

AGENDA

GOVERNANCE AND PRIORITIES COMMITTEE MEETING

Tuesday, November 8, 2011

7:00 p.m.

1. **CALL TO ORDER**

2. **ADOPTION OF AGENDA**

3. **DELEGATIONS**

- a) Mr. Tim Juhlin – Establish Society to Raise Funds for Indoor Swimming Pool

4. **TOPICS FOR DISCUSSION**

- a) Communication
- b) Alberta Pro Cycling Challenge
- c) Policies
 - 1. Draft – Triennial Budget Policy and Procedure
 - 2. Draft – Progressive Discipline Policy and Procedure
 - 3. Draft – Drug, Alcohol and Substance Abuse Policy and Procedure
 - 4. Revised – Reserve Policy and Procedure [approved Policy # 1700-01 – June 7, 2011]
 - 5. Draft – Heavy Truck Route Bylaw No. 824, 2011

5. **IN CAMERA**

- a) Land

6. **OUT OF CAMERA**

7. **ADJOURN**

To: Municipality of Crowsnest Pass October 12, 2011

From: Tim Juhlin

Subject: Presentation at the November 8th Governance and Priorities Committee

Please accept this as a request to meet with the Council of the Municipality of Crowsnest Pass at the Governance and Priorities Committee meeting of Nov. 8, 2011.

We would like to discuss the possibility of a citizens' initiative to set up a society with the mandate of fund raising for the development of a recreational and cultural facility for the community. Fund raising would include the costs of planning, developing and maintaining the facility over time.

On the face of it the community is too small to build and operate/maintain a pool unless unique options and strategies are implemented that are housed within a stable administrative framework. This will require a close working relationship between the Municipal council, Community administration and the public members and may take years to be successful but we want to try.

I would be attending with one or two friends, and we believe that there are many people in the community that would happily participate in our proposed society.

Additional information will be provided by late October for perusal by the council.

Respectfully submitted

Tim Juhlin

tsjuhlin@gmail.com

Ph 403-753-0030

Proposed Name: Crowsnest Cultural and Recreation Society

Vision: In the CNP, we have a viable multi-purpose and cultural center

Mission:

A non profit society is created:

- To plan for the raising of funds, construction, maintenance, and operation of a recreational complex that includes and aquatic centre, indoor track, racquet ball courts, weight room, gymnasium dance studio, live theatre facility and food services.
- To develop a management framework integrated with the Municipality of CNP
- To liaise with business and industry within and supporting the CNP

The following is a simple list of pros and cons associated with the idea of setting a long term goal, process and commitment towards a Cultural and Recreational Centre for the CNP.

Crowsnest Cultural and Recreational Center

Pros	Cons
Community facility for use by all CNP.	Necessitates /demands a long term strategic plan that recognizes a multi-staged development.
Multi use and Multi age facility that appeals to most people.	Long term strategy requires support over time of changing councils, admin staff, and volunteers
Design to be modular for multi staged project and future add-ons.	Pool society linkage to council and Admin staff to carry vision is a challenge for volunteers
If transportation system goes into place, Rec complex can be a destination spot.	A Feasibility study based on only the dollar amount may not show the long term benefits.
Project and facility will build Community pride and project will use as many local contractors as possible.	Cost to Operate facility without volunteers could be a burden on the local tax base.
Year round use of facility.	Innovative ideas to fund the maintainence and operating budget have not yet been identified
Based on what is in the Center, this will draw new people and Tourists.	Synergy is not a strong suit of the community. The ability to organize several different interest groups will be a challenge that requires a great facilitator.
Major oppportunity to embrace a green complex. For example powered by clean coal technology	Costs will escalate depending on the availability of construction trades people.
There seems to be grant money available and some believe construction funding will "be there"	Capital cost of project needs to have escalation built in due to possible longer timeframe.
Community owns some land that could be appropriate for the location	To know the final footprint of the project will be difficult based on present access location needed and continued access in the future. (Even with new Highway).
Support item 49 of the mayor's report	Challenges a recommendation of the mayor's report
Identifies a preferred future and provides opportunity for an audacious plan and outcome that our community will be proud of.	Polarization of the community in setting a long term strategy is possible.
Others? Please add.	Others? Please add.

Interim Pool Committee- Composed of ??You name? Municipality rep, 1 councillor, coordinators involved in the items below:

Finances		Legal		Engineering			
Fund Raising -Construction	Funding Operations	Non Profit society	ownership title	location search	design	Energy Supplemental	Infrastructure
Grant searches> local/Provincial, National , International	Start up	intern members		school/arena	Swimming Pool with slides and competition lanes	Coal**	Power
FR Projects- (age and activity based)	Ongoing (3 Years \$ needed)			tipple	Indoor track	Wind	Water
Industry, Business, Private	long term plan			Others??	gym/Exercise room	Solar	Gas
Social Media- (Facebook group& paypal)					racket ball	thermal	
					weight room	Others??	
					dance studio		
					live theatre	* linked to operations funding	
					food services	** consider clean coal demonstration facility	



P.O. BOX 600
CROWSNEST PASS, ALBERTA
T0K 0E0
PHONE (403) 562-8833
FAX (403) 563-5474

November 9th, 2011

Alberta Peloton
13207 81st Avenue
Edmonton, AB T5R 3N3

Dear Peloton Board Members:

RE: Alberta Pro Cycling Challenge

I am pleased to inform your Board that Council, by resolution at their meeting of Tuesday, November 8th, 2011 resolved to provide a letter of support in the creation of a bicycle event that will be named the "Alberta Pro Cycling Challenge". We are of the understanding that this is a multi-day event and will provide numerous benefits in many ways to people of all ages. Over the past number of years our community has embraced all forms of sporting events. These events have become part of our cultural fabric and are compatible with outcomes we hope to achieve, both socially and economically, through the development of our municipal strategic plan which is in the final stages of development.

Therefore the Municipality of Crowsnest Pass is pleased to submit this letter of support in response to that request, and ask that you provide us with updates as this initiative evolves.

If you have any questions, please feel free to contact me.

Yours truly,

Kevin Robins
Interim Chief Administrative Officer
Municipality of Crowsnest Pass

November 1, 2011

Crowsnest Pass Municipal Council
Box 600
Crowsnest Pass,, Alberta T0K 0E0

RE: Alberta Pro Cycling Challenge

Dear Crowsnest Pass Municipal Council,

"Alberta Peloton", a non-profit society is seeking letters of support from interested parties in support of a multi-day, professional bicycle event called the "Alberta Pro Cycling Challenge".

