

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

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

PRESENT **Mayor:** Dr. John Irwin

Councillors: D. Cole, L. Mitchell, J. Salus, D. Ward

Via Teleconference: Councillor G. Taje

Absent: Councillor Ian MacLeod

Also Present:

Gordon O. Lundy	Chief Administrative Officer
Marion Vanoni	Director of Finance & Systems
Lynne Cox	Confidential Secretary
Glen Snelgrove	Municipal Tax Assessor
Karen Lonsbury	Tangible Asset Clerk
Carolee Ison	Recording Secretary

CALL TO ORDER

Mayor Irwin called the meeting to order at 7:01 pm.

ADOPTION OF AGENDA

G#011-10: Councillor Cole moved to adopt the agenda as written.

CARRIED UNANIMOUSLY

DELEGATIONS

No delegations were in attendance.

TOPICS FOR DISCUSSION

2010 Budget

Information was provided to Council to continue 2010 Budget deliberations including:

- Annual comparison of Linear Assessments
- 2010 Assessment Base comparison with a 3% increase to both residential and non residential mill rates – comparison to 2008 and 2009
- Summary of Sources of Funds 2010 Budget as at December 11, 2009
- 2010 Budget Adjustments for Council Discussion & Deliberation
- MSI Operational Grant Allocation

Time frame recommended for conclusion of the 2010 Budget process and setting of the 2010 Mill Rate:

March 9, 2010 – Additional information provided to Council

March 23, 2010 – Council may set a time to have a Budget Meeting and provide recommendations

March 23 – April 6, 2010 – Additional budget meetings if required and set a Mill Rate Bylaw at the April 6, 2010 regular Council Meeting if Council approves

The Director of Finance and Systems provided an Infrastructure Grant Review which included the following information:

- Correspondence has been received from the Province advising of funding for 2010-2011 of \$2,455,326 offsetting the \$1,129,152 negative grant funding cash flow and leaving the Municipality with grant funding in the amount of \$1,326,174 to carry forward into the 2011 Budget for future capital projects
- Projects committed to be constructed in 2008 and 2009 (funded by 2009-2011 grant funding) as of March 8, 2010:
 - Blairmore/Coleman Interconnect – Not officially signed off
 - 2008 Infrastructure Program (Includes Stantec Projects 5A, 9, 12, 13, 14) – Not officially signed off
 - 2009 Infrastructure Program – (Includes Stantec Projects 16, 16B, 16C, 19) – Construction has not been completed
 - Bellevue/Hillcrest Lagoon Project – Project is in the construction phase
- Any Change Orders are not included in the contract tenders for the above projects and two stimulus projects
- The tender amount for the SCADA Project is an estimate as it has not yet been tendered
- Additional costs incurred for any of the 2009 and 2010 projects will reduce the \$1,326,174 grant funding available for 2011 projects and beyond

Further discussion included:

- Administration confirmed the Completion Certificate has been signed for the Blairmore/Coleman Interconnect, there are deficiencies to be completed in the 2008 Infrastructure Program, and the 2009 Infrastructure Program has been extended to May
- Noted on page 2 of the *2010 Budget Deliberations – March 2010 Report, 2010 Summary of Sources of Funds and expenditures*: “...has confirmed **\$166,601** as a potential budget surplus for 2010” should read **\$76,601**, as *MSI Operational Increased Revenue* listed as **\$288,307** should have been **\$198,307**

TOPICS FOR DISCUSSION – 2010 Budget - Continued

- The Chief Administrative Officer advised in order to achieve a \$200,000 surplus as suggested by Council, some service would have to be eliminated - Administration will provide some options for review when setting the mill rate
- The Municipal Tax Assessor confirmed the Municipality does not have any input in the Linear Assessment and advised there are ways to appeal, but does not recommend appeal
- The Chief Administrative Officer advised the Linear Assessment may have decreased due to depreciation
- Railway assessment has decreased by 50%, based on increased volume of traffic on the rail line
- In reference to *Facility Abatements*, the Director of Finance explained under the Occupational Health and Safety Act facilities need to be assessed for hazardous materials
 - A Facility Abatement Program will have facilities assessed by a consultant to determine where hazardous materials may be present
 - A Request for Proposals for Facility Abatements will go out
 - The program will take place over two to three years with the well used facilities including the Crowsnest Sports Complex, MD McEachern Community Center, and the Municipal Office to be assessed in the first year

Administration will provide the amount for labor savings realized for the positions not yet filled including the part time and linesman position.

Risk Management Policy Review

The Director of Finance advised the development of a risk management program has been undertaken which included a revised Municipal Risk Management Policy, development of a risk management program, and the education of Municipal employees through AMSC courses. Risk Management is included in the Tangible Asset Clerk's duties.

In order to qualify for risk control credits in 2009, program information had to be forwarded to AMSC. The revised Risk Management Policy was presented for Council's review and recommendations in order to begin orientation for Risk Management in 2010 with an accepted policy.

