

MUNICIPALITY OF CROWSNEST PASS
TUESDAY, MARCH 15, 2011 - 7:00 P.M.
AGENDA

CALL TO ORDER

PUBLIC HEARING

ADOPTION OF AGENDA

ADOPTION OF THE PREVIOUS MINUTES

1. Regular Council Meeting of March 1, 2011

DELEGATIONS

ADMINISTRATIVE AND AGENCY REPORTS

BUSINESS ARISING FROM THE MINUTES

1. Outstanding Action Items from Motions of Council (2004-2010)
 - Request for Extension

CORRESPONDENCE

1. Hector Goudreau, Minister of Municipal Affairs – 2011 MSI Funding
2. Hector Goudreau, Minister of Municipal Affairs - Clarification Letter
3. Office of the Prime Minister – Receipt of Correspondence

COMMITTEE REPORTS

1. Minutes of the March 8, 2011 Governance and Priorities Committee

BYLAWS

1. Bylaw 819, Borrowing Bylaw – Grader & Hydraulics Excavator (All Readings)
2. Bylaw 822, Operating Line of Credit (First Reading)
3. Bylaw 823, Discharge of Septage into Municipal Owned Septage Disposable Facility (First Reading)

NOTICES OF MOTION

OTHER BUSINESS

1. Capital Equipment and Project Tendering Update
2. 10 Year Capital Infrastructure Plan (Material to be Handed Out)
3. Pinkest Town in the West
4. Mayor's Prayer Breakfast
5. Reschedule the March 22nd Governance & Priorities Committee Meeting to March 29th, 2011
6. Volunteer Directory
7. Community Enhancement

COUNCIL MEMBERS REPORTS

PUBLIC INPUT

1. Joe Mahieux – Boulevard Parking

IN CAMERA

1. Land (3)
2. Personnel (1)

BUSINESS OUT OF CAMERA

ADJOURN

MUNICIPALITY OF CROWSNEST PASS

TUESDAY, MARCH 1, 2011

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in the Council Chambers on Tuesday, March 1, 2011.

PRESENT: **MAYOR:** Bruce Decoux

COUNCILORS: Siegbert Gail, Brain Gallant, Jerry Lonsbury, Larry Mitchell,
Emile Saindon, Andrew Saje

Also present:

Chief Administrative Officer	Tully Clifford
Director of Finance & Systems	Marion Vanoni
Director of Operational Services	Myron Thompson
Director of Legislative and Human Resource Services	Lynne Cox

Absent:

Director of Community Services	Cam Mertz
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Also present:

Recording Secretary	Carolee Ison
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CALL TO ORDER

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

PUBLIC HEARINGS

No Public Hearings were held.

ADOPTION OF AGENDA

Additions:

Notice of Motion

2. Councillor Saje – Citizen Samaritanship

Other Business

2. Appointment to the Heritage Board
3. Pass Powderkeg – Letter of Support

In Camera

1. Land
2. Personnel

M#5928-11: Mayor Decoux moved that the agenda be adopted as amended.

CARRIED UNANIMOUSLY

ADOPTION OF THE PREVIOUS MINUTES

In reference to the *Notice of Motion – The Need for Alternate Public Transportation*, Mayor Decoux requested Administration reword *Alternate Public Transportation*, querying whether public transportation is currently available.

M#5929-11: Mayor Decoux moved that the minutes of the Regular Council Meeting of February 15, 2011 be adopted as written.

CARRIED UNANIMOUSLY

DELEGATIONS

Pinkest Little Town in the West – Ms. Aggie Mitchell

Pinkest Little Town in the West Committee members Ms. Aggie Mitchell, Ms. Terri Lorrain, Promotions Chair, and Mr. Doug Montgomery, Kananaskis Rodeo Association, were in attendance.

Ms. Mitchell provided the following information:

- As part of The Pinkest Little Town in the West event, a group of outriders and a pink covered wagon will be coming to the community on August 12 to 13, 2011 to raise funds that will be used to fight breast cancer
- The committee is requesting that Mayor Decoux declare a *Pink Day* in the first week of June
- Would like to get school children involved
- Requesting Councillors participate in the Rum Runner Days parade, or any parade they are involved in, wearing the hottest pink they can to promote the event

Ms. Terri Lorrain, Promotions Coordinator, provided the following information:

- Would like to see lots of “pinkifying” and fundraising during Rum Runner Days and Thunder in the Valley
- Requesting Council’s support for the committee in their ideas to get citizens and businesses involved in their own fundraising
- Website is www.pinkestlittletown.org

The Committee would prefer that the *Pink Day* be declared as a week day during the first or second week of June to allow school children to be involved.

M#5930-11: Councillor Saje moved to table the *Pinkest Little Town in the West* agenda item to the March 8, 2011 Governance and Priorities Committee Meeting for further discussion.

CARRIED UNANIMOUSLY

Mayor Decoux thanked the delegation for their presentation.

ADMINISTRATIVE AND AGENCY REPORTS

Mr. Tully Clifford, Chief Administrative Officer, provided a verbal report on the recent Highway 3 closure due to snow:

- The process outlined in the Emergency Response Plan worked well
- Accommodation information can be made better available to the public by keeping one or two people in the Municipal Office, and having the Municipal Office as the prime contact number for people who are manning the road closure and visitors looking for accommodation
- Did not have to open the MDM Community Centre as a registration and reception centre
- The Emergency Plan should include an alternative procedure when a slightly lower level of activity is required, such as this event, where the Municipal Office provides information including accommodation contact information
- Necessary to ensure all emergency responders are completely aware of the Emergency Plan
- Will be meeting with responders to review the Emergency Plan and discuss how things went
- Should be provisions in the Emergency Plan for semi-trailer parking
- Municipal staff were very willing to help

Further discussion included:

- Social networks were used to communicate the road closure
- Suggested providing CJPR with more information
- The government owned site adjacent to the Highway in Frank was plowed, but not well utilized for semi-trailer parking
- Mr. Clifford noted the communication issue on parking will be addressed in the Emergency Plan
- A billeting list of people who are willing to help out in various ways, including providing accommodations, was suggested

BUSINESS ARISING FROM THE MINUTES

No Business Arising from the Minutes.