The Alberta Pro Cycling Challenge would become a 'platform event' that would benefit communities and corporate sponsors in a number of ways:

- Become a **major, annual tourism event** providing consistent, annual publicity and recognition for the province, worldwide.
- **Community activities** would include community pride contests, local "get active" campaigns for of all ages (not just cycling), artistic displays, music concerts, cultural diversity and more.
- **Educational messaging** for the school curriculum would provide a means to showcase to our younger Albertans the world outside of our Provincial borders.
- **Wellness messaging** promotes the use of regular fitness activity including cycling.
- **Charity events** would be integrated.
- "Made for TV" production to **showcase the diverse amenities of Alberta** to a national and international audience.
- Event would be "**carbon neutral**" and minimize the impact on the environment.
- The event would create **significant economic impact** for the Province and event host communities.

Due to a grant proposal process with the Rural Alberta Development Fund, letters of support would need to be received by Noon, November 15, 2011. Letters of support are not required to commit to funding, merely an interest in playing a part in the event.

Letters of Support should be mailed to:
Alberta Peloton

13207 81 Ave
Edmonton, Alberta T5R 3N3

or emailed in PDF format to:
alex.stieda@lvs1.com

Regards,

Alberta Peloton Board:

Dave Embury

Alex Stieda

Jared Smith

Wendy Andrews

Bill Daye

Alyssa Haunholter

Attachments:

- 1) Town of Devon letter of support
- 2) Alberta Pro Cycling Challenge vision document

Alberta Pro Cycling Challenge Vision Document

Executive Overview

The **Alberta Pro Cycling Challenge would become a major, annual tourism event** for Alberta. The Alberta Pro Challenge would be part of a World Wide race circuit in which Tour de France level teams compete annually **providing consistent, annual publicity and recognition for the province.**

This multi-day professional road cycling race would be akin to **bringing the Tour de France to Alberta.** The event becomes a “platform” to **showcase Alberta to the world on a consistent, annual basis** creating a world-class sporting event tradition. 150 world-class cyclists would race every day for 6 to 10 days. Each year, there is a potential for 12 to 20 host communities to be impacted throughout the Province. **Community activities** would include community pride contests, local “get active” campaigns for of all ages (not just cycling), artistic displays, music concerts, cultural diversity and more.

Educational messaging for the school curriculum would provide a means to showcase to our younger Albertans the world outside of our Provincial borders. **Wellness messaging** promotes the use of regular fitness activity including cycling and promotes fitness activities. **Charity events** would be integrated. Made for TV” production would allow for the opportunity to **showcase the diverse amenities of Alberta** including oil sands production, World Heritage sites, Rockies, Prairies, etc to an international audience. Event would be “**carbon neutral**” and minimize the impact on the environment. The event would create **significant economic impact** for the Province and event host communities.

The **Alberta Pro Cycling Challenge would become a major annual tourism event** for Alberta and for western Canada, drawing visitors from across our country, from the Pacific Northwest region, and from overseas. Overseas visitors who have a visit to the Canadian Rockies on their list of “things to do” may be triggered by the Alberta Pro Cycling Challenge to make that visit.

Ultimately, the Alberta Pro Cycling Challenge would be part of a World Wide race circuit in which Tour de France level teams compete annually. This would **provide consistent, annual publicity and recognition for the province.** This event would be the first truly international cycling event in Western Canada. Potential routes would include the major cities of Calgary and Edmonton with individual race days encompassing the surrounding communities. This truly international route would gain publicity for all provinces and states, and would be anchored by Alberta’s major cities.

This multi-day professional road cycling race would be akin to **bringing the Tour de France to Alberta**. At least half of the field would be from teams that compete at the Tour de France with riders from many of the countries that make up Alberta's cultural history.

150 world-class cyclists would race every day for 6 to 10 days (# of days to be determined) throughout the communities of Alberta. This in effect, brings the event to the people, **utilizing the highways and byways of the Province as the 'stadium'**. Each year, there is a potential for 12 to 20 host communities to be impacted throughout the Province. The event route could be changed annually to 'share the wealth'.

Community activities would include community pride contests, local "get active" campaigns for of all ages (not just cycling), artistic displays, music concerts, cultural diversity and more.

International riders would be "paired" with their **cultural heritage** in the towns that they pass through. Many of these countries & cultures have a history of cycling and bicycle racing.

Educational messaging for the school curriculum would provide a means to showcase to our younger Albertans the world outside of our Provincial borders.

Wellness messaging promotes the use of regular fitness activity including cycling and promotes fitness activities at each Start and Finish town for all levels of participation. Wellness events would also take place in the weeks and months leading up to the race week.

Charity events would be integrated i.e. a multi-day charity ride would take place a month preceding the race event over the same course and through the same communities.

"Made for TV" production would allow for the opportunity to **showcase the diverse amenities of Alberta** including oil sands production, World Heritage sites, Rockies, Prairies, etc to an international audience. Travel packages would be produced with the Alberta travel industry to actively encourage event viewing and a 'stay on' campaign before or after the event.

The event becomes a "platform" to **showcase Alberta to the world on a consistent, annual basis** creating a world-class sporting event tradition. Each year's event could have a theme that would be tailored to provide the best possible impact i.e. green message of oil sands reclamation.

The event would create **significant economic impact** for the Province and event host communities. Similar events in North America have already proved this business case.

Event would be "**carbon neutral**" and minimize the impact on the environment.

Target audience would be 4 fold:

- 1) Alberta's residents – TV and live
 - 2) Canadian audience – TV and live
 - 3) U.S. audience - TV and live
 - 4) International audience – TV and live
-



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Governance and Priorities Committee

Meeting Date: November 8, 2011

Originated By: Marion Vanoni, Director of Finance & Systems

Subject: Triennial Budget Policy and Procedure

Agenda Item No: **GPC 2011-** _____

Policy Committee Recommendation:

That the Governance and Priorities Committee recommend Council adopt the Triennial Budget Policy and Procedure at its meeting of November 15, 2011.

Background:

In response to Council's direction to change the budgeting process from annual to triennial, Administration has developed Triennial Budget Policy to facilitate the change in budget process.

Discussion:

The Policy identifies the triennial budget as a key role in the Municipality's strategic framework by allocating financial resources to programs, services and facilities during a thirty-six month budget period.

The Procedure outlines the Fiscal Practices and Procedures that will guide the manner in which the Triennial Budget will be developed inclusive of the allocation, management and control of the Municipality's financial resources.

Alternatives:

1. The Governance and Priorities Committee may choose not to recommend such a policy to Council.
2. The Governance and Priorities Committee may direct Administration to make changes prior to recommending the policy to Council for Adoption.