- A *Claims Information Brochure* has been developed
- A *Procedure for Tracking Public Complaints* has been created on the company website to track complaint information, trends, and highest risk and severity

The Risk Management Policy Procedural Framework includes:

- Risk Identification
 - Knowledge of the risk
 - Complaint process
 - Detection of risk bearing activities
 - Classification of the risk
- Risk Analysis
 - Potential threat
 - Exposure
 - An Analysis Matrix will be used
 - Containment

TOPICS FOR DISCUSSION – Risk Management Policy Review - Continued

- Risk Evaluation
 - Investigation
 - Compensation, Restoration, Recovery
 - Corrective Action

Further discussion included:

- The Director of Finance will act as the Risk Management Coordinator
- Risks will be identified by the Joint Health and Safety Committee
- Trends will be identified by the public complaint process and historical insurance claims
- Risk Management credits have resulted in approximately \$3,000 savings in 2009, and premium reductions of approximately \$15,000 in 2010
- Expect to see additional savings based on lower incidents
- Municipality of Crowsnest Pass was the first to achieve certification for the first year

G#012-10: Councillor Ward moved to recommend the Risk Management Policy to Council as presented.

CARRIED

Civic Addressing Policy Review

A revised draft of the Civic Addressing Policy was provided for Council's review and recommendations.

- Civic Addressing is included in the Tangible Asset Clerk's duties
- It was determined that civic addressing needed to be reviewed for numbering and signage
- Emergency and Disaster Services requires accurate and consistent addressing
- Civic addressing is a work in progress, continuing for subdivisions and review of some older areas
- Necessary for the GIS System which is shared Alberta First Call, Dispatch Services, and Google
- Civic Addressing involves a logistical methodology

Council recommended the following changes to the Civic Addressing Policy:

- The size of the street numbers on the panel be specified
- The distance the panel is placed from the street be specified
- Specify the numbers be of a contrasting color to the panel
- Address numbers to also be placed in the back lane

Administration will make changes to the Civic Addressing Policy as recommended and present the revised bylaw to Council.

Civic Addressing – Numbering on Houses

The Municipality of Crownsnest Pass currently does not have an existing bylaw for street addressing. Civic Addressing Bylaws for the Town of Whitecourt and the City of Red Deer were provided for Council's review.

G#013-10: Councillor Ward moved that Administration bring forth a bylaw regarding civic addressing and numbering on houses in a timely fashion.

- Council's consensus was to have the bylaw presented similar to the City of Red Deer's bylaw
- Council's consensus was to have *Offenses and Penalties* included

Administration will provide a bylaw using the City of Red Deer's bylaw as a template for Council's review.

Procedural Bylaw 791, 2010 – Draft

As the result of recommended changes to the Governance and Priorities Committee Procedural Bylaw at the February 9, 2010 G&PC Meeting, a revised Procedural Bylaw was presented for Council's review.

G#014-10: Councillor Ward moved to recommend the Procedural Bylaw 791, 2010 to Council as presented.

CARRIED

Kananaskis Highway Renaming to Kananaskis Trail

In reference to the renaming of the Kananaskis Highway, an update was provided advising that Administration forwarded a letter to John Thomas of Alberta Transportation in December 2009, requesting approval to name the Kananaskis Highway within Municipal corporate boundaries "Kananaskis Trail". This would include the portion of the roadway from Highway No. 3 to the northern Municipal boundary. The Municipality would be responsible for all signage. No response has been received to date.

Administration will follow up further with Mr. Caplin.

Council's consensus was to table the *Kananaskis Highway Renaming* agenda item until further information is received from Mr. Thomas.

AAMDC/FCM Conference Attendance

As per Council’s request, information was provided on the AAMDC Spring 2010 Convention and the FCM 2010 Annual Conference of Alberta Transportation.

Council’s consensus was to add *AAMDC/FCM Conference Attendance* to the March 16, 2010 Council Meeting Agenda.

Community Organizations Property Tax Reduction Draft Bylaw

A draft Community Organization Property Tax Reduction Bylaw and the Municipal Government Act’s Community Organizations Property Tax Exemption Regulations were presented for Council’s review.

- A schedule would be attached listing the organizations that would be exempt
- Short Title
Council’s consensus was to eliminate **2010** from “This Bylaw may be cited as the “**2010** Community Organizations Property Tax Exemption Bylaw”.”
- “Exemption form Taxation
4. (1) **Notwithstanding Section 23 of this Bylaw, but subject to the Subsections below,** the following Community Organizations...”, remove **Notwithstanding Section 23 of this Bylaw, but subject to the Subsections below,**
Should read - 4. (1) “The following Community Organizations...”

ADJOURN

G#15-10: Councillor Mitchell moved to adjourn the meeting at 7:55 pm.

CARRIED UNANIMOUSLY

Original Signed

MAYOR

Original Signed

CHIEF ADMINISTRATIVE OFFICER