CORRESPONDENCE

No correspondence.

COMMITTEE REPORTS

Subdivision and Development Authority Minutes – January 26, 2011

The minutes of the January 26, 2011 Subdivision and Development Authority Meeting were provided for Council's review. The minutes were received as information and will be maintained on file.

M#5931-11: Councillor Mitchell moved to table the January 26, 2011 Subdivision and Development Authority Meeting Minutes for information.

CARRIED UNANIMOUSLY

BYLAWS

No Bylaws were presented.

NOTICES OF MOTION

2011 – 2012 Fall – Winter – Spring Indoor Pool and Recreation Program – Councillor Saje

WHEREAS it is important that Council realized from the 2010 Fall election that indoor pool and facility programs of a Recreation Centre are important for the quality of life for the citizens of the Crowsnest Pass.

AND WHEREAS it is important to realize that Council is aware that with the current trend of a declining population that the construction and maintenance of a local Recreational Facility cannot be considered until the stabilization of sustainability is achieved.

AND WHEREAS it is realized that an interim solution can be attained by partnering with our neighboring communities and establishing a shuttle service program to their indoor Recreation Facility.

AND WHEREAS such a shuttle service program would help neighboring Recreational Facilities with maintenance and program costs and would enhance neighboring community spirit and relations.

AND WHEREAS it is important for the major employers of the Crowsnest Pass residence that their employees and their families enjoy alternative fall to spring indoor programs.

AND WHEREAS it is realized by Council that such a shuttle service program would provide valuable statistical information for the demand of Indoor Recreation Programs and would impact the implementation of the future Recreation Center in the Crowsnest Pass.

NOW THEREFORE BE IT RESOLVED

1. Direct Administration to contact our neighboring communities and propose the creation of a collaborative fall to spring indoor pool and recreation program using a shuttle service from the Crowsnest Pass to their facility and further
2. Request that Administration contact all major employers and all potential contributing organizations to receive financial commitments covering the costs of buses, labour, maintenance, and program fees for such a service and further
3. The specific scope, timeframe and potential resources required for this program be identified and provided to Council no later than May 25, 2011.

NOTICES OF MOTION - Spring Indoor Pool and Recreation Program – Continued

Further discussion included:

- Mr. Clifford confirmed the Notice of Motion would go to Community Services for review and to determine the resources and costs required
- As a Point of Order in reference to Notices of Motion, Mr. Clifford advised depending on Administration's workload, in some cases it may be necessary to advise Council that Administration may not be able to undertake the work within the timeframe indicated
- Mr. Clifford noted Notices of Motion require approval by vote of Council
- Councillor Saje advised as per the Procedural Bylaw the Notice of Motion was put forward to allow Administration to provide information for Council's review on the topic at minimum at the next Council Meeting
- Councillor Gallant noted there was no discussion or vote on the February 15, 2011 Notice of Motion
- Mr. Clifford advised as per the Procedural Bylaw Notices of Motion are normally put forward without discussion except as to time; Council then determines whether they accept the Notice of Motion and timeframe

M#5932-11: Councillor Gail moved to accept the 2011 – 2012 Fall – Winter – Spring Indoor Pool and Recreation Program Notice of Motion.

CARRIED UNANIMOUSLY

Citizen Samaritanship

Councillor Saje provided the following Notice of Motion:

Direct the Administration on behalf of the Municipality to recognize citizens who have risen to the occasion over and above the call of duty to help other fellow citizens in a time of need.

M#5933-11: Councillor Saje moved that Council direct the Administration to recognize citizens that have risen to the occasion and to acknowledge them and come back to Council at a later date.

CARRIED UNANIMOUSLY

Mayor Decoux requested that in the future Notices of Motion be provided in writing.

OTHER BUSINESS

Sawback Ridge Subdivision Extension

M#5934-11: Councillor Gail moved the *Sawback Ridge Subdivision Extension* agenda item to *In Camera*.

CARRIED UNANIMOUSLY

Letter of Support for the Ski Hill

M#5935-11: Councillor Mitchell moved that Council provide a letter of support to the Pass Powderkeg Ski Hill Society in its application for Community Initiatives Program grant funding for a Ski Rental Fleet.

CARRIED UNANIMOUSLY

Appointment to the Heritage Board

M#5936-11: Councillor Mitchell moved that Council approve the appointment of Loretta Thompson as a representative of the Subdivision and Development Authority to the Municipal Heritage Board for a three year term.

CARRIED UNANIMOUSLY

COUNCIL MEMBER REPORTS

Councillor Saje

- Loppet participant
- In reference to current world events, noted the Municipality of Crowsnest Pass enjoys democracy and a certain standard of life

Councillor Gallant

- Loppet volunteer
- Crowsnest Pass/Pincher Creek Landfill Association Meeting

Councillor Gail

- Elected Officials Course
- Crowsnest Conservation Society Meeting
- Questioned whether Administration had contacted CPR in reference to community cleanup
 - Mayor Decoux noted CPR would be contacted as part of the Community Enhancement plans later this year

COUNCIL MEMBER REPORTS – Continued

Councillor Lonsbury

- Crowsnest Pass/Pincher Creek Landfill Association Meeting
- Senior Housing Meeting

Councillor Mitchell

- Subdivision and Development Authority Meetings
 - Signage Bylaw

Councillor Saindon

- Crowsnest Pass Library Board Meeting
- Southern Alberta Waste Management

Mayor Decoux

- Task Force conducted first meeting
- Conference on water in Red Deer April 4 – 6, 2011
 - Some of the leading people in the area of water will be speaking
 - Would like to see the entire Council attend
 - Suggested the Chief Administrative Officer attend and report back to Council

PUBLIC INPUT

No public input was provided.