Attachments:

- Triennial Budget Policy
- Triennial Budget Procedure

Approvals:

CAO _____

Department Head _____

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Municipality of Crowsnest Pass Policy

Policy No.: Policy Title: Approval Date: Revision Date: Department:	Triennial Budget Finance and Systems
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Policy Statement

The Municipality's Triennial Budget Process is part of an overall strategic framework that guides the services and functions of the Municipality. The triennial budget serves a key role in the strategic framework by allocating financial resources to the programs, services and facilities which realize the Municipality's vision.

1. Reason for Policy


1.1 The Municipality's Triennial Budget Process:

- 1.1.1 leads to accountability;
- 1.1.2 is forward looking (3 to 5 years);
- 1.1.3 encourages analysis, evaluation and challenge;
- 1.1.4 encourages innovation and continuous improvement; and
- 1.1.5 is a transparent process.

2. End of Policy

Mayor

Date

	<h1 style="text-align: center;">Municipality of Crowsnest Pass Procedure</h1>
Policy No.: Policy Title: Department:	Triennial Budget Finance and Systems

1. **The Municipal Triennial Budget Policy** is articulated by a series of Fiscal Practices and Procedures that will guide the manner in which the triennial budget develops, allocates, manages and controls financial resources available to the Municipality during the thirty-six month budget period.

2. **Fiscal Practices and Procedures:** Since fiscal conditions and circumstances continually shift and change in response to revenue generation and operational/capital requirements, these practices and procedures will serve as guidelines to ensure the integrity of the budgeting process and fiscal accountability of the Municipality to its residents.
 - 2.1 **Adoption of Operating and Capital Budgets:** Municipal Council must adopt an operating and capital budget for each calendar year in the triennial period.

 - 2.2 **Operating Budget:**
 - 2.2.1 **Balanced Budget**
 - i. The Municipality’s operating budget must have revenues equal to or greater than expenditures.
 - ii. The Municipality will accept ongoing service, program and/or facility obligations only when adequate funding is available through increased income sources or the approved reallocation of existing sources of income thereby impacting currently funded services, programs and/or facilities.

 - 2.2.2 **Triennial Operating Budget**
 - i. The Municipality of Crowsnest Pass prepares a triennial Council approved operating budget/revenue requirement. To accommodate this multi-year budget cycle, Departments are expected to operate within their approved multi-year budget. The management of the overall Budget is the responsibility of the Chief Administrative Officer.

2.2.3 Cause and Effect:

- i. The Municipality will practice cause and effect budgeting. When a particular condition or event requires increased charges, those charges will be implemented immediately rather than phasing them in over a period of time.
- ii. The Chief Administrative Officer may fiscally respond to emergencies to a maximum of \$50,000. Such action shall be fully disclosed to Council at the next regularly scheduled Council meeting explaining the nature of the emergency, the amount of the expenditure and the manner in which the expenditure will be financed.

2.2.4 Deficiency:

- i. The operating budget must include an expenditure to cover any deficiency extending over the prior three year period.

2.2.5 Revenue and Income Sources:

- i. Since revenues are sensitive to both local and regional economic conditions, revenue estimates adopted by Council must be conservative. The Municipality will estimate its annual revenues by an objective, analytical process utilizing trend, judgemental and statistical analysis as appropriate.
- ii. The Municipality will exercise fiscal restraint to avoid dependence on temporary or unstable revenues to fund mainstream municipal programs, services and facilities.
- iii. The Municipality's services, programs and facilities should be supported by user fees to the extent appropriate for the nature and intent of providing a safe and viable community.

2.2.6 Maintenance Costs:

- i. Maintenance cost for current assets and infrastructure takes a higher priority than building new assets or infrastructure. In addition, life cycle maintenance is considered when setting priorities. Annual operating budgets will provide for adequate maintenance and replacement of the Municipality's plant and equipment.
Examples of high priority maintenance items included in the operating budget are street upgrading, sidewalk/boulevard renewals, planning and overlay of arterials, storm sewer maintenance, parks/trails maintenance, and building maintenance.

2.2.7 Debt Repayment:

- i. Repayment of debt will be included in the operating budget as an operational cost.

2.2.8 Contingency Amount:

- i. A contingency amount will be established to provide for non-recurring unanticipated expenditures or to set aside funds to cover known contingencies with unknown costs. The funding amount will be established and approved through the annual operating budget. Council approval is required to transfer funds from the budgeted contingency to the operational or capital budget.

2.3 Capital Budget: The Municipality will coordinate development of the capital budget with the development of the operating budget.

2.3.1 Capital Funding and Expenditures:

- i. Guided by its Capital Replacement Policy, the Municipality will utilize a ten year capital replacement plan to determine orderly annual capital equipment and fleet purchases, and required annual transfer of funds to the capital equipment replacement reserve to fund annual replacements.
- ii. Annual capital infrastructure purchases and improvements will be in accordance with an adopted and funded capital plan based on a ten year capital replacement plan with the required annual transfer of funds to the appropriate reserves.
- iii. Long term and short term borrowing for capital facilities and infrastructure should be considered an appropriate method of financing facilities and infrastructure that benefit more than one generation of users.
- iv. A Local Improvement Tax should be considered an appropriate income source to fund capital projects that are of greater benefit to an area of the Municipality than to the whole Municipality.

2.3.2 Transportation/Infrastructure Grants:

- i. The Municipality will maximize the use of all available transportation/infrastructure grants.

2.4 Reserves: The Municipality will give consideration to the allocation of budgetary funds to maintain reserves warranted by its capital replacement plans, reserve policy and reserve guidelines.

3. End of Procedure

Approval

Chief Administrative Officer

Date



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Governance and Priorities Committee
Meeting Date: November 8, 2011
Originated By: Marion Vanoni, Director of Finance & Systems
Subject: Revised Municipal Reserve Policy and Procedure
Agenda Item No: **GPC 2011-**_____

Policy Committee Recommendation:

That the Governance and Priorities Committee recommend Council adopt the Revised Municipal Reserve Policy and Procedure at its meeting of November 15, 2011.

Background:

The original policy and procedure was adopted by Council on June 7, 2011 (Policy #1700-01).

Discussion:

Having reviewed the policy and procedure format and content, Administration has revised the policy and procedure to be as succinct as possible in addition to being more reflective of the fiscal development of Municipality Reserves through the Triennial Budgeting Process.

Alternatives:

1. The Governance and Priorities Committee may choose not to recommend the revised policy and procedure to Council.
2. The Governance and Priorities Committee may direct Administration to make changes prior to recommending the revised policy and procedure to Council for adoption.

Attachments:

- Revised Municipal Reserve Policy
- Revised Municipal Reserve Procedure
- Reserve Policy 1700-01-June 7, 2011

Approvals: CAO _____

Department Head

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Municipality of Crowsnest Pass Policy

Policy No.:	
Policy Title:	Municipal Reserve
Approval Date:	June 7, 2011
Revision Date:	October 26, 2011
Department:	Finance & Systems

Policy Statement

The Municipality shall establish Capital and Operational Reserves (Reserve Funds).

