill services. In addition, there has been preliminary discussion regarding the expansion of solid waste services, specifically that of recycling and waste pick up.

Inter-municipal co-operation and partnering in shared service opportunities is viewed favorably by the Province of Alberta. There have been numerous, successful, joint regional partnering relationships developed by municipalities which have resulted in positive outcomes. The Municipality of Crowsnest Pass would like to gauge the interest of our neighboring municipalities in meeting together to explore and discuss the possibility of shared service opportunities. A suggestion as to services that could be discussed include that of solid waste, protective and enforcement services, economic development, FCSS programming, and recreational services. The Municipality of Crowsnest Pass does understand that there are quite likely differences in the services delivery of our respective municipalities, however, we are optimistic that there could be some synergies and opportunities to work together. Municipal Affairs provides support and grant funding opportunities through the Regional Collaboration Program. This program assists municipalities in obtaining long term sustainability through collaborative, strategic activities in delivery of municipal services.

COPY

Our municipality would welcome the opportunity to host a meeting to further explore the possibility of sustainable partnerships. We would wish a reply as to whether there is interest from your municipality to pursue this initiative further and if so, general timelines suitable or a meeting date.

Thank you for your consideration in this matter, and we look forward to hearing from you.

Sincerely,

Mayor Bruce Decoux

Interim CAO, Kevin Robbins

cc: Council Members of Municipality of Crowsnest Pass



Municipality of Crowsnest Pass

Administrative Report

Meeting: Council Meeting
Meeting Date: October 27th, 2011
Originated By: Myron Thompson, Director of Operational Services
Subject: Policy and Bylaw development schedule
Agenda Item No:

Discussion:

Administration, in recognizing the importance of the development of new policy, bylaws, and revisions of same have developed a schedule to assist in prioritization of the drafting of these documents and to also assist Administration in meeting expected timelines.

High workloads and competing initiatives have caused some delays in meeting expected objectives however the Policy and Development Schedule, as attached, will assist in keeping on track with this important aspect of Municipal operations.

Approvals:

CAO

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Department Head

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Policy and Bylaw Development Schedule

Updated: 27/10/2011 15:50

Policy / Bylaw # (New)	Name of Policy	Person Responsible	Completion Date	Date to present to Policy Committee	Date to present to G&PC	Date to present to Council	Done
New	Budget	Marion Vanoni	October 21, 2011	October 26, 2011	November 8, 2011	November 15, 2011	
New	Reserve	Marion Vanoni	October 21, 2011	October 26, 2011	November 8, 2011	November 15, 2011	
New	Progressive Discipline	Marion Vanoni	October 21, 2011	October 26, 2011	November 8, 2011	November 15, 2011	
New	Alcohol and Drug Abuse	Marion Vanoni	October 21, 2011	October 26, 2011	November 8, 2011	November 15, 2011	
Bylaw 821, 2011	Tax Penalties Bylaw	Marion Vanoni	October 21, 2011	Oct 26 1st rev Nov 16 2nd rev	November 22, 2011	Dec 6-1st read Dec 20 2nd & 3rd	
Bylaw 824, 2011	Heavy Truck Route Bylaw	Myron Thompson	October 21, 2011	October 26, 2011	November 8, 2011	nov 15-1st reading dec 6-2nd & 3rd	
New	Sign Bylaw	Myron Thompson / Donna Tona	November 9, 2011	November 16, 2011	November 22, 2011	December 6, 2011	
???	Advertising Policy	Myron Thompson	November 9, 2011	November 16, 2011	November 22, 2011	December 6, 2011	
???	Disposal of Land Policy	Myron Thompson	November 9, 2011	November 16, 2011	November 22, 2011	December 6, 2011	
Misc. Admin.	Code of Conduct Employees	Marion Vanoni	November 9, 2011	November 16, 2011	November 22, 2011	December 6, 2011	
New	Return to Work Policy	Marion Vanoni	November 9, 2011	November 16, 2011	November 22, 2011	December 6, 2011	
New	Procurement Policy	Marion Vanoni	November 9, 2011	November 16, 2011	November 22, 2011	December 6, 2011	
New	Council Remuneration	Marion Vanoni	November 9, 2011	November 16, 2011	November 22, 2011	December 6, 2011	
New	Personal Vehicle Use for Municipal Business	Marion Vanoni	November 9, 2011	November 16, 2011	November 22, 2011	December 6, 2011	
existing Council policy	Attendance at Conferences & Meetings	Myron/Marion-council policy on travel	November 9, 2010	November 16, 2011	November 22, 2011	December 6, 2011	



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Council Meeting

Meeting Date: November 1, 2011

Originated By: Myron Thompson

Subject: **Municipal Facility Audit Request for Proposal**

Handout to be provided at the meeting.



Municipality of Crowsnest Pass
Council Agenda Report

Meeting: Council Meeting
Meeting Date: November 1, 2011
Originated By: Kevin Robins
Subject: **FCM 2012 Sustainable Communities Conference**

Administration Recommendation:

That Council review the information provided in reference to the 2012 FCM Conference and advise Administration of attendance and registration requirements.

Background:

The FCM's 2012 Sustainable Communities Conference will be held February 8 – 10 in Ottawa. The theme is *Making the Business Case for Sustainability*.

Financial Impact:

Full Conference Registration Fee – Member
Early Bird (Until December 1, 2011) \$650.00
After December 1st \$755.00

Flight – Currently \$600.00 (Subject to Change)
Hotel - \$159.00 per night (Based on Availability)
Meals

Attachments:

FCM Correspondence – Invitation to Register, Registration Fees, Preliminary Program
Attendance at Information Sessions Policy

Approvals:

CAO

Department Head _____

8a

From: FCM Conference [conference@fcm.ca]

Sent: October 17, 2011 9:25 AM

Subject: Register now for FCM's 2012 Sustainable Communities Conference



OTTAWA 2012

February 8-10, 2012

Catch our 2012 SCC and Trade Show early-bird rates

As Canadian municipalities deal with tight budgets, sustainable projects that conserve resources and reduce operating costs are becoming increasingly attractive.

