

**MUNICIPALITY OF CROWSNEST PASS  
TUESDAY, SEPTEMBER 28, 2010  
GOVERNANCE & PRIORITIES COMMITTEE**

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A meeting of the Governance and Priorities Committee was held in the Council Chambers on Tuesday, September 28, 2010.

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

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

**Absent:**                                Councillor Gary Taje

**Also Present:**

Marion Vanoni	Director of Finance and Systems
Glen Snelgrove	Municipal Tax Assessor
Myron Thompson	Director of Operations
Lynne Cox	Director, Legislative and HR Services
Carolee Ison	Recording Secretary

**CALL TO ORDER**

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

**ADOPTION OF AGENDA**

**Additions:**

Topics for Discussion

10. Tree Dump Policy

In Camera

3. Personnel

**#56-10:**            Councillor Ward moved to adopt the agenda as amended.

CARRIED

**DELEGATIONS**

No delegations were in attendance.

## **TOPICS FOR DISCUSSION**

### **Council Remuneration**

The following policies were presented for Council's review:

- ***Monthly Stipend and Remuneration for Meetings (less than 6 hours)***
- ***Council Remuneration for Municipal Day Meetings In Excess of 6 Hours***
- ***Council Remuneration for Activities In Excess of One Day***

Councillor Mitchell advised that at the October 5, 2010 Council Meeting, he will be bringing up his tabled motion to reduce stipends and honorariums paid directly by the Municipality of Crowsnest Pass to all Council members by 5%, and if any Councillors would like to make a higher percentage reduction he may accept the amendment.

Councillor Salus requested that administration provide Council with the amount that other Councillors in municipalities of similar size are receiving at the October 5, 2010 Council Meeting.

### **Stakeout Policy Prior to Commencement of Construction**

The Municipal Tax Assessor advised the ***Stake Out Prior to Commencement of Construction*** policy was recommended by the Subdivision and Development Committee for Council's review.

- Council's consensus was that a penalty clause should be included in the policy
- Administration will provide Council with an enhanced policy including penalties and with specifics on where the structure should be located on the property
- The Director of Operations suggested information relating to the Land Use Bylaw should also be included

### **Draft Bylaw to Establish an Assessment Review Board**

A draft *Bylaw 809, 2010 Assessment Review Board Bylaw* was presented for Council's review.

- The Municipal Tax Assessor advised that Council needs to establish the position of Clerk of the Assessment Review Board by resolution, and the Chief Administrative Officer establishes who the clerk will be
- Council was in agreement with administration's recommendation of Option A "Council appoint John Salus, Ian MacLeod, Sahra Nodge and Wayne Elliott to the assessment review board by resolution of council to serve as member of the assessment review board and any three of the four will attend hearings depending on availability."

### **Fortis Franchise Agreement**

Council's consensus was to raise the Fortis franchise fee from 5% to 8% (3% increase).

The Director of Finance and Systems will present a Request for Decision at the October 5, 2010 Council Meeting to authorize an 8% Fortis franchise fee increase.

## **TOPICS FOR DISCUSSION - Continued**

### **Terms of Reference – Warehouse/Purchasing Committee**

The Director of Finance and Systems advised the Warehouse/Purchasing Committee is attempting to standardize and develop a procurement policy to better address the needs of the Municipality and streamline purchasing and tendering to become more cost effective.

- The Terms of Reference for the Warehouse/Purchasing Committee was provided for Council's review and recommendations
- A Request for Decision on the Terms of Reference will be presented to Council at the October 5, 2010 Council Meeting
- Discussion took place on:
  - Analysis of the amount of time inventory is on shelves
  - Individuals allowed to issue Purchase Orders
  - Access to the warehouse in the absence of the warehouse operator
  - Use of local vendors

### **Street Lighting in Frank Industrial Park**

Street lighting has been requested by a number of business owners in Frank Industrial Park to assist with safety and security in the area.

- Councillor Ward questioned what the cost would be to install street lights
- The Director of Finance advised that the Municipality covers the cost to install street lights
- Council noted the request was not in the current budget, and the request should be tabled to the next Council and budget
- Council requested the Director of Operations to provide a report on the number of street lights that are needed in the area and where they should be placed
- Frank is on the municipal power system
- Councillor MacLeod suggested the cost should be subject to a local improvement tax paid for by the tenants of Frank Industrial Park

### **Extension of Road Use Agreement**

770538/793128 Alberta Limited requested an extension of their current Road Use Agreement.

- Council's consensus was in agreement of extending the existing Road Use Agreement with 793128 & 770538 Alberta Limited
- Councillor MacLeod requested administration to follow up on whether security is in place

### **Draft Endorsement Policy for Members of Council**

A draft *Endorsement Policy for Members of Council* was presented to Council for review and recommendations.

- Council's consensus was agreement with the draft *Endorsement Policy for Members of Council*
- Councillor MacLeod questioned action for noncompliance
- Councillor Cole noted noncompliance would be covered by a process in the Municipal Government Act

**TOPICS FOR DISCUSSION - Continued**

**Radio Communications Improvement Plan**

The Fire Chiefs' Meeting of September 20, 2010 referred the issue of Fire Chiefs and first responders experiencing difficulties with the paging system for calling out fire and rescue personnel during emergency situations.

- Council's consensus was the issue should be referred to the next Council for the 2011 Budget
- Councillor Cole suggested seeking input from an independent company or educational institution

**Tree Dump Policy**

Councillor Larry Mitchell suggesting reviewing the tree dumping policy at the Frank tree dump to accommodate the citizens of the Crowsnest Pass.

- Past abuse of the burning pit was discussed
- Council suggested a policy should be in place stating the burning pit is for Municipal use only

**IN CAMERA**

**G#57-10:** Councillor Cole moved that Council go In Camera at 7:45 pm.

CARRIED UNANIMOUSLY

**RECESS/RECONVENE**

Mayor Irwin declared a five minute recess.

**OUT OF CAMERA**

**G#58-10:** Councillor Cole moved that Council come Out of Camera at 8:55 pm.

CARRIED UNANIMOUSLY

**ADJOURN**

**G#59-10:** Councillor Mitchell moved to adjourn the meeting at 8:56 pm.

CARRIED

***JOHN IRWIN***

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MAYOR

***GORDON O. LUNDY***

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CHIEF ADMINISTRATIVE OFFICER