1. Reason for Policy

1.1 Reserve Funds are a financial commitment on the part of the Municipality of Crowsnest Pass to provide fiscal stability and sustainability for its future operations. Operating and Capital Reserve Funds are an integral component of the Municipality's overall financial strategic framework providing financial resources for:

- 1.1.1 long term capital planning;
- 1.1.2 non-recurring, unanticipated or emergent expenditures;
- 1.1.3 economic stabilization of the fiscal base resulting from fluctuations in revenues and expenditures; and
- 1.1.4 Innovative opportunities for the betterment of the Municipality.

2. End of Policy

Approval

Mayor

Date



Municipality of Crowsnest Pass Procedure

Policy No.:
Policy Title:
Department:

Municipal Reserves

1. General Guidelines

1.1. Reserve Funds must be approved by Council and are considered during the Triennial Budget Process.

1.2. Guidelines:

1.2.1. Name of the Reserve Fund is clear and concise.

1.2.2. Purpose of the reserve fund is designated and clearly identified.

1.2.3. The relationship of the Reserve Fund to the Triennial Budget is clearly identified.

1.2.4. Identify the Source of Funds: Where are the funds coming from to support the Reserve Fund?

1.2.5. Reserve Funds will be fully funded by cash commitment.

1.2.6. Interest earned on a Reserve Fund will accrue to the Reserve Fund.

1.2.7. Reserves may be used to borrow internally to fund Municipal Projects.

1.2.7.1 Repayment terms (principle and interest) will be set by Council.

1.2.7.2 Interest that would normally be paid to a financial institution instead becomes interest income to the lending Municipal Reserve.

1.2.8. Thresholds for minimum and maximum fund levels will be established for each Reserve Fund.

1.2.9. Council will designate the financial transactions of the Reserve Fund as Restricted or Unrestricted.

1.3.0 Upon Council direction, Operating Surpluses may be transferred into a Reserve Fund with any remaining balance left as accumulated surplus.

1.3. Monitoring and Maintenance of Reserves

1.3.1. Reserve Fund levels are to be reported to Council:

- 1.3.1.1. Reserve levels as of the end of each fiscal year are to be reported to Council during the Annual Audited Financial Statement Presentation.
- 1.3.1.2. Budgeted reserve levels are to be projected as part of the Triennial Budget Process. Projected ending reserve levels shall be measured against the Reserve Fund threshold.
- 1.3.1.3. Reserve levels during the fiscal year are to be reported as part of the quarterly financial reviews presented to Council.

1.3.2. If a variance occurs negatively impacting the established thresholds and/or established guidelines for a Reserve Fund, Administration must provide Council with recommended corrective actions.

2. End of Procedure

Approval

Chief Administrative Officer

Date



Municipality of Crowsnest Pass Policy

Policy No.:	1700- 01
Policy Title:	Reserve Policy
Approval Date:	June 7, 2011
Revision Date:	
Department:	Finance and Systems

Policy Statement

Fiscal stability and sustainability are important to the Municipality. It is Council's responsibility to provide for the continuation of services, functions, and programs in the event of natural or fiscal emergencies.

1. Reason for Policy

To provide guidelines for the preparation of reserves to adequately provide for economic uncertainty, financial hardships and downturns, to maintain the Municipality's credit worthiness, to continue operations in the case on natural disasters, capital obligations, vehicle and equipment replacement, and legal requirements.

2. Related Information

The Municipality of Crowsnest Pass List of Reserves is included as part of the Reserve Procedure included as Appendix 1. The reserve categories have been determined to accommodate a variety of expense categories and conditions. The list includes the reserve name, amount in reserve, purpose of the reserve, expenditure authorization, and the payback period.

3. Definitions

Amount defines the fund balance that must be collected to establish a reserve. The reserve may also contain a minimum balance requirement that must be maintained at all times.

Authorization is defined for each reserve and is an indication of whether or not Council approval is specifically required or if expenditures may be authorized through the annual budget process.

Payback Period is the defined length of time to payback expenditures from a reserve.

Purpose of the reserve outlines the parameters and restricted uses of the reserve.

Reserve is a pre-determined fund established for a specific purpose which may be expended with specific authorization and payback requirements.

4. Responsibilities

4.1 Municipal Council to:

4.1.1 Approve by resolution this policy and any amendments.

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

4.2 Chief Administrative Officer to:

4.2.1 Implement this policy and approve procedures.

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


4.3 Director of Finance and Information Systems to:

4.3.1 Ensure implementation of this policy and procedure.

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

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

4.3.4 Maintain reserves, handle investments and report to Council regarding reserves on a regular basis.

	<h2>Municipality of Crowsnest Pass Procedure</h2>
Policy No.: Policy Title: Department:	1700- XX Reserve Policy Finance and Systems

1. Purpose

Fiscal stability is an important factor to any municipal government. It is Council's responsibility to provide for the continuation of services in the event of a natural or fiscal emergency. Realizing that revenues of the Municipality are not stable and are dependent upon federal, provincial, regional and local economic trends, it is prudent for the Municipality of Crowsnest Pass to have a Reserve Policy to address any downturns and economic situations that would affect the revenues and expenditures of the Municipality.

This guideline is developed to consider the minimum level necessary to maintain the Municipality's credit worthiness and to adequately provide for economic uncertainties and other financial hardships or downturns in the economy, local disasters or catastrophic events, future debt or capital obligations, cash flow requirements, and legal requirements

2. Reserve Guidelines

It is appropriate that reserve guidelines for the Municipality be established for various funds, that the purpose of these reserves be designated, and that funds be appropriately and effectively utilized.

3. Reserve Priorities

Council may be required to draw down reserves consistent with the following priorities:

- The use of reserves for a *one-time* expenditure that generates *ongoing* cost savings or cost avoidance.
- The use of reserves for a *one-time* expenditure that generates *ongoing* revenue enhancements.
- The use of reserves to offset shortfalls in the collection of revenues, only with declaration of a fiscal emergency, defined as insufficient funds to operate a basic operational budget.
- The use of reserves to offset unanticipated increases in expenditures for current programs or projects.
- Local disasters or catastrophic events.
- The use of reserves for specified use with planned expenditures and replenishment of the reserves as necessary.

4. Reserve Categories

Attachment A to this procedure is the Municipality of Crowsnest Pass List of Reserves. The list includes all reserves and highlights the amount, purpose, authorization and payback period of each reserve.

Approval

Kevin Robins, C.A.O.

Date

Authorization Expenditures from this fund require a majority of affirmative votes.

Payback Period This is a specific reserve that is collected for specific projects and does not require payback.