Find out how to green your community, while generating important financial benefits, at **FCM's 2012 Sustainable Communities Conference (SCC) and Trade Show**.

[Register now](#) for our great early-bird discounts!

Under the theme *Making the Business Case for Sustainability*, the **[2012 SCC and Trade Show](#)** will run February 8 – 10 in Ottawa. Come discover Canadian communities that are developing unique ways to meet their sustainability targets – while saving money and promoting local economic development. View our **[preliminary program](#)**.

The SCC will bring together municipal staff and elected officials, federal and provincial representatives, and private-sector and not-for-profit sustainability professionals. A record crowd attended the 2011 event. Join us and be part of the municipal greening trend.

Why attend?

Whether you're planning or have begun your journey toward becoming a sustainable community, the SCC will help put you on the fast-track to successful project design, implementation and cost recovery.

- Gain insight into the latest trends in sustainable development.
- Network with other municipalities and sustainability experts from across Canada.
- See leading-edge green products and services at our Trade Show.

"I got ideas as well as connections that were very helpful to us as we moved forward to develop our Green Directions sustainable plan." – Councillor Alan Shefman, Vaughan, ON

Get our best rates now

Save money with our early-bird rates, in effect only until December 1, 2011. Students can take advantage of special discounts. **[Register now!](#)**



Registration Fees

Early bird until December 1, 2011

Full Conference

Our low registration price gives you access to all conference and trade show activities, including keynotes, seminars, workshops, study tours, the welcome/cocktail reception, breakfast and lunch for all three days, the Sustainable Communities Awards reception and more.

Daily pass

The one-day pass entitle admission to the conference sessions and workshops, and entrance to the trade show, on the selected date only.

Students

Gives full conference access for full-time student. Must show proper current student ID.

Fees

Registration Type	Early bird	Regular
Full Conference - Member	\$650	\$755
Full Conference - Non-member	\$780	\$889
Daily pass		\$399
Students		\$199

Credit card only (VISA, AMEX or Mastercard)

Page Updated: 11/10/2011

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Program

Please note: Time and session descriptions are subject to change.

[Tuesday, February 7](#) | [Wednesday, February 8](#) | [Thursday, February 9](#) | [Friday, February 10](#)

Tuesday, February 7

- 4 - 8 p.m. Delegate Pre-registration
- 4 - 6 p.m. Partners for Climate Protection Reception
- 6 - 8 p.m. Networking Reception

Wednesday, February 8

- 7 a.m. - 6 p.m. Delegate Registration
- 7:30 a.m. - 3:30 p.m. Trade Show
- 7:30 - 8:30 a.m. Continental Breakfast (Trade Show)
- 8:30 - 8:45 a.m. Opening Remarks
- 8:45 - 9 a.m. Opening Ceremony
Plenary: Building a Green Economy for Canada

Canada's future prosperity will depend on our ability to make better use of our resources, including energy, materials, infrastructure and natural assets - in short, a shift to a greener economy. Local governments have a pivotal role to play in this transition, since their decisions influence the way we live, move, consume energy and water, and manage waste. Through an enabling national policy environment, municipalities can help drive investment shifts that are environmentally and economically beneficial - not only for their community, but for the nation as a whole. A panel of leading green economy thinkers will explore how all orders of government can partner to make this opportunity a reality.
- 9 - 10 a.m.
- 10 - 10:30 a.m. Coffee Break (Trade Show)
Keynote Clinic (Trade Show)
Seminar: Public Health - Opportunities of the Green Economy for the Health of Canadians

Sustainable lifestyles are also healthy lifestyles. Come hear from public health professionals and project leaders in local communities who are making the link between public health and local sustainable development. The many social, economic and ecological benefits of greener, more active and walkable communities will be highlighted.

Workshop: Project Financing - Speed Dating for Capital

Are you looking for money in all the wrong places? Want to finance your great sustainability project but can't find the right funder for your project? Speed dating for capital brings together various funding programs and financiers focused on sustainability projects. Meet the right contacts. See if your project fits their criteria. Spark funding relationships to bring your project to life.
- 10:30 a.m. - 12 p.m. **Advanced Training: Partners for Climate Protection - 5 Milestones Advanced Training (Part 1)**

Over the past two decades, Canadian municipalities have emerged as leaders in climate change mitigation. Throughout the country, local and regional governments are pursuing strategies to monitor and reduce community greenhouse gas (GHG) emissions, using the Partners for Climate Protection framework.

This interactive training workshop will provide tools and mechanisms to help municipal governments handle local energy and GHG management demands. Through presentations, demonstrations and discussions, participants will become familiar with energy and emissions inventorying; choosing an appropriate emissions reduction target; developing a local climate change action plan; and monitoring results. Facilitators will share success stories and best-practice examples from across the nation, and will highlight relevant tools, resources and support documents.
- 12 - 1 p.m. **Industry Exchange Session**
Lunch (Trade Show)
Issues-based Networking
- 1 - 2 p.m. Plenary
- 2 - 2:30 p.m. Coffee Break (Trade Show)
Keynote Clinic (Trade Show)

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Seminar:**Workshop: Removing the Barriers to Brownfield Redevelopment**

Cutting-edge strategies from five representatives across Canada are the focus of this session. These representatives will share barrier-breaking solutions for maximizing brownfields sites. A short, imagination-sparking presentation will be followed by small group discussions on how to bring these ideas back to your own community.

2:30 - 4 p.m.

