

**MUNICIPALITY OF CROWSNEST PASS
TUESDAY, JUNE 8, 2010
GOVERNANCE & PRIORITIES COMMITTEE**

A meeting of the Governance and Priorities Committee was held in the Council Chambers on Tuesday, June 8, 2010.

PRESENT **Deputy Mayor:** Ian MacLeod

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

Via Teleconference: Councillor G. Taje

Absent: Mayor John Irwin

Also Present:

Gordon O. Lundy	Chief Administrative Officer
Marion Vanoni	Director of Finance and Systems
Ray Mahieux	Public Works Superintendant (Arrived at 7:23 pm)
Lynne Cox	Director of Legislative and Human Resource Services
Carolee Ison	Recording Secretary

CALL TO ORDER

Deputy Mayor Ian MacLeod called the meeting to order at 7:00 pm.

ADOPTION OF AGENDA

Change:

In Camera to follow Delegations

G#38-10: Councillor Mitchell moved to adopt the agenda as amended.

CARRIED

DELEGATIONS

Ted Smith – Southern Alberta Energy from Waste Alliance (SAEWA)

Mr. Ted Smith was in attendance on behalf on the Southern Alberta Energy from Waste Alliance to determine:

- Whether Council supports Southern Alberta Energy from Waste Alliance becoming more structured to allow the alliance to legally hold funds
- Would the Municipality help fund a feasibility study for waste from energy for Southern Alberta on a \$0.52 per capita basis (\$2,970.41)
- Whether it is felt the landfill should fund the study
- If the Municipality would support the organization, but not provide funds
- If not interested

DELEGATIONS - Ted Smith – (SAEWA) - Continued

The proposed feasibility study for waste from energy for Southern Alberta will determine:

- How much waste there is in the Southern Alberta area
- What the waste is
- Thermal capacity the waste has
- Trucking costs
- How other facilities operate

Mr. Smith noted it is necessary to raise the money by approximately June 15, 2010.

Council discussion included:

- The study is worthwhile and should proceed
- The Landfill Association should provide the funds for the study

Council requested the item be placed on the next Landfill Board Meeting Agenda.

Deputy Mayor MacLeod thanked Mr. Smith for his presentation.

Crowsnest Pass Library Board – Audited Financials

Ms. Darlene McKenna, former Chairperson and Board Member of the Municipality of Crowsnest Pass Library Board, and Ms. Susan McCutcheon, current Board Member and Vice Chair, were in attendance to present the audit for the library's financial year ending December 2009.

Ms. Darlene McKenna provided the following information:

- The Board wishes to express appreciation for Council's support
- The Library Board's Vision – *“The Municipality of Crowsnest Pass Library Board, Staff and Volunteers recognize our role in providing services that stimulate the imagination and encourage positive reading, viewing and listening experiences while retaining a friendly atmosphere, rich in cultural heritage. The Board, Staff and Volunteers will provide the resources necessary to effectively and efficiently meet the information, education and recreation needs of our community.”*
- The 2009 financial audit prepared by Young Parkyn McNab recommended only minor adjustments

ARRIVAL

Mr. Ray Mahieux, Public Works Superintendent, arrived at 7:23 pm.

- Ms. McKenna provided information on revenues and expenditures
- The library prepares a budget in September for the next year
- Year end is December 31
- Municipal funding is provided in June, and Provincial funding is provided later in the year
- A dollar value for use of the Blairmore Library Building does not appear in the financial reports or operating budget

DELEGATIONS - Crowsnest Pass Library Board – Audited Financials - Continued

- Noted use of the Blairmore Building is a huge benefit that is not paid for, yet necessary for operation
- Compared to other libraries in the region the Municipality of Crowsnest Pass libraries are open an unusually high number of hours, largely due to coordination by the branch managers and volunteers
- At the Blairmore branch membership, circulation, and total hours of computer use have increased from 2008 to 2009
- At the Bellevue branch membership decreased, which may have been due to limited access due to construction, and also the method used to calculate the number of memberships from 2008 to 2009
- The Bellevue branch saw a decrease in circulation, and increase in the total number of hours of computer use
- The Library Board conducted a survey in 2009 and found:
 - Residents were unsure of business hours
 - Some residents would find it more convenient to adjust some hours
 - Many were not aware of the services provided
 - Some wanted more selection of resources
- From the survey results the Board chose to increase advertising and make signage more visible inside and outside of the library
- The Board has also:
 - Focused on the appearance of the library
 - Considered the best use of the available spaces
 - Increased staffing
 - Extended the hours open to the public
 - Focused on the quality of the resources and have begun to update the collection of resources and materials, which they feel should be an ongoing process in order to avoid becoming outdated

Deputy Mayor MacLeod thanked Ms. McKenna for her presentation.