Miscellaneous Reserves

Amount To be determined

Purpose Council may establish reserves specific to a Council strategy or goal and may be a one-time or ongoing reserve

Authorization Expenditures from this fund require a majority of affirmative votes.

Payback Period These are specific reserves collected for specific purposes and do not require payback.

Crowsnest Pass Senior Housing Authority

Amount \$ 1,000,000

Purpose This reserve has been established to collect \$1,000,000 for the Crowsnest Pass Senior Housing Authority capital upgrade.

Authorization Expenditures from this fund may only be made when the Authority obtains funds from the Province to proceed with the project.

Payback Period This is a specific reserve collected for a specific purpose and does not require payback. If the project does not proceed Council must decide the disposition of the funds.

Considerations:

May require an investment policy.

A reserve is a fund authorized by Council to be set aside for funding of future expenditures.

Reserves may have conditions and restrictions. For example, a fund may be established with conditions restricting contributions, such as limiting the contribution to a utility reserve to better control the increase of utility rates. Council may choose to restrict expenditures to ensure minimum reserve fund balances are maintained.

Reserve policy should indicate minimum and maximum reserve levels and should address time period for replenishment when reserves are used.

Municipality of Crowsnest Pass List of Reserves

General Operating Reserve

Amount 5 - 15% of operating budget \$ 1,800,000

Purpose Funds set aside annually to be used to offset possible operating losses due to unusually high operating and maintenance costs or losses in revenues. Operating Reserves can serve as an internal line of credit when needed to cover the normal fluctuations of day-to-day operations.

Authorization Expenditures from this fund require five (5) affirmative votes and must specify the payback period.

Payback Period If the reserve is used it is normally required to be repayed over a two to three year period.

Utilities Operating Reserve

Amount 5 - 15% of operating budget of each utility

Water	\$	125,000
Wastewater	\$	105,000
Electric	\$	145,000

Purpose Funds set aside annually to be used to offset possible operating losses due to unusually high operating and maintenance costs or losses in revenues in the utilities. Operating Reserves can serve as an internal line of credit when needed to cover the normal fluctuations of day-to-day operations.

Authorization Expenditures from this fund require five (5) affirmative votes and must specify the payback period.

Payback Period If the reserve is used it is normally required to be repayed over a two to three year period.

Economic Stability Reserve

Amount 5 - 15% of operating budget \$ 1,800,000

Purpose This reserve is generally established over time and is used to offset revenue losses or operating cost increases that are a result in changes in the economic base, such as an economic recession. The fund is used to stabilize the finances during this period of economic uncertainty.

Authorization Expenditures from this fund require unanimous consent of Council and must specify the payback period.

Payback Period This fund should be repayed slowly to avoid causing economic hardship during the payback period, hence payback is normally seven to ten years.

Capital Infrastructure Reserve

- Amount** The amount of the reserve is established through the Capital Improvement Program. The reserve may have some flexibility depending upon the availability of grants from other levels of government.
- Purpose** Reserved for long-term capital investment projects or any other large and anticipated expense(s) that will be incurred in the future. This type of reserve fund is set aside to ensure the Municipality has adequate funding to at least partially finance the project(s). Includes streets, parks and facilities per the Capital Improvement Program. The reserve may include grant funding that has been assigned to specific projects or capital purchases.
- Payback Period** This is a dedicated reserve and should only include funding for specific projects, hence, payback is not required.

Utility Capital Infrastructure Reserve

- Amount** The amount of the reserve is established through the Capital Improvement Program. The reserve may have some flexibility depending upon the availability of grants from other levels of government. The reserve is normally funded for each project by utility.
- Purpose** Reserved for long-term capital investment projects or any other large and anticipated expense(s) that will be incurred in the future. This type of reserve fund is set aside to ensure the Municipality has adequate funding to at least partially finance the project(s). Includes water, wastewater and electric utilities per the Capital Improvement Program. The reserve may include grant funding that has been assigned to specific projects or capital purchases.
- Authorization** Expenditures from this fund must be authorized by Council through the annual budget process or via an appropriation at other times of the year.
- Payback Period** This is a dedicated reserve and should only include funding for specific projects, hence, payback is not required.

Vehicle and Equipment Replacement Reserve

- Amount** The amount of the reserve is based on the replacement cost of vehicles and equipment inventories. It is anticipated that this fund will have annual average expenditures of \$408,000

Purpose This reserve is established to ensure a systematic replacement of equipment and vehicles. The fund is normally established through regular annual payments from the operating budget. Vehicle and equipment life cycles are established and replacement costs are amortized to determine annual payments.

Authorization Expenditures from this fund must be authorized by Council through the annual budget process or via an appropriation at other times of the year.

Payback Period This is a perpetual fund restricted to the replacement of vehicles and equipment and should not be used for other purposes, accordingly, no payback is required.

Land Reserve

Amount This is a variable reserve that may include cash-in-lieu payments and land sales dedicated for specific purposes. The purpose is normally assigned by Council and is very specific.

Purpose This is typically a reserve that is used to facilitate the strategic goals of Council relating to land and development issues.

Authorization Expenditures from this fund require a majority of affirmative votes.

Payback Period This is a specific reserve that is collected for specific projects and does not require payback.

Municipal Green Space Reserve

Amount This is a variable reserve which includes cash-in-lieu payments for municipal green space.

Purpose This is typically a reserve that is used to facilitate the establishment of green spaces in accordance with Council direction.

Authorization Expenditures from this fund require a majority of affirmative votes.

Payback Period This is a specific reserve that is collected for specific projects and does not require payback.

Offsite Levy Reserve

Amount This is a reserve established through the payment of development fees associated with the expansion or construction of new infrastructure to support development.

Purpose This reserve is used to facilitate the construction or expansion of infrastructure such as streets and sidewalks, water mains, sewer mains, and electrical distribution systems to support new subdivisions and other developments.



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Governance & Priorities Meeting
Meeting Date: November 8th, 2011
Originated By: Myron Thompson, Director of Operational Services
Subject: Heavy Truck Route Bylaw No. 824/2011
Agenda Item No:

Policy Committee Recommendation:

That the Governance and Priorities Committee recommend that the Heavy Truck Route Bylaw No. 824/2011 be brought forward for Council's consideration at the November 15th, 2011 regular meeting of Council.

Background:

Currently the Municipality is faced with issues surrounding the movement and parking of heavy trucks within the boundaries of the Municipality of Crowsnest Pass. The Heavy Truck Bylaw was developed by Administration and reviewed at the October 19th Policy Committee Meeting.

Discussion:

The bylaw as drafted will provide a mechanism to enforce unwanted activities as it relates to heavy truck use. In the near future Administration will be recommending that the Heavy Truck Route Bylaw be merged into an amended Traffic Bylaw.

