

**MUNICIPALITY OF CROWSNEST PASS  
TUESDAY, FEBRUARY 9, 2010  
GOVERNANCE & PRIORITIES COMMITTEE**

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A meeting of the Governance and Priorities Committee was held in the Council Chambers on Tuesday, February 9, 2010.

**PRESENT**    **Mayor:**                      Dr. John Irwin

**Councillors:**                    D. Cole, I. MacLeod, L. Mitchell, D. Ward

**Via Teleconference:** Councillor G. Taje

**Absent:**                                Councillor John Salus

**Also Present:**

Gordon O. Lundy                      Chief Administrative Officer  
Marion Vanoni                         Director of Finance & Systems  
Joe Filipuzzi                            Assistant Public Work Superintendent  
Lynne Cox                                Confidential Secretary  
Glen Snelgrove                        Municipal Tax Assessor (Arrived at 7:14 pm)  
Carolee Ison                              Recording Secretary

**CALL TO ORDER**

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

**ADOPTION OF AGENDA**

**G#01-10:**        Councillor Mitchell moved to adopt the agenda as written.

The Chief Administrative Officer requested an addition to the agenda:

Topics for Discussion

7. Advanced Metering Infrastructure

Council's consensus was to accept the addition.

**DELEGATIONS**

No delegations were in attendance.

## **TOPICS FOR DISCUSSION**

### **Governance & Priorities Committee – Terms of Reference**

The proposed *Principles of Operation* and *Terms of Reference* for the Governance and Priorities Committee, and the *Terms of Reference* for the Municipal Operations, Municipal Corporate Services, and Municipal Community Development Committees were provided for Council’s review.

#### **Principles of Operation (Governance & Priorities Committee)**

“That any member of Council may request a matter to be discussed at a G & PC meeting and by motion of Council the item may be added to the agenda of the next scheduled meeting”

- Discussion took place on this item, and Council’s consensus was to have additional agenda items for the G & PC meetings submitted on the Wednesday prior to the meeting

“That the G & PC meetings will be chaired by the Mayor unless the Mayor designates otherwise. The committee shall designate which member of Council will serve as Acting Chair in the event that the Chair is absent”

- Council’s consensus was that the Deputy Mayor serve as Acting Chair in the Mayor’s absence

“That the G & PC meet no less than once every 2 weeks except during the July, August and December when the G & PC may stand adjourned except to meet at the call of the Mayor”

- Council’s consensus was to remove the months of July, August, and December, and a decision will be made by Council at the time whether the work load allows Council to cancel the meetings for those months

#### **Terms of Reference for the Governance & Priorities Committee**

A quorum for a meeting of the G & PC should be those members present at a regularly scheduled meeting.”

- Council’s consensus was that a quorum should be a minimum of 4 Councillors

#### **Principles of Operation (Governance & Priorities Committee)**

“Requests by delegations will be reviewed by the Clerk, who will determine...”

- Council’s consensus was to change “Clerk” to “Confidential Secretary or designate”

#### **Terms of Reference for the Governance & Priorities Committee**

- Council’s consensus was to add an “Annual review of the Terms of Reference” before the “Appointment of the Chair” heading in the *Terms of Reference*

A revised Terms of Reference will be presented at next meeting for Council’s review.

## **ARRIVAL**

Glen Snelgrove, Municipal Tax Assessor, arrived at 7:14 pm.

**Procedural Bylaw – Bylaw No. 655, 2005**

**G#02-10:** Councillor Ward moved to recommend to Council that delegations be assigned to the Governance and Priorities Committee, unless determined by the Chief Administrative Officer to be of an urgent or emergent nature.

CARRIED

It was suggested that delegations appearing at regular Council Meetings strictly adhere to the ten minute time limit.