IN CAMERA

M#5937-11: Councillor Saindon moved to go In Camera at 7:55 pm.

CARRIED UNANIMOUSLY

RECESS/RECONVENE

Council recessed at 7:55 pm and reconvened at 8:05 pm.

BUSINESS OUT OF CAMERA

M#5938-11: Councilor Lonsbury moved that Council come Out of Camera at 9:00 pm.

CARRIED UNANIMOUSLY

BUSINESS OUT OF CAMERA - Continued

M#5939-11: Councilor Gallant moved to reconsider the Notice of Motion on February 15, 2011.

CARRIED UNANIMOUSLY

M#5940-11: Councilor Saje moved to approve the February 15, 2011 Notice of Motion.

CARRIED UNANIMOUSLY

M#5941-11: Councillor Gail moved to table the *Sawback Ridge Subdivision Extension* agenda item to the March 15, 2011 Council Meeting.

CARRIED UNANIMOUSLY

M#5942-11: Councillor Mitchell moved that the Council, Mayor, and municipal staff be exempt from the *Sign-in Policy* and that Administration examine the procedure and ensure that privacy issues are not violated and to come back to Council with that information.

CARRIED UNANIMOUSLY

ADJOURN

M#5943-11: Councilor Mitchell moved to adjourn the meeting at 9:10 pm.

CARRIED UNANIMOUSLY

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Minutes edited and approved by

Lynne Cox, Director of Legislative & HR Services



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Council
Meeting Date: March 15, 2011
Originated By: Lynne Cox
Subject: **TIME EXTENSION FOR MOTION REVIEW**
Agenda Item No: **C2011-022**

Administration Recommendation:

That Council extends the deadline for the motion review report to the May 3, 2011 Council meeting.

Background:

Council has requested a review of all outstanding motions of Council since January of 2004. As background information, there have been over 5000 motions of Council made since that date, inclusive of both procedural motions, such as moving in-camera and adjourning, and motions resulting in actions for Administration. Of those motions, approximately 2000 are action related, from writing letters of thanks and support through to complex research, operational or capital initiatives. The previous Administration did an excellent job of tracking the status of most actions, but there are gaps in some of the follow-up actions that are currently under review.

Discussion:

Administration continues to review the data base for outstanding items and has made headway in identifying outstanding issues in all departments for some of those years. However, more time is needed to complete the initiative as Administration is working on multiple projects concurrently. As well, some motions require review of the minutes and further research for the new Directors to understand the context and or outcomes of the requested actions.

Financial Impact:

As this information is provided to Council as background information there is no financial impact.

Approvals:

CAO



Department Head



Alternatives:

Council can grant an extension to the May 3, 2011 Council meeting for a full report from Administration on outstanding issues; or Council can request an expedited review which will require a reprioritization of other concurrent initiatives.

Attachments:



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Dunvegan - Central Peace*

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AR30200
MUNICIPALITY OF
CROWSNEST PASS

March 1, 2011

His Worship Bruce Vernon Decoux
Mayor, Municipality of Crowsnest Pass
PO Box 600
Crowsnest Pass, AB T0K 0E0

Dear Mayor Decoux:

The Province of Alberta remains committed to supporting municipal sustainability and enabling municipalities to move forward on vital infrastructure. Over the last four years, Alberta municipalities received \$2.2 billion in Municipal Sustainability Initiative (MSI) funding, and I am pleased to announce that MSI will provide another \$886 million in funding to municipalities in 2011.

Your MSI allocation is \$1,937,352, which includes capital project funding of \$1,740,965 and conditional operating funding of \$196,387. The allocations are based on the formula established for the long-term program. MSI funding amounts for all municipalities will be posted on the Municipal Affairs MSI website at municipalaffairs.alberta.ca/MSI.cfm.

Additional correspondence will be sent to municipalities advising of the availability of the updated 2011 MSI guidelines and forms, which will soon be posted on the MSI website.

The province continues to recognize the importance of investing in municipal infrastructure, despite ongoing fiscal challenges. I would like to thank you again for your good work and wish you success with your projects in 2011.

Sincerely,

Hector Goudreau
Minister of Municipal Affairs
MLA,, Dunvegan-Central Peace

cc: Evan Berger, MLA, Livingstone-Macleod
Tully Clifford, Chief Administrative Officer, Municipality of Crowsnest Pass

Alberta



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Dunvegan - Central Peace

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FEB 28 2011

MUNICIPALITY OF
CROWSNEST PASS

AR49909

February 15, 2011

His Worship Bruce Vernon Decoux
Mayor, Municipality of Crowsnest Pass
PO Box 600
Crowsnest Pass, AB T0K 0E0



Dear Mayor Decoux:

Thank you for your letter of January 17, 2011 requesting notification of landowner consultation for projects under the *Land Assembly Project Area Act* and interpretation of the term "critical transmission" under the *Electric Statutes Amendment Act, 2009*.

The Ministry of Infrastructure is responsible for matters related to the *Land Assembly Project Area Act*, while the Ministry of Energy is responsible for matters related to the *Electric Statutes Amendment Act, 2009*. As such, I have forwarded your letter to my colleagues the Honourable Ray Danyluk, Minister of Infrastructure, and the Honourable Ron Liepert, Minister of Energy, for their review and consideration.

Thank you again for writing.

Sincerely,



Hector Goudreau
Minister of Municipal Affairs
MLA, Dunvegan-Central Peace

cc: Honourable Ron Liepert, Minister of Energy
Honourable Ray Danyluk, Minister of Infrastructure
Evan Berger, MLA, Livingstone-Macleod



104 Legislature Building, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550
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Office of the
Prime Minister



Cabinet du
Premier ministre

Ottawa, Canada K1A 0A2

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**MUNICIPALITY OF
CROWSNEST PASS**

February 22, 2011

His Worship Bruce V. Decoux
Mayor
Municipality of Crowsnest Pass
P.O. Box 600
Crowsnest Pass, Alberta
T0K 0E0

Dear Mayor Decoux:

On behalf of the Right Honourable Stephen Harper, I would like to acknowledge receipt of your correspondence regarding the federal government's investment in municipal infrastructure projects in your community. I regret the delay in replying.