Alternatives:

The Governance and Priorities Committee may choose not to recommend the Bylaw be brought forward to Council.

Attachments:

- Draft Heavy Truck Route Bylaw 824/2011

Approvals: CAO _____

Department Head _____

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MUNICIPALITY OF CROWSNEST PASS

HEAVY TRUCK ROUTE BYLAW

BYLAW NO 824/2011

A BY-LAW OF THE MUNICIPALITY OF CROWSNEST PASS, IN THE PROVINCE OF ALBERTA, TO REGULATE HEAVY VEHICLES USE WITHIN THE MUNICIPALITY OF CROWSNEST PASS.

WHEREAS the Municipal Government Act, R.S.A. 2000, c M-26 and amendments thereto allows a municipality to pass bylaws and delegate authority with respect to streets under its direction, control and management and transportation thereon;

AND WHEREAS the Traffic Safety Act, R.S.A. 2000, c T-6, authorizes a municipality to make bylaws to regulate and control vehicles;

AND WHEREAS the Traffic Safety Act, R.S.A. 2000, c T-6, provides that a municipality may regulate the maximum gross weight that may be borne by a vehicle or a combination of vehicles;

AND WHEREAS the Dangerous Goods Transportation and Handling Act, R.S.A. 2000, c. D-4, authorizes a municipality to make bylaws designating routes and the time of travel of vehicles transporting Dangerous Goods and prohibiting the carriage of Dangerous Goods on specified highways within the municipality;

AND WHEREAS the Council of the Municipality of Crowsnest Pass deems it desirable for the safety and security of its citizens and their property to regulate Heavy Vehicle traffic through and within the boundaries of the Municipality of Crowsnest Pass.

NOW THEREFORE, the Municipal Council of the Municipality of Crowsnest Pass in the Province of Alberta, duly assembled now, hereby enacts as follows:

PART 1 SHORT TITLE

This bylaw shall be cited as the "Heavy Truck Route Bylaw".

PART 2 DEFINITIONS

The definitions contained in the Traffic Safety Act, and the Dangerous Goods Transportation and Handling Act for the Province of Alberta shall apply to this Bylaw unless specifically set out herein;

In this Bylaw:

- 2.1 **"Alley"** means a narrow roadway intended primarily to provide access to the rear of buildings and parcels of land;
- 2.2 **"Bylaw Enforcement Department"** means the Bylaw Enforcement Department of the Municipality of Crowsnest Pass;
- 2.3 **"Carrier"** means any person, firm or corporation conveying Goods including those determined to be dangerous in, into, through or out of the Municipality by any vehicle;
- 2.4 **"Chief Administrative Officer"** means the Chief Administrative Officer of the Municipality of Crowsnest Pass, as appointed by Council and hereinafter referred to as the CAO or appointed designate;
- 2.5 **"Council"** means the Municipal Council for the Municipality of Crowsnest Pass;
- 2.6 **"Curb"** means the actual curb, or in the absence of a curb, shall mean the division point between a roadway and the sidewalk or boulevard;
- 2.7 **"Dangerous Goods Route"** means those highways located within the Municipality identified as a Dangerous Goods Route in Part 6 of this Bylaw.
- 2.8 **"Double Parking"** means the parking of any vehicle on a highway parallel to a vehicle that is parked beside the curb or to the rear of any vehicle that is angle parked at the curb;
- 2.9 **"Emergency Vehicle"** means a motor vehicle used:
- a) for police/peace officer duty
 - b) by a fire department,
 - c) as an ambulance,
 - d) for purposes relating to maintenance of a public utility and designated as an emergency vehicle by the R.C.M.P.;
- 2.10 **"Gross Weight"** includes both:
- a) the total maximum weight transmitted to the highway road surface by all the axles of a vehicles used on the public highways aforesaid determined in accordance with the *Traffic Safety Act* and the regulations thereunder.
- 2.11 **"Heavy Vehicle"** means a vehicle with or without load, exceeding any of the following:
- a) 2 axles;

- b) 6 meters in length;
 - c) a gross weight of 5450 kilograms (kg)
- 2.12 **"Heavy Truck Route"** means those highways located within the Municipality and identified as Heavy Truck Routes in Schedule "A" of this Bylaw;
- 2.13 **"Highway"** will have the same meaning as defined in the Alberta Traffic Safety Act, R.S.A 2000, Chapter T-6, and all subsequent amendments and replacements, but shall be restricted to highways within the boundaries of the Municipality of Crowsnest Pass, but not including those under Provincial jurisdiction;
- 2.14 **"Loading Zone"** means a portion of a street set aside adjacent to a curb designated for the exclusive use of vehicles for the loading or unloading of passengers or of material;
- 2.15 **"Maximum Weight"** means:
- a) the maximum weight of a vehicle as recorded on the certificate of registration for such vehicle, or
 - b) If there is no certificate of registration for the vehicle, then the combined weight of the vehicle and the heaviest load that may be carried in accordance with the Commercial Vehicle Dimension and Weight Regulation A/R 315/202 and all subsequent amendments and replacements will be utilized.
- 2.16 **"Municipality"** means the Municipality of Crowsnest Pass;
- 2.17 **"Operator"** includes, but is not limited to, a person who drives or operates a vehicle as the owner thereof or as an agent or employee of the owner;
- 2.18 **"Park"**, means to allow a vehicle (whether occupied or not) when prohibited to remain motionless in one place except;
- a) when vehicle is motionless for the purpose of and while actually engaged in loading or unloading; or
 - b) when vehicle is motionless in obedience to a Peace Officer or traffic control device;
- 2.19 **"Peace Officer"** means:
- a) a member of the Royal Canadian Mounted Police;
 - b) a Bylaw Enforcement Officer, as appointed by the Municipality to enforce bylaws of the Municipality, or
 - c) a Community Peace Officer as appointed by the Solicitor General of Alberta.
- 2.20 **"Permit"** means the authorization to operate trucks on municipal roadways other than those identified as a Heavy Truck Route as per Schedule "C";