The Chief Administrative Officer advised Council of the following changes suggested to the Procedural Bylaw in George's Cuff's Corporate Review:

Part II Section 1. - not necessary to state the actual day of the week that Council Meetings be held

- Council's consensus was that Council Meetings continue to be held on Tuesdays

Part III Section 1.b) - suggested the "Order of Business" is not needed in the Bylaw, and may hinder useful change to the Agenda, and Section 1.a) already addresses this matter

- Council's consensus was that the "Order of Business" remain unchanged

Part III Section 1. i) and k) - suggested adding the words "as designated by the Chief Administrative Officer"

- Council's consensus was to accept this change as suggested

The Chief Administrative Officer suggested the following changes to the Procedural Bylaw for Council's consideration:

In the "Council Member Reports" portion of the Council Meeting, that Councillors report any important items that occurred at the meeting they attended

- Council accepted this suggestion

In reference to additions to the Agenda, that any additions be put in writing

- Council noted this item had been discussed and any additions to the agenda would be submitted by Wednesdays

Council's consensus was that the order on the agenda of the "In Camera" portion of the Council Meeting remain unchanged.

Councillor MacLeod suggested in Part VII, that Section 1. a) and b) are redundant

- Council's consensus was for no change

Councillor Taje suggested the opportunity to speak to a motion twice

- Council's consensus was for no change

Administration will return a revised Procedural Bylaw to Council for review.

### **Crowsnest Mountain Resort – New Street Names**

Correspondence was received from the Crowsnest Mountain Resort requesting administrative actions take place for completion of the new street names for the Crowsnest Mountain Resort and Wolfstone Subdivision.

Council's consensus was to formally recommend to Council approval of the new street names for the Crowsnest Mountain Resort and Wolfstone Resort as requested by the owner.

### **Spring Cleanup Policy**

The Spring Cleanup Policy was presented for Council's review.

- 6) A maximum of one single axle dump truck load will be taken from each residence.
  - Noted this item should be adhered to
  
- 5) Coleman will be scheduled for fourteen calendar days.
  - Questioned why Bellevue/Hillcrest and Blairmore/Frank are only scheduled for seven days
  - The Assistant Public Works Superintendent advised this may be due to weather, outlying areas, and longer traveling distance
  - Councillor Cole suggested the Coleman cleanup be monitored
  
- 9) If the property owner does not pay for the extra cost incurred by the Municipality of Crowsnest Pass to remove waste material that has not been sorted properly, more than a single axle dump truck load and not on the Spring Cleanup List for pick up, these costs will be placed on the property owner or owners tax roll.
  - The Chief Administrative Officer noted this item would have to be amended if Council wishes to limit pick up to only one truck load per residence
  - Councillor Cole stated the charge for a second truck load is below the actual costs incurred

**G#03-10:** Councillor Ward moved to recommend changes to the Spring Cleanup Policy to Council restricting pick up to one single axle dump truck load from each residence; if the back lane is only ten feet wide material must be placed on the boulevard.

CARRIED UNANIMOUSLY

### **Development of Curfew Bylaw**

Councillor Cole noted a Curfew Bylaw has been discussed for some time, and the Police Advisory Committee and Crowsnest Pass and Pincher Creek RCMP Sergeants are in favor of curfew bylaws. Several communities have a Curfew Bylaw in place.

Council's consensus was to use the Pincher Creek Curfew Bylaw as a model to develop a Curfew Bylaw for the Municipality of Crowsnest Pass with a curfew time of 11:00 pm to 6:00 am.

Administration will present a Curfew Bylaw to Council at the February 16, 2010 Council Meeting.

## Utility Bylaw Review

The Utility Rate Bylaw, and the redeveloped sewer, water, and recycling bylaws were provided for Council's review and recommendations. The garbage bylaw was also presented for direction in regards to Bearsmart and a direct association with the recycling bylaw.

The Utility Rate Bylaw is intended to be placed on the February 16, 2010 Council Agenda for approval to compliment the January 1, 2010 rate adjustments as provided for during the 2010 budget deliberations.

The general bylaws will be brought to future Governance and Policy Meetings for Council and Administration to discuss.

## Utility Rate Bylaw

### Manufactured Home Parks

- Currently charging one third of the rate that is charged for residential homes
- The Director of Finance and Systems is recommending to move the category of Manufactured Home Parks from the current Commercial to Residential category bringing each trailer to a charge of \$23.00 per month to be phased in over 2010, and notify the owners of the trailer parks of the change

### Residential Category

- Include the term "Duplex" and "Secondary Suites"

### Service Charges

- Sewer – No increase
- Water - \$3.00 monthly increase
- Garbage – \$1.50 monthly increase
- Recycling – No increase

### Discussion included:

- The Chief Administrative Officer advised the interior water lines are the responsibility of the trailer park owner, and therefore might be part of the reason for the lower rates
- Councillor Ward questioned if the full rate is charged, whether the municipality will now provide the same water line service as to other residences
- The Chief Administrative Officer advised some of the lines may be extremely old and there may be a capital issue; will require further review

Administration will bring further information and adjustments to the Utility Rate Bylaw to the next Council Meeting.