Please be assured that your kind words of support for the Government's efforts are appreciated.

Thank you for writing to the Prime Minister.

Yours sincerely,

A handwritten signature in blue ink that reads "M. Bourque".

M. Bourque
Executive Correspondence Officer

**MUNICIPALITY OF CROWNEST PASS
TUESDAY, MARCH 8, 2011
GOVERNANCE & PRIORITIES COMMITTEE**

A meeting of the Governance and Priorities Committee was held in the Council Chambers on Tuesday, March 8, 2011.

PRESENT: **MAYOR:** Bruce Decoux

COUNCILORS: Siegbert Gail, Brian Gallant, Jerry Lonsbury, Larry Mitchell,
Emile Saindon, Andrew Saje

Also present:

Chief Administrative Officer	Tully Clifford
Director of Finance & Systems	Marion Vanoni
Director of Operational Services	Myron Thompson
Director of Legislative and Human Resource Services	Lynne Cox

Absent:

Director of Community Services	Cam Mertz
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Also Present:

Recording Secretary	Carolee Ison
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CALL TO ORDER

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

ADOPTION OF AGENDA

Additions

In Camera

2. Personnel
3. Land
4. Personnel

G#100-11: Mayor Decoux moved to adopt the agenda as amended.

CARRIED UNANIMOUSLY

DELEGATIONS

No delegations were in attendance.

TOPICS FOR DISCUSSION

Capital Equipment and Project Tendering Update

Myron Thompson, Director of Operational Services, provided Council with a report on tenders that have been released through a formal public bid process:

- Light Trucks (2) – 1 Ton Cab & Chassis (budget - \$60,000)
- Motor Grader (budget \$300,000)
- Hydraulic Track Excavator (\$230,000)
- Vibratory Plate Compactor (\$12,000)
- Maplevue Hall Demolition
- Train the Trainer Program

Further discussion included:

Maplevue Hall

- Funds have been included in the 2011 Budget for demolition of Maplevue Hall
- The Municipality has the option to haul clean fill for the project
- There has been a lot of interest in the Maplevue Hall demolition
- In reference to whether demolition could be included in the sale price, the Director of Operations advised previous discussion and direction from Council was for demolition of the building to clean up the site in order to make it more salable
- Funds will be taken out of and returned to *Land Sales*

Purchasing of Equipment

- The Director of Operational Services noted the equipment originates in the United States, so the current strength of the Canadian dollar should be reflected in the tendered price
- Mr. Thompson noted when evaluating bids, consideration is given to life cycle costing, service, and parts availability
- Municipal government discounts are provided by some companies

Train the Trainer Program

- The Train the Trainer Program provides a formal training program, tailored to the municipal equipment, for Operator III's who are required to train Operator I and II's
- Classroom, practical, and safety training is included in the three to four day program
- The program provider will test and certify the operators

Motor Grader

- The existing snow wing will not transfer to the new grader
- Administration confirmed the grader with a new snow wing will be purchased within budget

G#101-11: Councillor Saje moved to recommend the *Capital Equipment & Project Tendering* report be accepted as information at the March 15, 2011 Council Meeting.

CARRIED UNANIMOUSLY

TOPICS FOR DISCUSSION - Continued

Affordable Housing Update

Ms. Lynne Cox, Director of Legislative and Human Resource Services, advised the *Crowsnest Pass Affordable Housing Needs Assessment* has been provided for Council's review. The report was prepared by a consultant for the Crowsnest Pass Affordable Housing Committee, with funds from the Canadian Real Estate Association, and was initially presented to Council in June 2009.

The Affordable Housing Committee

- Formed in 2007 with an original mandate to complete the *Affordable Housing Needs Assessment*
- The next step was to have Council commence talks with the provincial and federal governments to access funding to assist the Municipality in building affordable housing using the *Needs Assessment* as the key information source
- The Committee is no longer active

Further discussion included:

- Noted a boom and recession have occurred since the assessment was completed
- Suggested an Affordable Housing Committee could provide information on affordable housing options for Council or look into interested developers
- Councillor Gallant noted he sat on the Affordable Housing Committee and wanted Council to be provided with the information
 - The Committee's mandate has ended, but the problem has not gone away or been addressed
 - Recommendations to move forward and the availability of funding need to be determined
 - Suggested the item be added to the Council Retreat agenda
- Need to reestablish the Committee
- Necessary to determine whether this is an initiative of Council or another agency
- Administration confirmed the *Executive Summary* has been provided to the Task Force
- Noted the Task Force may provide some input

G#102-11: Councillor Lonsbury moved the report on Affordable Housing be referred to the Council Retreat on March 31, 2011 for further discussion.

CARRIED UNANIMOUSLY

Pinkest Little Town in the West

Mr. Tully Clifford, Chief Administrative Office, advised that previous Councils had a practice of not proclaiming special days due to the volume of this type of request received.

Further discussion included:

- Council needs community involvement to embrace events coming into the community
- A policy was suggested to address the level of Council involvement in events
- Suggested helping the group promote a fundraising day
- Support could be provided in written or verbal form, in the newsletter, or on the website
- Provides the opportunity to unite the community with everyone focused on the same thing

TOPICS FOR DISCUSSION – Pinkest Little Town in the West - Continued

G#103-11: Councillor Mitchell moved to recommend that Council at the March 15, 2011 Council Meeting support the initiative of the fundraising group which attended the March 1, 2011 Council Meeting as a worthwhile cause, and at a later date determine the feasibility of various opportunities to participate in the effort jointly or individually, notwithstanding that the fundraising group may identify a special day of their choosing.