- 2.21 **"Recreation Vehicle"** means a motor vehicle designed, constructed, modified or equipped as a temporary dwelling place, living abode or sleeping place;
- 2.22 **"Semi – trailer"** means a vehicle of the trailer type so designed and utilized in conjunction and coupled with a motor vehicle that some pursuant part of its own weight and that of its load rest upon, or is carried by, another vehicle;
- 2.23 **"Temporary Truck Route"** means a highway or portion thereof designated as a temporary truck route pursuant to Part 5 of this Bylaw;
- 2.24 **"Trailer"** means a vehicle that:
- a) at any time is towed on a public highway by a self propelled vehicle
 - b) is intended for the conveyance of goods and materials of any kind, and
 - c) shall be deemed to be a separate vehicle and not part of the motor vehicle by which it is being towed.
- 2.25 **"Truck "** means:
- a) a truck –type vehicle with a maximum weight in excess of 5,450 kilograms;
 - b) any self propelled vehicle not primarily intended for the conveyance of passengers, and normally referred to as a tractor unit; or
 - c) a tractor, motor grader, road building or road maintenance equipment, construction equipment, other than truck type vehicles, regardless of weight.
- 2.26 **"Unrestricted heavy truck zone"** means an area as described in Part 5 and indicated on Schedule "B" of this Bylaw;
- 2.27 **"Violation ticket"** means a ticket issued pursuant to Part II of the Provincial Offences Procedure Act, RSA 2000, Chapter P-34, as amended and any regulations thereto;

PART 3 PROHIBITION

- 3.1 No person shall operate a semi-trailer or heavy truck on any highway except;
- a) on the heavy truck routes identified in Schedule "A"
 - b) in any unrestricted truck zone as identified in Schedule "B"
 - c) on a temporary truck route designated under Part 5.
- 3.2 No person shall operate a semi-trailer or heavy truck of any kind on any highway:
- a) with a maximum weight in excess of 5,450 kgs: or
 - b) having a combined weight including the drawing vehicle of 5,450 kgs
- except:**
- a) on the routes identified in Schedule "A"
 - b) in an unrestricted truck zone as identified in Schedule "B" or

c) on a temporary truck route designated under Part 5 of this Bylaw.

3.3 The provisions on this Bylaw shall not apply to:

- a) a house trailer, vacation trailer, or other similar mobile accommodation designed or used to provide accommodation or living quarters for one or more persons;
- b) Emergency Service Vehicles;
- c) Vehicles registered to and operated by the Municipality;
- d) Vehicles owned and operated under the authority of Provincial and federal agencies;
- e) Vehicles owned or leased by utility companies and utilized for works relating to the specific utility.
- f) Any other vehicle deemed exempt by the CAO.

PART 4 IDENTIFICATION OF TRUCK ROUTES

4.1 Heavy Truck routes listed in Schedule "A" shall be signed whenever the CAO considers it necessary to indicate to drivers of trucks the highways permitted to be used as truck routes.

4.2.1 Notwithstanding any other provisions of this Bylaw, no sign or other indication need to be placed on a highway which is not a heavy truck route to indicate to or warn parties using the highway that heavy trucks are not permitted unrestricted travel thereon.

PART 5 TEMPORARY HEAVY TRUCK ROUTES

5.1 When deemed necessary the CAO may cause signs or other traffic control devices to be placed on all or any portion of a highway designating the highway or portion thereof as a temporary heavy truck route.

5.2 Where alterations or repairs to a highway or other circumstances affecting travel thereon require the designation of a temporary heavy truck route the CAO may direct the signs and other traffic control devices be erected designating the route required as a temporary heavy truck route.

5.3 The designated temporary heavy truck route shall cease to be a temporary truck route after two weeks unless an extension is provided by the CAO.

PART 6 DANGEROUS GOODS ROUTE

6.1 For the purpose of this Bylaw the Dangerous Goods Route shall be considered to be Provincial Highway #3 only.

PART 7 SPECIAL PERMITS

7.1 The CAO may under circumstances which are considered to warrant a permit, issue a Special Permit, as identified in Schedule "C", authorizing the movement of a heavy truck on highways other than a heavy truck route.

7.2 Seasonal or short term permits may be considered and provided to resource companies

requesting use of the recreational road systems to haul forest products.

- 7.3 A person operating a heavy truck covered by a Special Permit shall produce the permit when required to do so by a Peace Officer.

PART 8 DIRECT ROUTES

- 8.1 A person operating a heavy truck may, for the purpose of making a delivery or supplying a service at a location off a heavy truck route, or for the purpose of carrying merchandise or material of whatever kind from a location off of a heavy truck route, operate the truck on the roadways for which form the most direct and accessible connection between a truck route and a delivery point, service point, or the collection point for merchandise or material, as the case may be, and shall also use such roadways when returning to the truck route.
- 8.2 Operators with subsequent delivery or provision of service may proceed to make subsequent delivery or service before proceeding by the most direct accessible connection to the nearest heavy truck route.
- 8.3 If any truck is housed at a location off a truck route, a person may operate the truck to and from the place where it is housed, and in doing so, shall drive it on a roadway forming the most direct accessible connection between the location where the truck is housed and a heavy truck route.

PART 9 REGISTRATION CERTIFICATE/WEIGH SLIP

- 9.1 An operator shall, when requested by a Peace Officer, produce for such officer's inspection the registration certificate issued showing the maximum weight of such truck bills of lading showing the origin and destination of the trip and the description of the load.
- 9.2 Particulars obtained by a Peace Officer from a registration certificate produced under Part 9.1 of the Bylaw and submitted as evidence in Court shall be prima facie proof of the particulars thereon without proof of the authenticity of the certificate and the particulars thereon.
- 3.3 In the event that a truck registration certificate cannot be produced, a Peace Officer may order the operator to take offending vehicle to the certified weigh scale to determine the weight and subsequent actions to be taken as it relates to enforcement.

PART 10 PARKING

- 10.1 No person being in charge or control of a truck shall park such truck or permit it to be parked on a roadway other than a heavy truck route or an unrestricted heavy truck zone, except during such times as the truck is being utilized in the making of a delivery or the performance of some work or service.
- 10.2 Short term including overnight parking is accommodated on service road exiting off and adjacent to Highway 3 near the midpoint between Blairmore and Coleman. This area is indicated graphics included in attached Schedule "A".
- 10.3 If a truck is found to be parked in violation of the provision of this bylaw, a Peace Officer may cause such truck to be removed to a location designated by the CAO. The owner or

person in charge and control of the truck will be responsible for all costs associated with the removal of the truck in addition to any fine or penalty imposed due to the infraction.

- 10.4 Commercial businesses within the Municipality of which conduct businesses utilizing trucks will be allowed to park such trucks on their property. Owners and persons in charge and control of trucks are not allowed to park such trucks at their place of residence.

PART 11 PENALTIES

- 11.1 Any person who contravenes any of the provisions or requirements of this Bylaw is guilty of an offence and is liable for and subject to the penalties as set out in Schedule "D" attached to and forming this Bylaw.
- 11.2 Where a Peace Officer has reasonable grounds to believe a person has contravened any of the sections contained within this Bylaw the Peace Officer may issue and serve upon such person an offence ticket.