Advanced Training: Partners for Climate Protection Milestones (Part 2)

Over the past two decades, Canadian municipalities have emerged as leaders in climate change mitigation. Throughout the country, local and regional governments are pursuing strategies to monitor and reduce community greenhouse gas (GHG) emissions, using the Partners for Climate Protection framework.

This interactive training workshop will provide tools and mechanisms to help municipal governments handle local energy and GHG management demands. Through presentations, demonstrations and discussions, participants will become familiar with energy and emissions inventorying; choosing an appropriate emissions reduction target; developing a local climate change action plan; and monitoring results. Facilitators will share success stories and best-practice examples from across the nation, and will highlight relevant tools, resources and support documents.

5:30 - 7 p.m.

Industry Exchange Session

Reception with MPs and Sustainable Communities Awards Ceremony

[Back to Top](#)**Thursday, February 9**

7 a.m. - 5 p.m.

Delegate Registration

7:30 a.m. - 3:30 p.m.

Salon professionnel

7:30 a.m. - 3:30 p.m.

Trade Show

8:30 - 8:45 a.m.

Summary of 1st Day

8:45 - 9:45 a.m.

Plenary: Vitalizing Low-Density Communities

9:45 - 10 a.m.

Coffee Break (Trade Show)

Keynote Clinic (Trade Show)

Workshop: Implementing Sustainable Community Plans - Conditions for Success

So you've got a sustainability plan - now what? This workshop will offer strategies to advance your plan, use it as a change catalyst in your community, and overcome roadblocks. Municipal leaders will share successful strategies for troubleshooting challenges, drawing on award-winning examples.

Seminar: Net Zero Buildings (French-language session)

Through this session, learn about some of the best buildings being constructed in municipalities across Canada. Discover how a GMF-funded feasibility study enabled a municipality to demonstrate the economic and environmental benefits of building a state-of-the-art library. Explore how a building can maintain low energy costs, preserve water, and be built with environmentally friendly material - as well as be a showcase project for its city environmental policies. Study other successful government and residential net zero projects.

10 - 11:30 a.m.

Advanced Training: Public-Private**Partnerships (Part 1)****Industry Exchange Session**

11:30 a.m. - 12:30 p.m.

Lunch (Trade Show)

Regional Networking (Trade Show)

12:30 - 1 p.m.

Prize Draws (Trade Show)

1 - 2 p.m.

Plenary

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Seminar: Youth and the Multiple Benefits of Housing Retrofits

Is your community looking for ways to increase economic activity in its local green building sector? This session will examine two innovative retrofit projects (one private-sector, one public) that train youth with the necessary skills to complete the retrofits.

2:15 - 3:45 p.m.

Advanced Training: Public-Private**Partnerships (Part 2)**

3:45 - 4 p.m.

Industry Exchange Session

Coffee Break

Seminar: Financing Models for Infrastructure Renewal

This presentation will introduce financing mechanisms to enable municipalities to support a shift to sustainable infrastructure development during the current period of infrastructure renewal. The session will highlight strategies for extending the life of your infrastructure through restoration.

4 - 5:30 p.m.

Workshop: Sustainable Procurement

Put your money where your sustainability commitment is. This talk will offer strategies to help you achieve the biggest sustainability impact, through municipal purchasing. You will also discover best practices from across Canada.

6:30 p.m.

Industry Exchange Session

Dine-Around (Groups meet for dinner.)

[Back to Top](#)**Friday, February 10**

7:30 - 8:30 a.m.

Continental Breakfast (Foyer)

8:30 - 8:45 a.m.

Summary of 2nd day

Plenary: Nordic Leaders

8:45 - 10:15 a.m.

Municipalities in the Nordic countries share many of the challenges we face in Canada: similar northern climatic conditions and relatively small populations. This plenary session highlights international solutions to sustainability issues that challenge Canadian municipalities. Technologies and infrastructure that enable these solutions are spotlighted. Also underscored are the business cases that make these solutions feasible, and the political and legislative context that bring these solutions to light.

10:15 - 10:30 a.m.

Coffee Break - Networking

Keynote Clinic

Seminar: Implementing Integrated Community Energy Solutions (ICES) - Building Partnerships for District Energy

This session will explore the role of utilities and of partnerships between utilities and municipalities. The goal is to develop the business case for implementing district energy systems as part of ICES projects.

10:30 a.m. - 12:00 p.m.

District energy is a key integrative technology featured in many leading ICES projects across Canada. There are many benefits of an ICES approach, including tax revenues; green economic development and job creation; improved energy performance; a sharply reduced carbon footprint; improved air quality; greater ability to respond to risk associated with high energy prices; improved quality of life, and much more.

Workshop: Small Communities, Powerful Changes

Small but mighty. Meet leaders from small and rural Canadian communities on the leading edge of sustainable development. Discover the environmental, social and economic benefits of sustainable development in small communities.

12 - 1 p.m.

Industry Exchange Session

Lunch

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1 - 2 p.m.

Plenary

Keynote Clinic

Seminar: Sustainable Local Economic Development - Investment Attraction, Business Retention and Economic Expansion

2 - 3:30 p.m.

Can sustainable development make my community more attractive to investment? Generate economic activity? Create new jobs? Yes, it can! Come learn how Canadian municipalities are pursuing their sustainability goals and attracting green economic development.

Workshop: Community Resilience Through Local Food Systems

Food and food production systems are central to sustainable communities and their citizens' lives. This presentation will explore strategies for expanding access to local food and food production, to create complete communities.

Snapshot Session: Save Money and Build the Green Economy

9 sessions, 7 minutes, 20 slides

This buffet will offer nine snapshots of ideas, strategies and solutions for saving money and building the green economy. The session will be followed by a "Snapchat," where delegates can ask questions and discuss with presenters in greater depth.