CARRIED UNANIMOUSLY

Mayor's Prayer Breakfast

Council received an invitation to participate in a Mayor's Prayer Breakfast organized by Mr. Ray Block. The event is promoted as an opportunity for the community to engage in fellowship with Council. Tickets are sold for the event.

G#104-11: Councillor Gail moved that Council attend the Mayor's Breakfast on May 28, 2011 on an individual basis.

CARRIED UNANIMOUSLY

IN CAMERA

G#105-11: Councilor Mitchell moved that Council go In Camera at 7:50 pm.
CARRIED UNANIMOUSLY

RECESS/RECONVENE

Mayor Decoux recessed the meeting at 7:50 pm and reconvened In Camera at 7:55 pm.

OUT OF CAMERA BUSINESS

G#106-11: Councilor Mitchell moved that Council come Out of Camera at 9:25 pm.
CARRIED UNANIMOUSLY

AJOURN

G#107-11: Councilor Saindon moved to adjourn the meeting at 9:26 pm.
CARRIED UNANIMOUSLY

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Council

Meeting Date: March 15, 2011

Originated By: Marion Vanoni, Director of Finance & Systems

Subject: By Law 819, 2011-Capital Equipment Borrowing By Law for the purpose of purchasing a 2011 Motor Grader and a 2011 Hydraulic Track Excavator

Agenda Item No: C 2011-023

Administration Recommendation:

That Council approve all three readings of By Law 819, 2011 –A Borrowing By Law for the purpose of purchasing a 2011 Motor Grader and a 2011 Hydraulic Track Excavator as approved in the 2011 Municipal Capital Budget.

Background:

By Law 819, 2011 has been created as a course of action set forth by the approved 2011 Capital and Operational Budget. The 2011 Capital Budget provides for the purchase of a 2011 Motor Grader and a 2011 Hydraulic Track Excavator to be financed through a short term borrowing with a term of no more than five years in the amount of \$530,000. The 2011 Operational Budget provides for the repayment of an annual principal payment and interest in the amount of \$115,000.

Discussion:

In reference to the Director of Operations Council Report of March 8, 2011, the tendering for both pieces of equipment has now closed and the equipment will be now be evaluated by the Director of Operations and his staff. The successful tender will then be awarded and payment for the equipment will be initiated.

By Law 819, 2011 has been created in accordance with Sections 251 and 257 of the Municipal Government Act. Section 251 outlines what the borrowing by law must set out including the amount of money to be borrowed and the purpose for which the money is borrowed, the maximum rate of interest, the term and the terms of repayment of the borrowing and the source or sources of money to be used to pay the principal and interest owing on the borrowing. Section 257 of the Municipal Government Act applies to the financing of capital property that is included in budget with a repayment term of 5 years or less. Such borrowing does not have to be advertised.

Approvals:

CAO

Handwritten signature of Julie Coffin in black ink.

Department Head

Handwritten signature of Marion Vanoni in black ink.

Discussion (continued):

The Municipality's Debt Limit and Debt Servicing Limit are provided for Council's reference when considering By Law 819, 2011.

Municipal Debt Limit

	December 2010 (unaudited)	December 2009 (audited)	December 2008 (audited)
Total Debt Limit (MGA/AB Regulation 255/2000)	\$18,313,668	\$18,710,717	\$18,456,614
Total Municipal Debt-Dec 31, 2010	\$1,650,425	\$1,751,989	\$1,894,731
Total Available Debt Limit-2011	\$16,663,243	\$16,958,728	\$16,561,883

Municipal Debt Servicing Limit

	December 2010 (unaudited)	December 2009 (audited)	December 2008 (audited)
Total Debt Servicing Limit (MGA/AB Regulation 255/2000)	\$3,052,278	\$3,118,453	\$3,076,102
Total Municipal Debt Servicing-Dec 31, 2010	\$525,241	\$339,623	\$338,299
Total Available Debt Servicing Limit-2011	\$2,527,037	\$2,778,830	\$2,737,803

Alternatives:

The purchase of the 2011 Motor Grader and the 2011 Hydraulic Track Excavator will not be possible without the authorization of By Law 819, 2011.

Financial Impact:

As indicated above, the evaluation phase of the tendering process will soon be completed and the payment of the 2011 Motor Grader and the 2011 Hydraulic Track Excavator will be initiated. At this time, a draw on the \$530,000 borrowing will be transacted to provide the cash flow required for this budgeted transaction.

Attachments:

- **By Law 819, 2011-Borrowing By Law in the amount of \$530,000 for the purpose of purchasing a 2011 Motor Grader and a 2011 Hydraulic Track Excavator.**

MUNICIPALITY OF CROWSNEST PASS

BY-LAW NO. 819, 2011

A BY-LAW OF THE MUNICIPALITY OF CROWSNEST PASS (the "Municipality"), IN THE PROVINCE OF ALBERTA, TO INCUR AN INDEBTEDNESS BY A TERM LOAN TO THE SERVUS CREDIT UNION LTD (the "Credit Union") IN THE AMOUNT OF \$530,000.00.

WHEREAS

The Council of the Municipality of Crownsnest Pass has decided to issue a bylaw pursuant to Part 7, 251 and 257 of the Municipal Government Act to authorize the financing, to purchase a 2011 Motor Grader and a 2011 Hydraulic Track Excavator.

**AND
WHEREAS**

Specifications and tenders have been prepared and the total cost of the Capital Equipment Purchase is estimated to be \$530,000.00.

**AND
WHEREAS**

In order to complete the Capital Purchase, it will be necessary for the Municipality of Crownsnest Pass to borrow the sum of \$530,000.00 (the "indebtedness") for a period not to exceed 5 years from the Servus Credit Union.

The Municipality will repay the indebtedness over a period of FIVE (5) YEARS in annual installments, with interest not exceeding 8 PER CENT or the Credit Union's prime lending rate plus 0% fixed from time to time by the Credit Union, per annum, payable monthly.