PART 12 EFFECTIVE DATE

Read a first time this _____ day of _____, 2011

Read a second time this _____ day of _____, 2011

Read a third time and finally passed this _____ day of _____, 2011

Mayor B. Decoux

Chief Administrative Officer

DRAFT

Municipality of Crowsnest Pass - Bylaw 824/2011

SCHEDULE "A"

HEAVY TRUCK ROUTE WITHIN THE MUNICIPALITY OF CROWSNEST PASS

THOROUGHFARE	FROM	TO
Provincial Highway #3	East Municipal Boundary	West Municipal Boundary
Municipal Service Road	total road length 600m (as indicated on map below.)	



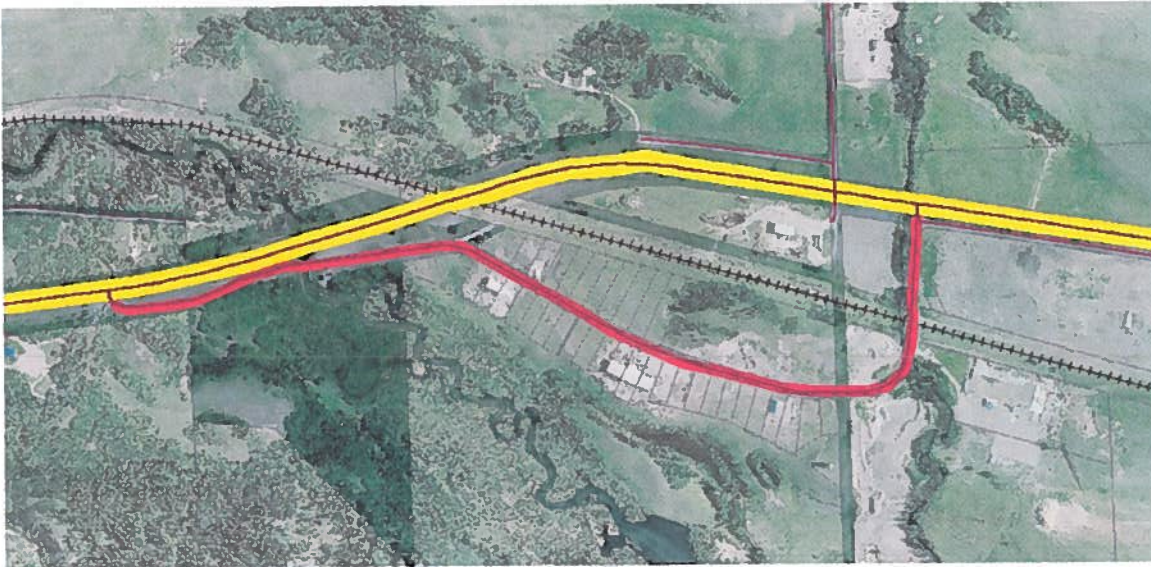
Municipality of Crowsnest Pass - Bylaw 824/2011

SCHEDULE "B"

UNRESTRICTED HEAVY TRUCK ZONE

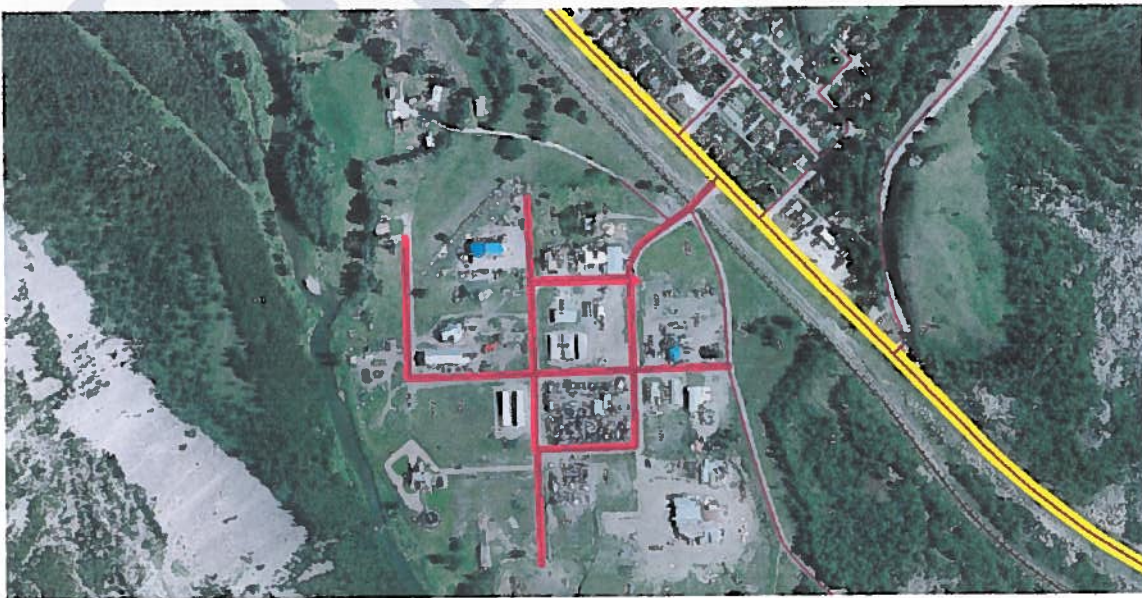
Zone 1- Sentinel Industrial Park Area

Includes all areas within the Sentinel Industrial Park Area as indicated on map (below).



Zone 2 – Frank Industrial Park Area

Includes all areas within the Frank Industrial Park Area as indicated on map (below).



Municipality of Crowsnest Pass – Bylaw 824/2011

SCHEDULE “C” - HEAVY TRUCK ROUTE – SPECIAL PERMIT

Off Route/Seasonal Permit # - _____

Permission is hereby granted to:

Name of Trucking Firm: _____

Name of Operator in charge or control of truck: _____

Vehicle Description (make/model): _____

Vehicle License Plate # _____

Address: _____

Telephone: _____

Type of Goods hauled: _____

Route

From: _____

To: _____

Roadway description (Street, Avenue, road name) _____

Permit Valid

From (date/time): _____

To (date/time): _____

- Conditions:
1. This permit number or copy of this permit number (if issued by telephone) must be carried in the vehicle or vehicles affected.
 2. The applicant shall notify the Municipality of Crowsnest Pass of any damage or loss that may arise from the operation of heavy truck on Municipal roadways.
 3. The operator must take the most direct and accessible route to the prescribed destination.

Comments: _____

Date & Time Issued: _____

Signature of Applicant: _____

Signature of Peacc Officer _____

Municipality of Crowsnest Pass – Bylaw 824/2011

SCHEDULE “D”

PENALTIES

<u>Part</u>	<u>Particulars</u>	<u>Penalty</u>
3	Heavy Truck Travelling off Heavy Truck Route	500.00
3	Operating over the weight restriction	500.00
6, 8	Failure to produce a permit or registration documents	200.00
9	Parking contravention	300.00