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Page Updated: 19/10/2011
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MUNICIPALITY OF CROWNEST PASS

MANUAL TITLE:	POLICIES AND OPERATIONS MANUAL
SECTION:	COUNCIL
DEPARTMENT:	
COUNCIL APPROVAL:	DATE: November 4, 2008
DISTRIBUTION:	
ADMIN POLICY:	BY-LAW OR RESOLUTION DATE:
REVIEWED:	REVISED:
REVIEWED:	REVISED:
REVIEWED:	REVISED:
POLICY#:	CNL.009
SUPERSEDES POLICY#:	

ATTENDANCE AT INFORMATION SESSIONS

PURPOSE

Opportunities may arise where it is appropriate for the Mayor and/or Councillors to participate in information sessions in the form of meetings, seminars, conferences, workshops, conventions or educational courses as representatives of the Municipality of the Crownsnest Pass. The Mayor and/or Councillor attending these sessions will be able to utilize the information or training received in their position as Mayor or Councillor and therefore be of benefit to their committees and the Municipality as a whole. The Mayor and/or Councillor will be reimbursed for attendance at these functions as stated in this policy.

POLICY

Council must authorize the Mayor and/or Councillors to attend all events.

For meetings, seminars, conferences, workshops, conventions or educational courses, the Mayor and Councillors shall be reimbursed with a stipend, a per diem allowance, and mileage/airfare as per schedule 1 (attached).

Attendance at the annual conventions must be authorized by vote of council for each convention according to the following schedule:

FCM: to a maximum of any two (2) members of Council.

AUMA: to a maximum of any three (3) members of Council and one (1) administrator

AAMD&C: to a maximum of any three (3) members of Council and one (1) administrator

CNL.009
ATTENDANCE AT INFORMATION SESSIONS
PAGE 2

POLICY – cont'd

To ensure that every member of council has an equal opportunity to attend all conventions, no member of council may attend any of the above listed conventions a second time during his/her term of office until every other member of council as been provided with the opportunity to attend.

PROCEDURE

1. As authorized by Council, members of council are allowed to annually attend information session that extends beyond one day.
2. Registration costs and information regarding the session will be provided to the Confidential Secretary at the earliest date possible.
3. The Mayor and/or Councillor with use their Credit Card for meals to the maximum allowed under schedule 1 (attached).
4. The daily stipend and mileage may be added to the Mayor's or Councillor's month end claim form and submitted at month end to the Confidential Secretary as per Schedule 1 (attached).
 - a. The stipend per meeting shall not apply.
5. If the Mayor or Councillor does not attend the proposed session, all monies paid prior to attending will be returned to the Municipality of the Crownsnest Pass.



The International Association of Lions Clubs



(Lions Clubs International®)

Crowsnest Pass Lions Club

13133-19th Ave. Blairmore, AB Canada

Box 271, T0K0E0

October 13, 2011

To whom it may concern:

The Crowsnest Pass Lions would like to thank the Municipality of the Crowsnest Pass for allowing us to lease the building at 13133-19th Ave. Blairmore for the past year. Our needs have changed now and we cannot justify the expense. We would like to terminate our agreement as of the end of October 2011. This is also the end of our 1 year lease period. Our thanks for your support of our club and our efforts to better serve the community.

Yours truly,

Club President Garry Muir

DELEGATIONS

Frank Loseth- Community Tour Follow Up

Mr. Loseth lead Council on a Community Tour this past summer, he had several additional issues to present:

- The bridge leading up to the Lost Lemon Campground is quite narrow, Mr. Loseth and the owner of Lost Lemon Campground, Mr. Roland Hirschi believe a sign is required to slow traffic. Mr. Loseth notes there is a lot of foot traffic coming to and from the campground, fishing on the river etc. and feels local traffic is moving far too quickly to spot pedestrians.
- At the intersection of 86 Street in Coleman (Highway 40) and Highway 3, adjacent to Subway Restaurant, Mr. Loseth notes the need for a pedestrian crosswalk. There is a high volume of Crowsnest Consolidated High School students crossing at this intersection over lunch and after school. Mr. Loseth suggested this crosswalk be accompanied with appropriate signage.
- Mr. Loseth requested that Council look into a facility in Moosejaw, Saskatchewan that is a combined Recreational Center, Conference Center and Spa. Mr. Loseth spoke with Deb Thorn, Founding President, Chief Operating Officer and General Manager of the Temple Garden Mineral Spa Resort in Moose Jaw. Ms. Thorn suggested that our Municipal Council visit Moosejaw and tour the facility to discuss possibly bringing something like this to our area. Ms. Thorn would also be interested in visiting the Municipality sometime in the spring to make a presentation to Council.

Discussion included:

- The facility in Moosejaw is it a spa resort or a community center? Mayor Decoux explained that this particular center is both and it has become “the vacation spot” in Saskatchewan.
- Interim Chief Administrative Officer, Kevin Robins suggested having Deb Thorn speak at one of the Town Hall Meetings scheduled by Council.
- Mr. Loseth reiterated his suggestion for Council to visit Moosejaw first, unfortunately, logistically; Mayor Decoux stated this will not be possible before December.
- Mr. Loseth suggested that shares in this facility should be sold, as opposed to soliciting donations.

TOPICS FOR DISCUSSION

Advertising Policy- Verbal Discussion

Kevin Robins, Interim Chief Administrative Officer requested Council’s input regarding the Municipal Advertising Policy and advised:

- Currently the Municipal Government Act, section 606 (2) states that notice of bylaw, resolution, meeting, public hearing or other thing must be published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution or other thing relates.
- This act does not currently recognize social media as appropriate advertising. Mr. Robins stated that a resolution will be prepared for caucus at Mayor Decoux’s Regional Mayor’s meeting. (Mayors & Reeves)
- The Municipality has spent approximately \$ 500 000.00 in the past 7 years on advertising, and Mr. Robins noted that going into the future, the way in which Municipalities advertise requires consideration.