The amount of the existing debenture debt of the Municipality at March 9, 2011 is \$1,618,809.13, no part of which is in arrears.

The estimated lifetime of the project financed under this by-law is equal to, or in excess of 15 years.

**NOW
THEREFORE**

COUNCIL DULY ASSEMBLED ENACTS AS FOLLOWS:

1. That for the purpose of Capital Equipment Purchase, the sum of FIVE HUNDRED AND THIRTY THOUSAND (\$530,000.00) be borrowed from Servus Credit Union by way of a Term Loan on the Credit and security of the Municipality at large.
2. The term loan to be issued under this bylaw shall not exceed the sum of FIVE HUNDRED AND THIRTY THOUSAND (\$530,000.00) and may be in any denomination not exceeding the amount authorized by this bylaw and shall be dated having regard to the date of the borrowing.
3. The term loan shall bear interest during the currency of the loan, at a rate not exceeding 5% per annum, payable monthly.
4. The term loan shall be issued in such manner that the principle will be made payable in, as nearly as possible, equal annual instalments over a period of FIVE (5) years with interest payable monthly.
5. The term loan shall be payable in lawful money of Canada at the SERVUS CREDIT UNION LTD. in the Municipality of Crownsnest Pass or at such other bank or financial institution as the Council of the Municipality may authorize as its banking agency during the currency of the debenture.
6. The proper officers of the Municipality of Crownsnest Pass are hereby authorized to issue debenture(s) on behalf of the Municipality of Crownsnest for the amount and purpose as authorized by this bylaw, namely the purchase of a 2011 Motor Grader and a 2011 Hydraulic Track Excavator.
7. The Municipality of Crownsnest Pass shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
8. The indebtedness shall be contracted on the credit and security of the Municipality of Crownsnest Pass.
9. The net amount borrowed under the bylaw shall be applied only to the Capital Purchases specified by this bylaw.
10. This bylaw comes into force on the date it is passed.

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

ORIGINAL SIGNED

CHIEF ADMINISTRATIVE OFFICER



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Council

Meeting Date: March 15, 2011

Originated By: Marion Vanoni, Director of Finance & Systems

Subject: By Law 822, 2011 A Borrowing By Law for the purpose of providing adequate cash flows for 2011 operating expenditures

Agenda Item No: C 2011-024

Administration Recommendation:

That Council approve the first reading of By Law 822, 2011 –A Borrowing By Law for the purpose of providing adequate cash flows for 2011 operating expenditures.

Background:

By Law 822, 2011 has been created as a precautionary measure to ensure the Municipality has adequate cash flows for the first seven months of operations. Administration is currently awaiting the 2011 Municipal property assessment which is being audited by the Province and once approved, the Municipal staff will prepare the 2011 Property Tax Notices. The timing of these two events will determine the sixty day time frame in which residents, that are not on preauthorized payments, will be required to pay their property taxes in full. Historically, the property tax due date has been June 30 which relates to the mailing date of May 1.

Discussion:

The projected cash flow disbursements required for the first seven months of operations are approximately \$6,400,000 which includes \$1,275,000 of transfers to the Alberta School Foundation Fund (ASFF). The Municipal general bank account at the end of February 28, 2011 was \$415,836 and cash investments were \$1,003,237 with projected cash flow sources for the first seven months of \$6,011,728. The use of a line of credit precludes the rollover of all Municipal investments for operational purposes.

By Law 822, 2011 has been created in accordance with Sections 251 and 256 of the Municipal Government Act. Section 251 outlines what the borrowing by law must set out including the amount of money to be borrowed and the purpose for which the money is borrowed, the maximum rate of interest, the term and the terms of repayment of the borrowing and the source or sources of money to be used to pay the principal and interest owing on the borrowing. Section 256 of the Municipal Government Act applies to a borrowing made for the purpose of financing operating expenditures. The amount to be borrowed, together with

Approvals:

CAO

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Department Head

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Discussion (continued):

the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made. Such a borrowing by law does not have to be advertised if the term of the borrowing does not exceed 3 years.

Alternatives:

Exhaust investments and/or delay operating expenditures or payment of the same.

Financial Impact:

The flow of cash to and from the Municipality's general bank account and its investment certificates is directly impacted by the amount of property tax payments received at the June 30 tax deadline. Approximately \$180,000 preauthorized property tax payments are received monthly while the balance of \$4,200,000 is received at June 30.

Attachments:

- **By Law 822, 2011-** A Borrowing By Law for the purpose of providing adequate cash flows for 2011 operating expenditures

MUNICIPALITY OF CROWNEST PASS

BY-LAW NO. 822/2011

A by-law of the Municipality of Crownest to authorize the Municipal Council to borrow funds to meet current operating expenditures and obligations for January 1, 2011 to December 31, 2011, pursuant to Section 256 of the Municipal Government Act, RSA 2000, Chapter M-26 and any amendments thereto.

WHEREAS The amount of taxes levied or estimated to be levied for the fiscal year commencing on January 1, 2011 by the Municipality of Crownest Pass for all purposes including ordinary current expenditures incurred during the said year is not less than \$6,400,000.00.

AND WHEREAS The Council of the Municipality of Crownest Pass deems it necessary to borrow and expend the sum of One Million Dollars (\$1,000,000.00) to meet the current operating expenditures and obligations of the Municipality of Crownest Pass incurred during the said year until such time as the taxes levied or to be levied therefore as aforesaid can be collected.

AND WHEREAS After the borrowing during the said year of the amount hereby authorize to be borrowed, the total loans outstanding to meet the current operating expenditures and obligations of the Municipality of Crownest Pass incurred during the said year will not exceed the amount of taxes levied or estimated to be levied for the said year by the Municipality of Crownest Pass.