Young Parkyn McNab Auditors – Presentation of the Municipal Financial Statements

Mr. Darren Adamson, Young Parkyn McNab, was in attendance to present a summary of the highlights of the 2009 Audited Financial Statements. Mr. Adamson noted the statements presented are different than the statements presented in previous years, and focused on the changes including:

- Tangible Capital Assets are now amortized over their estimated useful life
- Capital Grants are now recognized as income in the year spent
- The Crowsnest Centre and Library is included in the statements

Mr. Adamson advised:

- Management has reviewed and approved the financial statements
- The statements are the responsibility of Management
- Council is responsible for ensuring management fulfills its responsibilities

DELEGATIONS - YPM Auditors – Presentation of Municipal Financial Statements - Continued

Financial Statements reviewed included:

- Statement of Financial Position
- Consolidated Statement of Operations
- Statement of Changes and Net Financial Debt
- Statement of Cash Flows

Marion Vanoni, Director of Finance and Systems, reviewed the *2009 Audited Financial Statements Items of Interest*.

Items of interest reviewed on the Consolidated Statement of Financial Position included:

- Cash and Temporary Investments
 - Municipal Cash Flow for General Purposes - \$978,320
- Taxes and Grants in Lieu
- Trade and Other Receivables
- Land Held for Resale
- Accounts Payable
- Deferred Revenue
- Inventory for Consumption
- Prepaid Expenses

Items of interest on the Consolidated Statement of Operations included:

- Revenue
- Expenditures
- Consolidation of Controlled Corporations

Accumulated Surplus:

Total Unrestricted Surplus for 2009 - \$234,061

Internally Restricted Surplus (Reserves) - \$1,371,184

Equity in Tangible Capital Assets - \$93,606,430

Surplus at the end of 2009 - \$95,211,675

Further discussion included:

- When questioned on the financial shape of the Municipality, the Director of Finance advised:
 - The Municipality is cash poor
 - Great number of tangible assets
 - Net debt has decreased
- The Director of Finance advised:
 - The Municipality needs to start budgeting to replace assets
 - Requires a sound capital plan
 - Requires a sound business plan
 - Reserves have been increased for 2010

Councillor Ward requested Administration provide a list of projects not yet completed or carried forward.

DELEGATIONS - YPM Auditors – Presentation of Municipal Financial Statements - Continued

The Director of Finance advised she will provide the under expenditure of capital for 2009 and the actual list of accounts showing transactions.

The Director of Finance advised the Financial Statements will be presented to Council June 15, 2010 for approval, and then will be forwarded to Municipal Affairs within the deadline.

Deputy Mayor MacLeod thanked Mr. Adamson and Ms. Vanoni for their presentation.

IN CAMERA

G#39-10: Councillor Salus moved that Council go In Camera at 8:28 pm.

CARRIED

RECESS

Deputy Mayor MacLeod declared a five minute recess.

OUT OF CAMERA

G#40-10: Councillor Cole moved that Council come Out of Camera at 9:35 pm.

CARRIED UNANIMOUSLY

TOPICS FOR DISCUSSION

Potential Date for Subdivision & Development Authority and Council Joint Meeting–June 24, 2010

Council's consensus was to hold the Subdivision and Development Authority and Council Joint Meeting on June 24, 2010 at MDM Community Centre at 7:00 pm.

Request for Information on Filling Pavement Pot Holes

Councillor Mitchell requested information on the repair of the following pavement pot holes located at:

- Albert Stella Arena
- 129th Street South, Blairmore
- Mini Mall in Coleman

The Public Works Superintendent advised crews would be repairing pot holes as soon as the weather dries up enough to complete grading and the Spring Clean Up is completed.

The Chief Administrative Officer advised the Community Services Director is following up on the area of the walking trail that is sloughing off behind the Best Canadian Motor Inn.