- Prior to November 2010 the Municipality spent \$ 160.00 for full page advertising each week in one newspaper. After November 2010 the Municipality began advertising legislatively required items and other ads as required.

Discussion included:

- Councillor Saje inquired of Mayor Decoux what the general consensus is at his Mayors & Reeves of South West Alberta meetings with regards to permitting social media advertising rather than traditional newspaper adverts. Mayor Decoux stated that there was a majority vote in favor of utilizing social media.
- Mr. Robins detailed the procedure of preparing a resolution regarding the question of the use of social media advertising for the Mayors & Reeves of South West Alberta in order to gain support. This resolution would then be presented to Alberta's Urban Municipalities Association (AUMA) and the Alberta Association of Municipal Districts and Counties (AAMDC) and ask that they present these documents to their membership in order to determine a level of support to take to Alberta Municipal Affairs for consideration. Mr. Robins estimates this to be a one year process.
- Councillor Gallant stated that because the MGA legislates newspaper advertising, his preference would be to advertise only what we are legally obligated to present in newspaper format and to post all other items on our Municipal website.
- Mayor Decoux estimates that of the \$ 500 000.00 spent on advertising over the past 7 years, \$ 100 000.00 could be contributed to regulatory adverts. Mayor Decoux agrees that Councillor Gallant's suggestion would assist in reducing advertising costs.
- Mr. Robins raised the concern that a certain percentage of the public does not use the internet. Councillor Saje noted that certain post offices in the United States make use of letter boards which provide notices for the percentage of the population that does not use the internet.
- Councillor Saindon expressed a concern about departments making the same announcements repeatedly in the newspaper adverts i.e. programs being offered at MDM. Mr. Robins stated that Administration will ensure current, valid information is presented.
- Councillor Lonsbury noted that there are approximately 3500 dwellings in the Municipality of Crowsnest Pass, each newspaper has a circulation of approximately 2000 each per week, and unfortunately there is no way of determining the overlap. He also queried the Municipality regarding how could we determine how many households do not have a computer.
- Mr. Robins offered several suggestions including issuing a survey in the utility mail-out or having a door-knocking campaign to poll residents.

Regional Waste Pickup- Presentation

Mr. Emile Saindon, Manager of the Crowsnest Pass/Pincher Creek Landfill Association presented a report on Regional Waste Disposal and Recycling, said report will be maintained on file.

- The Landfill Association could begin providing waste services throughout the Crowsnest Pass, Pincher Creek and Cowley region which would offer cost savings to all communities.
- The Landfill Association is requesting a letter stating the Council is interested in receiving a proposal on the regional waste pickup program. This letter is in no way a commitment to actually take part in the program, only that they wish to entertain a proposal.

Discussion Included:

- The Landfill Association's status as a non-profit society.

- Councillor Gallant stated that in examining recycling in other cities the recovery rate is between 30-40 %, and as such is not a money making venture. Mr. Saindon stated that the Landfill Association could charge a reduced rate for curbside recycling because of their status as a non-profit organization, and that the amount charged would be the cost in addition to capital expenditure.
- Councillor Gail inquired about grants that would be available; Mr. Saindon stated that he believed grants are available; however they would be available largely for startup costs rather than funding the actual recycling program.

Disaster Assistance Program Update

Director of Operations, Myron Thompson provided an update with regards to the Disaster Recovery Assistance Program application that was submitted to Alberta Emergency Management regarding widespread flooding during the period of May 26, 2011 to June 23, 2011. The report will be retained on file.

- A Disaster Recovery Program Registration Centre for private sector property owners to submit claims to the Province has been set up at the Elks Hall on Thursday, October 13th, 2011. There has been advertising on radio and in the newspapers.
- The water main damage in the Drum Creek area, for which the Province will provide full compensation upon completion, is being worked on currently. Repair of damaged to roadways such as washouts and sloughing will be performed in the spring.

Discussion included:

- Mayor Decoux expressed concern about residents that will miss the radio and newspaper advertising and as a result will not be able to attend the one day registration centre at the Elks Hall. Mr. Thompson assured Council that applications will be available at the Municipal Office after October 13th, 2011 and may be submitted to the Province after that date.
- Councillor Gail inquired about why the parameters for application must fall between two periods of dates, May 23-25, 2011 and June 5-8th, 2011. Mayor Decoux responded that these two periods met the Government's criteria for heavy rainfall as per their instrumentation. Mr. Robins elaborated that if damage occurred outside of this date range but could be contributed to rail fall between these periods then a case can be made for disaster relief.
- Mayor Decoux issued a word of thanks to Mr. Thompson and Mr. Robins for their quick thinking, and subsequent action in the aftermath of the heavy rainfall which lead to receiving this disaster recovery assistance.

Herbicide Applications

Councillor Mitchell requested that the Municipality look into improving our public notification with regards to herbicide application. Certain members of the community who may be sensitive to herbicides, i.e. asthmatics would benefit from advance knowledge of the application of herbicides so that they may vacate the area.

- Mr. Thompson stated that over the winter months, Administration will be developing a turf maintenance plan which will result in a new herbicide bylaw being brought forth prior to the spring season; this will provide for improved communication to the public

IN CAMERA

Mayor Decoux advised Council would go In Camera and take a five minute recess.

OUT OF CAMERA BUSINESS

Mayor Decoux advised Council would come Out of Camera at 10:29 pm.

AJOURN

G#168-11: Councillor Mitchell moved to adjourn the meeting at 10:30 pm.

CARRIED UNANIMOUSLY

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DELEGATIONS

Kevin Phillips, Phillips Partners Inc.- Electrical Distribution Overview

Mr. Kevin Phillips of Phillips Partners Inc. presented an overview of the electrical distribution system. He provided explanation on the physical flow of electricity from the Generators (coal, gas, hydro, wind) and imports from British Columbia and Saskatchewan to Transmission Facility Owners (Atlalink, Atco, Enmax, Epcor, Lethbridge and Red Deer) to the Distribution Facility Owners (Fortis, Atco, Enmax, Epcor, Lethbridge, Red Deer, Crowsnest, Cardston, Ponoka and Fort Macleod) and for final delivery to the customers.