THEREFORE THE COUNCIL OF THE MUNICIPALITY OF CROWNEST PASS HEREBY ENACTS as follows:

1. That the Council of the Municipality of Crownest Pass borrow from time to time during the said year from the Servus Credit Union, a sum or sums not exceeding the aggregate amount of One Million Dollars (\$1,000,000.00) which the Council deems necessary to expend to meet the current operating expenditures and obligations of the Municipality of Crownest Pass incurred during the said year until such time as the taxes levied or to be levied therefore can be collected, and to pay or agree to pay interest on the sum so borrowed either in advance or at maturity, and in either case after maturity, at such rate as may be agreed upon from time to time between the Council and the Servus Credit Union with said rate to not exceed five percent (5 %) per annum, payable monthly.
2. That the sum or sums so borrowed may be evidenced and secured by the promissory note or notes of the Mayor/Deputy Mayor and Chief Administrative of the Council given on its behalf and the said Mayor/Deputy Mayor and Chief Administrative Officer are hereby authorized and empowered to execute and give such promissory note or notes on behalf of the Council as may be required by the Servus Credit Union and to determine and agree upon from time to time the rate of interest applicable to the amount of the sums borrowed hereunder remaining from time to time outstanding.
3. That the Council of the Municipality of Crownest Pass do hereby pledge to the said Servus Credit Union as security for payment of the money borrowed hereunder, the whole of the unpaid taxes and penalties on taxes assessed and/or levied by the Municipality of Crownest Pass in years prior to the said year together with penalties thereon, and the whole of the taxes assessed or to be assessed and/or levied or to be levied for the said year, and the Municipality of Crownest Pass shall deposit in a special account with the said Servus Credit Union all of the said taxes, penalties and other designated revenues as collected, as collateral security for the money to be borrowed hereunder and interest thereon and the same shall be applied as far as necessary in payment of moneys borrowed hereunder and interest thereon, but the said Servus Credit Union shall not be restricted to the said taxes, penalties and other designated revenue for the payment of the money borrowed as aforesaid or be bound to wait for repayment of such money and interest until such taxes, penalties and other designated revenues can be collected, or be required to see that the said taxes, penalties and other designated revenues are deposited as aforesaid.
4. That nothing herein contained shall waive, prejudicially affect or exclude any right, power, benefit or security by statute, common law or otherwise given to be implied in favor of the said Servus Credit Union.

PAGE 2
BY-LAW NO. 822, 2011

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

ORIGINAL SIGNED

CHIEF ADMINISTRATIVE OFFICER



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Council Meeting
Meeting Date: March 15th, 2011
Originated By: Myron Thompson, Director of Operational Services
Subject: Bylaw 823, 2011 - Septage Disposal Facility
Agenda Item No: C 2026

Administration Recommendation:

That Council approves first reading of Bylaw 823, 2011 – the Septage Disposal Facility Bylaw that regulates a system for disposal of domestic septage waste collected and transported by commercial vehicles from within the municipal boundaries.

Background:

The Municipality has had no formal facility or procedure to allow for local commercial septage haulers to disposal of domestic septage. In has been a common practice for haulers to unload trucks in to wastewater system manholes in various areas around the community or off-load directly into the Bellevue/Hillcrest lagoon facility. This type of uncontrolled activity is a concern as it can cause operation and maintenance issues especially as it is in some cases unknown what is being discharged (contamination). Also there was no way of knowing when and where trucks were dumping making it very difficult to collect fees that have been set for this activity.

Discussion:

The recent Bellevue/Hillcrest Lagoon upgrade included a Septage Disposal Facility that is now ready to be put into operation. The facility is located at the north end of the site and is a self contained facility that manages and controls access, and records data such as date, time, and quantities of offloaded product. Local haulers will now make application for a permit and be provided a PIN that will allow them access to offloading. Data will be downloaded monthly and billing will be initiated utilizing rates that were recently adopted through the passing of Bylaw 818 (Utility Rate By-law).

Once bylaw is adopted letters will be sent out to known local haulers advising them of the bylaw and new process. Authorization through the permit process and valid Business License will now provide a safe and trusted disposal source for domestic septage. The

Approvals:

CAO

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Department Head

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intention is for this service to be provided for local residents only. It is anticipated that a stringent monitoring process and substantial fines for breach of bylaw will quickly compel operators to utilize facility.

Alternatives:

N/A

Financial Impact:

The discharge fee of \$20/m³ that was assigned through the Utility Rate Bylaw 818, 2011 will provide additional revenues that are at this time undeterminable.

Attachments:

Bylaw 823, 2011- The Septage Disposal Facility

MUNICIPALITY OF CROWSNEST PASS

BY-LAW NO. 823, 2011

A BY-LAW OF THE MUNICIPALITY OF CROWSNEST PASS, IN THE PROVINCE OF ALBERTA, FOR THE DISCHARGE OF SEPTAGE INTO MUNICIPAL OWNED SEPTAGE DISPOSAL FACILITIES.

WHEREAS, under the authority of the Municipal Government Act being Section 7 (g), Chapter M-26, Revised Statutes of Alberta 2000 and any amendments thereto, a municipal council may pass Bylaws establishing and regulating a system for disposal of domestic septage waste collected and transported by commercial vehicles from within the municipal boundaries;

AND WHEREAS, the Municipal Crowsnest Pass in the Province of Alberta in collecting, treating and disposing of domestic septage waste prescribes the terms and conditions upon which the system may be utilized and establish a rate for charges payable for use of the disposal system;

AND WHEREAS, the Municipality of Crowsnest Pass will enter into a Septage Services Disposal Agreement to provide septage disposal services to Septic Service Haulers disposing of septage from 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 TITLE AND APPLICATION

- 1.1 This Bylaw may be cited as the "Septage Disposal Facility Bylaw"
- 1.2 This Bylaw applies to all septage waste transferred to, disposed of, treated, and discharged at the Septic Disposal Facility located at the Municipal Wastewater Treatment Lagoon Facility.