## Ad Hoc Service Charges and Fees to be Invoiced as Incurred

### Commercial Sewer Dumping

The Director of Finance and Systems explained that commercial sewer dumping takes place in the lagoon.

- The new lagoon will have a pad with a metering system to allow the Municipality to track the external dumping of waste material into the lagoon, and this provides a revenue opportunity

**Utility Bylaw Review – Ad Hoc Service Charges and Fees - Continued**

- Currently an honor system is in place where contractors sign in and record an estimate of the gallons dumped into the lagoon with no charge for the service
- Recommended a charge of five cents per gallon

The Director of Finance and Systems requested Council's consideration on how commercial sewer dumping into the lagoons should be handled and if the Municipality should charge for this service.

Councillor Cole questioned how the dumping would be controlled

- The Assistant Public Works Superintendent will find out if each hauler has their own key
- The Chief Administrative Officer noted haulers will not be able to enter the site without a contract
- The Director of Finance and Systems noted the Sewer Bylaw could address how this service could be monitored and tracked

The Director of Finance and Systems asked for Council's recommendations on the current rates for the following services:

- Use of Fire Hydrant & Water – Private Use
- Temporary Water Service Disconnect – during and outside of regular working hours
- Water Service Reconnect – during and outside of regular working hours
- Frozen Water Lines

**G#04-10:** Councillor Ward moved to recommend increasing the charge for water disconnect and reconnect to \$35.00 with no charge for emergency disconnect or reconnect.

- Councillor Cole felt the charge to fill trucks at fire hydrants should be increased
- A metered service for filling trucks was suggested
- The Assistant Public Works Superintendent noted there is a large cost for installing and maintaining the system, and will research the cost further
- The Chief Administrative Officer noted the Municipality does not have enough water haulers to justify the cost of a metered service, and would prefer that water haulers go to a municipal shop for this service which could then be monitored by municipal employees, rather than filling up at water hydrants
- The use of fire hydrants will be discussed at a future meeting and a rate determined at that time

Thawing of Frozen Water Lines

- The Director of Finance and Systems requested direction from Council on whether the service of thawing frozen water lines should be continued, and if continued should charges be reviewed
- Council's consensus was to continue to do an initial thaw at the current rate, advise the property owner of the cause of the problem, and if there is a second instance the owner will be required to contact a private contractor to thaw the water line

Deposits, Fines and Penalties

- The Director of Finance requested Council's recommendation for any changes to the amounts charged
- No changes were recommended

**Advanced Metering Infrastructure**

The Electricity Branch of Alberta Energy has released a “Straw Model” for the Advanced Metering Infrastructure (AMI) Policy on which the Director of Finance provided the following information:

- Special meters would be installed in each home that take recordings hourly to show peak hours of consumption, allowing consumers to alter their energy consumption and take advantage of lower rates
- The information technology portion of this system is very expensive
- The cost incurred is large for small energy distributors
- Most beneficial for medium and large commercial users
- Approximate cost of \$400.00 for installation and meter purchase
- Do not have a choice in participating
- No established time frame at this point

Administration will provide further information at the February 16, 2010 Council Meeting.

**IN CAMERA**

**G#05-10:** Councillor Ward moved that Council go In Camera at 9:20 pm to discuss a legal matter.

CARRIED UNANIMOUSLY

**OUT OF CAMERA**

**G#06-10:** Councillor Mitchell moved that Council come Out of Camera at 9:35 pm.

CARRIED

**ADJOURN**

**G#07-10:** Councillor Ward moved to adjourn the meeting at 9:36 pm.

CARRIED UNANIMOUSLY

*Original Signed*

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MAYOR

*Original Signed*

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CHIEF ADMINISTRATIVE OFFICER