Additional explanation was provided regarding how the pricing of electricity is billed, beginning with the Generators which must be dispatched through AESO (Alberta Electric System Operator), through AESO to the Retailers (Enmax, Direct Energy, Nexen and Epcor) and onto the Customers.

Discussion provided by Mr. Phillips included:

- The role of the Alberta Electric System Operator (AESO.) AESO provides a transmission planning function, and as such they are involved directly with the contracting of transmission facility owners to provide access to the electrical grid.
- An additional function of AESO is Load Settlement. Load Settlement is the process of determining the hourly consumption of electric energy for each customer in Alberta. This information is required by regulated rate providers to determine how much electric energy needs to be purchased through the Power Pool (all energy bought and sold in Alberta goes through the Power Pool.)
- Another function that AESO performs is the Transmission Tariff. The Transmission Tariff is the amalgamation of all the costs from each Transmission Facility Owner. This Tariff is paid by Distribution Facility owners when they connect to the distribution system, in the case of the Municipality of Crowsnest Pass, Fortis pays our Transmission Tariffs initially, then they bill the Municipality at the four points that we are connected, the Municipality then bills these fees to the retailers which is then billed to our customers.
- Mr. Phillips outlined our rights and obligations as a Distribution Facility Owner. The Municipality of Crowsnest Pass has exclusive right to provide Distribution Access Service within its service area. We are obligated to prepare a Distribution, Regulated Rate and Default Supplier Tariff and must comply with the Electric Utilities Act, Billing Regulation, Regulated Rate Tariff Regulation, Tariff Billing Code, Settlement Code and Alberta Reliability Standards. Mr. Phillips noted that contracting to Enmax for wire services and load settlement is crucial as the Municipality does not have the manpower to provide these services internally.
- Mr. Phillips provided explanation on Critical Transmission Infrastructure (CTI) Projects which are 5 projects approved through Bill 50 that bypassed AESO planning that will cost in excess of 15 billion dollars. These projects are projected by AESO to increase costs 20-25% by 2015.
- Municipal Electric Systems costs were identified as Enmax Power Wire Service Charges, Mandated Smart Grid Infrastructure Costs, Balancing Pool Credit (Generation facilities that were sold and get distributed provincially) and Municipal Distribution costs (Labour and materials.)
- Marion Vanoni, Director of Finance & Systems would like to schedule a budget planning session with Council, Phillips Partners Inc. and the electrical staff to discuss capital and operational needs for the upcoming triennial budgeting period. This session will be scheduled within the last two weeks of November.

TOPICS FOR DISCUSSION

Amendment to Municipal Government Act Re: Advertising

Kevin Robins, Interim Chief Administrative Officer presented the proposed amendment to the Municipal Government Act regarding social media advertising. This amendment would give Municipalities the option of utilizing social media forms (Municipal websites, Facebook and Twitter) to communicate legislated advertising.

Discussion Included:

- This resolution will be placed on the upcoming Mayor's & Reeves of South West Alberta agenda.
- Councillor Mitchell would like a definition of social media included in the resolution. Mr. Robins will include this definition.

Manager of Operational Services- Position Award

Myron Thompson, Director of Operational Services announced that Mr. Robert Schulz has been awarded the position of Manager of Operational Services. Mr. Schulz brings 21 years of experience in Public Works and he will commence duties on Monday, October 31st, 2011.

Notification of Council Committee Meeting- In Camera

There will be a Council Committee Meeting, In Camera, on Thursday, October 27th, 2011 at 1:00 pm in to discuss personnel.

IN CAMERA

G#170-11: Councillor Saje moved that Council go In Camera at 7:40 pm.

RECESS/ RECONVENE

Mayor Decoux declared a five minute recess.

OUT OF CAMERA BUSINESS

G#171-11: Councillor Lonsbury moved that Council come Out of Camera at 9:55pm

AJOURN

G#172-11: Councillor Saje moved to adjourn the meeting at 9:56 pm.

CARRIED UNANIMOUSLY

MAYOR

CHIEF ADMINISTRATIVE OFFICER

**MUNICIPALITY OF CROWSNEST PASS
SUBDIVISION AND DEVELOPMENT APPEAL BOARD
OCTOBER 3, 2011**

Minutes of an Appeal Board Hearing held on Monday, October 3, 2011 at 7:00 p.m. in Municipal Council Chambers.

ATTENDANCE

Board:	Andy Vanderplas, Chairman Councillor Brian Gallant Rupert Hewison Dino Ianni Lynnette Jessup
Staff:	Glen Snelgrove, Municipal Tax Assessor Bill McIntyre, Subdivision & Development Vice-Chairman Bev Cole, Development Officer Karen Lonsbury, Recording Secretary
General:	George Tuck Garry Luini

MEETING CALLED TO ORDER:

Chairman Vanderplas called the meeting to order at 6:58 p.m.

DESCRIPTION OF APPEAL

Notice of Hearing respecting an appeal by George Tuck of a decision by the Subdivision and Development Authority on a Stop Order issued September 1, 2011 to cease construction and remove an existing retaining wall located on property legally known as Plan 6432FE, Block R (2314 - 207 Street, Bellevue, AB) Ward III and a completed development permit application which shall include drawings certified by a professional engineer be submitted to receive authorization for construction of a replacement retaining wall.

Notices of the Appeal Hearing were sent to:

George Tuck
Ron & Sylvia Glover
Garry & Whitney Luini
Dale & Ludvik Sterba
Cam & Kari Mertz

CONFIRMATIONS**Recording of the Appeal Hearing**

Chairman Vanderplas noted that the Hearing would be audio recorded.