TOPICS FOR DISCUSSION - Continued

Letter on Maplevue Hall

Correspondence was received from Mr. Ian McKenzie in reference to the proposed demolition of Maplevue Community Hall.

Received as information.

In reference to equipment parked on the lot around Maplevue Hall, the Public Works Superintendent advised the project is near completion and has advised the consultant that final payment will not be made until the lot has been cleaned up and the contractor's equipment has been removed.

Crowsnest Pass Senior Housing BBQ Invitation

An invitation was received from Crowsnest Pass Senior Housing for a BBQ to celebrate Seniors' Week on Friday, June 11, 2010 at 11:30 a.m. at York Creek Lodge.

Received as information.

Frank Sewer Plant Draft Approval Update

A draft of the approval for the Frank Sewage Treatment Plant was provided for Council's information and comment.

The Chief Administrative Officer advised the next step will be the engineering for the full design.

Administration will bring the Frank Waste Water Treatment Plant Approval forward for Council's endorsement at the June 15, 2010 Council Meeting.

Riverview Village Condominium Request

Correspondence was received from Linda Bolton, President of the Riverview Village Condominium Association, with the following requests for Council's consideration:

- Designate Willow Drive public road a no riding zone, to be included on the municipal map, citing excessive abuse of ATV's on their private roads
- Written permission to prune the trees on MR 25 boulevard to a maximum of 15 feet, citing the trees will block their views and could blow over in a strong west wind

In reference to the road issues, the Chief Administrative Officer advised the Bylaw Officer will follow up.

In reference to tree pruning:

- Council's consensus was that the pruning should be done by a qualified tree pruner
- Request residents pay the cost
- The trees are on municipal land

TOPICS FOR DISCUSSION – Continued

Discussion on Bill 203 and Municipal Local Access Fees

The Chief Administrative Officer advised currently the Electrical Franchise Agreement is calculated on the Transportation Tariff.

The Director of Finance explained:

- Bill 203 is a Private Members Bill, which addresses inequities in gas and electrical franchise fees across the province
- Felt it takes away the right of local government to generate revenue for their utilities within the community providing relief to the taxpayer
- Would have a large budgetary impact on the Municipality

Council's consensus was to request Administration forward a letter addressing concerns regarding Bill 203.

The Chief Administrative Officer advised the deadline for submissions is June 15, 2010.

Electrical Bylaws

The Director of Finance advised the Electrical Distribution System information should be placed publicly on the website for reference, and updated Council on changes that will be occurring in the bylaws.

Bylaw No. 801, 2010 – The Regulated Rate Tariff Bylaw

Bylaw No. 801, 2010 is an arrangement between the Municipality and Enmax Energy Corporation to provide regulated rate service to customers within the Municipal Electrical Service Area.

- The contract between the Municipality of Crowsnest Pass and Enmax is expiring at the end of 2010 and the information needs to be placed on the Municipal website
- Negotiations will be reopened with Enmax to reestablish the contract
- Rates will be determined on a month to month basis, based on market price fluctuation

Bylaw No. 802, 2010 – The Distribution Tariff Bylaw

Bylaw No. 802, 2010 refers to electrical rates established by the Municipality to charge to customers. Within the Distribution Tariff are included:

- Retail Access Service Agreement
 - Agreement with any company that wishes to retail electricity within the municipal boundary
- Historical Consumption Request Agreement
 - Enmax provides retailers with consumption information

TOPICS FOR DISCUSSION – Electrical Bylaws - Continued

Bylaw No. 803, 2010 – The Default Supplier Tariff Bylaw

Bylaw No. 803, 2010 covers the retailing of electricity within the Municipality for large consumers.

- Of approximately 1300 customers:
 - 2 or 3 large consumers
 - 6 medium consumers
 - Reminder residential

The Chief Administrative Officer noted that for residents without an electrical rate contract, electrical rates will vary from month to month.

The Director of Finance advised the Electrical Bylaws will be on the Bylaws portion of the June 15, 2010 Council Meeting Agenda.

ADJOURN

G#41-10: Councillor Mitchell moved to adjourn the meeting at 10:11 pm.

CARRIED

Original Signed

MAYOR

Original Signed

CHIEF ADMINISTRATIVE OFFICER