Disqualification of Board Members

Chairman Vanderplas indicated that a quorum was present and after introductions asked if anyone in attendance had an issue with any member sitting for the appeal. No concerns were expressed.

PRESENTATIONS**Appellant – George Tuck**

Mr. Tuck addressed the Appeal Board noting that he had run out of time and wouldn't be doing anymore renovations till next spring. He stated that the "wall" was not really a retaining wall just a wall to hold the ground back. He noted that the wall was not an issue but with Luini, Mr. Tuck stated something has to be done.

Mr. Tuck indicated that he had been working on the project for probably two weeks and he hadn't spoken with an engineer or a professional before starting. Average wall height is 4', approximately 2' to 6' in some areas and is 4' to 5' from property line. Mr. Tuck noted that it is his opinion, no professional were consulted, that the wall wouldn't go anywhere because the wall cross pieces are steel flooring and the soil is clay and water does not seep in.

Chairman Vanderplas asked Mr. Tuck where the dirt would go if the wall failed and Mr. Tuck stated downhill to the Glover property.

Mr. Tuck indicated that the location of his garage is about 20' from the wall. He indicated that the buildings are on "native" not disturbed ground and it is his plan is to plant trees all through the area.

Subdivision and Development Authority Board Vice-Chairman – Bill McIntyre

Bill McIntyre, Vice-Chairman of the Subdivision and Development Authority informed the Board that the Authority was first made aware at their August 31, 2011 meeting. Based on the photographs the Authority felt that "time was of the essence." Following the Land Use Bylaw and the information therein pertaining to landscaping and retaining walls, and considering the steepness of the wall they made the request for drawings certified by a professional engineer. Due to the time of year and weather the Authority felt that it was appropriate to get the worked stopped immediately. The Authority members have no expertise on the type of structure or materials used so they felt that they needed to consult a professional.

Development Officer, Bev Cole

Mrs. Cole noted that verbal complaints received from neighbors initiated a site visit by Mrs. Cole and the Bylaw Officer.

Adjacent Landowner – Garry Luini

Garry Luini adjacent landowner noted that he first was made aware of the situation August 8th when he received a call from his wife who indicated that Mr. Tuck was dumping dirt over the bank onto their property. The dirt was sitting well over property line. Mr. Luini noted that he spoke with Mr. Tuck asking him not to push anymore over the bank and on August 9th he was still running equipment. Mr. Luini's father also visited the site and spoke with Mr. Tuck, once again asking him to stop pushing dirt over the bank. Mr. Luini contacted the town on August 15, 2011.

Mr. Luini informed the Board that he used a clinometer and determined that the approximate natural lay of the land is at 8° and slope is at approximately 37°.

Mr. Luini noted that Mr. Tuck had moved in an Atco trailer and to do so drove on their property damaging some of their trees. Mr. Luini also noted that the soil spill on his property is estimated to be from 1' at one end to 15' at the other. Mr. Luini stated that when Mr. Tuck put the wall up along the property line no survey pins were located.

Mr. Luini stated he wants the dirt off his property and no shoddy retaining wall. When asked, Mr. Luini noted that Mr. Tuck might be able to reach over the bank with his excavator and pull back the dirt but it is a significant amount of dirt.

CLOSE PUBLIC HEARING

Chairman Vanderplas thanked those in attendance and closed the public hearing at 7:40 p.m. making it known that the Board has 15 days to make a decision.

BOARD DECISION

Having regard to the findings of fact, and having regard for statutory plans, Land Use Policies and Land Use Bylaw No. 632, 2004 the decision of the Subdivision and Development Appeal Board is as follows:

The appeal by George Tuck of a decision by the Subdivision and Development Authority on a Stop Order issued September 1, 2011 to cease construction and remove an existing retaining wall located on the property legally known as Plan 6432FE, Block R (2314 - 207 Street, Bellevue, AB) Ward III and a completed development permit application which shall include drawings certified by a professional engineer to receive authorization for construction of a replacement retaining wall be **DENIED** and the Stop Order of September 1, 2011 be upheld and all the conditions contained therein.

The Subdivision and Development Appeal Board further orders that:

1. All neighboring properties affected by the work are to be returned to their original condition;
2. Compliance with the Stop Order is to be completed by November 1, 2011.

REASONS:

1. The Subdivision and Development Appeal Board is satisfied that the development does unduly interfere with the amenities of the neighborhood, and does materially interfere with and affect the use, enjoyment and value of neighboring parcels of land.
2. The Subdivision and Development Appeal Board acknowledges concerns expressed by adjacent landowners that the development has raised safety concerns.
3. The development is contrary to the Land Use Bylaw #632, 2004 as amended.

CARRIED UNANIMOUSLY

INFORMATIVE

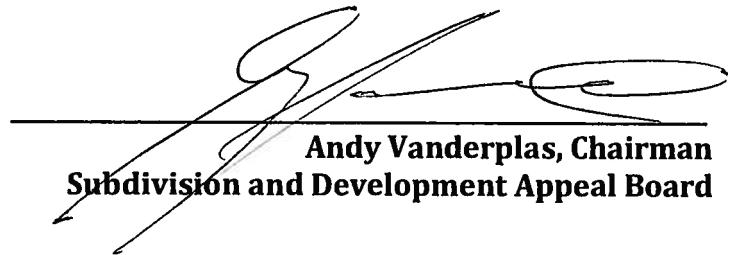
The board is bound to conform to section 687(1) of the MGA, as it must be consistent with land use policies, statutory plans, and the Land Use Bylaw in effect.

ADIJOURN

MOTION by Rupert Hewison to adjourn the meeting at 7:55 p.m.

CARRIED UNANIMOUSLY

SUBDIVISION AND DEVELOPMENT APPEAL BOARD



**Andy Vanderplas, Chairman
Subdivision and Development Appeal Board**

Municipality of Crowsnest Pass
Subdivision and Development Appeal Board

NOTICE OF DECISION OF THE SUBDIVISION AND DEVELOPMENT APPEAL BOARD OF THE MUNICIPALITY OF THE CROWSNEST PASS.

DECISION DATE: October 3, 2011
BEFORE: Subdivision and Development Appeal Board
MEMBERS: Chairman Andy Vanderplas, Councillor Brian Gallant, Rupert Hewison, Dino Ianni, Lynnette Jessup

In the matter of the Municipal Government Act, Statutes of Alberta, 2000, Chapter M-26, as amended (MGA); and in the matter of Municipality of Crowsnest Pass Land Use Bylaw No. 632, 2004 and amendments thereto and in the matter of an appeal by **George Tuck**

of a decision by the Subdivision and Development Authority on a Stop Order to cease construction and remove the existing retaining wall located on the property legally known as Plan 6432FE, Block R (2314 – 207 Street, Bellevue, AB) Ward III and a completed development permit application which shall include drawings certified by a professional engineer to be submitted to receive authorization for construction of a replacement retaining wall.

THE INFORMATION PART OF THE HEARING WAS RECORDED ON TAPE.

UPON WRITTEN NOTICE of the hearing of the appeal being given in accordance with Section 686 of the Municipal Government Act.

UPON HEARING at the said Hearing held in the Council Chambers on October 3, 2011 the evidence adduced from and submissions made by the persons shown on Appendix "A" attached hereto.

UPON CONSIDERING the documents shown on a list attached to Appendix "B" as being the documents produced and marked as exhibits at the Hearing in the presence of the person(s) referred to in Appendix "A" and "B" attached hereto.

UPON HEARING oral representation of the said representatives and having regard to the Land Use Bylaw #632, 2004 and amendments thereto and under the authority vested in the Subdivision and Development Appeal Board pursuant to the Municipal Government Act, this Board has decided that the appeal is **DENIED** and the Stop Order issued by the Subdivision and Development Board be upheld.

PURSUANT TO Section 687(3) of the Municipal Government Act, written reasons have been furnished in this decision.

SUBDIVISION AND DEVELOPMENT APPEAL BOARD



Andy Vanderplas, Chairman

Initial 

Municipality of Crowsnest Pass
Subdivision and Development Appeal Board

DECISION DATE: October 3, 2011

UPON HAVING HEARD what was alleged by the appellant and adjacent landowners and upon having heard what was alleged by the Subdivision and Development Authority and upon having read exhibits noted in Appendix "B" the Subdivision and Development Appeal Board finds the facts to be as follows:

On September 8, 2011 the Chairman of the Subdivision and Development Appeal Board received a Notice of Appeal from George Tuck of a decision by the Subdivision and Development Authority on a Stop Order issued September 1, 2011 to cease construction and remove an existing retaining wall located on the property legally known as Plan 6432FE, Block R (2314 – 207 Street, Bellevue, AB) Ward III and a completed development permit application shall include drawings certified by a professional engineer to receive authorization for construction of a replacement retaining wall.

Having regard to the findings of fact, and having regard for statutory plans, Land Use Policies and Land Use Bylaw #632, 2004 the decision of the Subdivision and Development Appeal Board is as follows:

BOARD DECISION

The appeal by George Tuck of a decision by the Subdivision and Development Authority on a Stop Order issued September 1, 2011 to cease construction and remove an existing retaining wall located on the property legally known as Plan 6432FE, Block R (2314 – 207 Street, Bellevue, AB) Ward III and a completed development permit application which shall include drawings certified by a professional engineer to receive authorization for construction of a replacement retaining wall be **DENIED** and the Stop Order of September 1, 2011 be upheld and all the conditions contained therein.

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1. The Subdivision and Development Appeal Board is satisfied that the development does unduly interfere with the amenities of the neighborhood, and does materially interfere with and affect the use, enjoyment and value of neighboring parcels of land.
2. The Subdivision and Development Appeal Board acknowledges concerns expressed by adjacent landowners that the development has raised safety concerns.
3. The development is contrary to the Land Use Bylaw #632, 2004 as amended.

CARRIED UNANIMOUSLY

INFORMATIVE

The board is bound to conform to section 687(1) of the MGA, as it must be consistent with land use policies, statutory plans, and the Land Use Bylaw in effect.

Municipality of Crowsnest Pass
Subdivision and Development Appeal Board

APPENDIX A

Persons who gave evidence or made submissions at the Hearing:

CAPACITY	NAME
Appellant	George Tuck
Adjacent Landowners	Garry Luini
Subdivision and Development Authority	Bill McIntyre
Development Officer	Bev Cole



**Municipality of Crowsnest Pass
Subdivision and Development Appeal Board**

APPENDIX B

Exhibits presented at Hearing:

NO.	ITEM
A.	Copy of the Stop Order Dated September 1, 2011
B.	Pictures of the retaining wall (8)
C.	Request for Appeal – September 8, 2011
D.	Minutes – August 31, 2011 Subdivision and Development Authority meeting
E.	Notice of Subdivision and Development Appeal Hearing and List of Persons Notified – September 22, 2011
F.	Appeal Meeting Attendance – October 3, 2011





Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Governance & Priorities Committee
Meeting Date: October 25, 2011
Originated By: Kevin Robins, Interim Chief Administrative Officer
Subject: Municipal Organizational Structure
Agenda Item No: _____

Administration Recommendation:

That Council approve the Municipality of Crowsnest Pass Organization Structure to be presented on November 9, 2011 to Municipal Employees and the Community.

Approvals:

CAO

A handwritten signature in black ink, appearing to be "K. Robins", written over a horizontal line.

Department Head

A handwritten signature in blue ink, appearing to be "M. ...", written over a horizontal line.

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