Part 2 DEFINITION

In this Bylaw, unless the context otherwise requires, the term:

- 2.1 **"Application"** - means a request for a Facility User Permit.
- 2.2 **"Dangerous Goods"** - means Dangerous Goods as defined in the *Transport of Dangerous Goods Act (Canada)*.

BYLAW 823-2011 SEPTAGE DISPOSAL FACILITIES

- 2.3 **"Discharge"** - means to directly or indirectly introduce a substance into a sewer, sewage facility or septage disposal facility by spilling, disposing of, abandoning, depositing, leaking, seeping, pouring, draining, emptying or by any other means.
- 2.4 **"Domestic Waste"** - means sanitary waste, or grey water generated from a residential or personal recreational use of land.
- 2.5 **"Facility User Permit"** - means a Facility User Permit for the use of the septage disposal facility issued by the Manager under this bylaw to all vehicles listed on a Facility User Permit.
- 2.6 **"Generator"** - means the owner of the property from which originates the waste that is being trucked to a septage disposal facility.
- 2.7 **"Grey Water"** - means wastewater from food preparation and washing, bathing, dish washing and laundering.
- 2.8 **"Hauler"** - means the person or company that transports the waste from the generator to a septage disposal facility.
- 2.9 **"Load"** - means the contents of the hauling vehicle which is to be discharged to a septage disposal facility.
- 2.10 **"Manager"** - means the Sewage Control Manager of the Municipality
- 2.11 **"Municipality "** - means the Municipality of Crowsnest Pass.
- 2.12 **"Officer"** - means a Municipal Bylaw Enforcement Officer
- 2.13 **"Operator"** - means a person or an employee of a person who has entered into a Septage Services Agreement with the District.
- 2.14 **"Owner"** - means any person who is registered under the *Land Title Act* as the owner of land, or any other person who is in lawful possession of land or who is in the lawful possession or occupancy of any buildings situated on the landd.
- 2.15 **"Petroleum Products"** - means materials derived from petroleum, natural gas, or asphaltic deposits, including gasolines.
- 2.16 **"Premises"** - means any land or building or both or any part thereof.

BYLAW 823-2011 SEPTAGE DISPOSAL FACILITIES

- 2.17 **"Recreational Vehicle Waste"** - means domestic waste accumulated in a holding tank in a trailer, camper, transportable housing unit, bus, or aircraft.
- 2.18 **"Sanitary Waste"** - means waste that contains human feces, urine, blood or body fluids originating from sanitary conveniences or other sources.
- 2.19 **"Septage"** - means a combination of water carried liquid and solid wastes and/or settled solids from residences, businesses and institutions normally collected in a septic tank, holding tank, or accumulated in wastewater lines.
- 2.20 **"Septage Disposal Facility"** - means the septage disposal facility listed in Schedule "A" of this bylaw that gathers, treats, and discharges septage waste as defined in the bylaw.
- 2.21 **"Septage Services Agreement"** - means a written agreement between the Municipality and a person or persons carrying out the function of hauler for the acceptance and septage disposal.
- 2.22 **"Sewage Control Manager"** - means a person appointed by the Municipality to act on behalf of the Municipality and as per Provincial Regulations.
- 2.23 **"Sewage Facility"** - means works owned by the Municipality that gather, treat, transport, store, or discharge waste.
- 2.24 **"Sewer"** - means all pipes, conduits, drains and other equipment and facilities, owned or otherwise under the control or jurisdiction of the Municipality, for collecting, pumping and transporting wastewater, to a sewage facility.
- 2.25 **"Substance"** - means any solid, liquid or gas.
- 2.26 **"Trucked Liquid Waste"** - means any waste that is collected and transported from the site where the waste originated by means other than discharge to a municipal sewer.
- 2.27 **"Utility Rate Bylaw"** –Utility rate Bylaw 818 or any amendments thereafter
- 2.28 **"Waste"** - means any substance, whether gaseous, liquid or solid, that is or is intended to be discharged or discarded, directly or indirectly to a sewer, sewage facility or a septage disposal facility.
- 2.29 **"Waste Discharge Permit"** - means a Waste Discharge Permit issued by a Manager under the Septage Disposal Facility Bylaw.

BYLAW 823-2011 SEPTAGE DISPOSAL FACILITIES

- 2.30 **"Wastewater"** - means the composite of water and water-carried wastes from residential, commercial, or institutional premises or any other source.

Part 3 DISCHARGING SEPTAGE DISPOSAL FACILITY

- 3.1 Haulers are to use caution and be responsible for actions in access and utilization of septage disposal facility
- 3.2 Septage waste shall only be discharged into the approved septic disposal facility – located at the Bellevue/Hillcrest Lagoon facility
- 3.3 No person shall dispose of septage waste in any location other than at the approved septage disposal facility
- 3.4 No person shall discharge septage waste in any locations directly or indirectly into a manhole of any portion of the sewer system within the Municipality
- 3.5 No person shall discharge septage waste directly into the Lagoon Facility Treatment or Storage Cell
- 3.6 Recreational vehicle waste is to be disposed of at an approved Recreational Vehicle Dump Stations located within the Municipality
- 3.7 Sections 3.2 to 3.3 do not apply to the Municipality or agent of a Municipality, where waste is removed from a Municipal sanitary sewer
- 3.8 No person shall discharge a load at a septage disposal facility except in accordance with this bylaw
- 3.9 Without limiting section 3.8
- (a) The septage waste shall be free of petroleum products and other waste considered to be industrial.
 - (b) The generator, an agent of the generator, or hauler acting as an agent of the generator shall upon request provide the Municipal with information on:
 - (i) the source of the waste;
 - (ii) the type of waste;

BYLAW 823-2011 SEPTAGE DISPOSAL FACILITIES

- (iii) a characterization of the waste quality; and
 - (iv) the quantity of the waste.
 - (c) Each vehicle owned by the hauler that is used for the purpose of waste disposal at a septage disposal facility must provide sufficient containment of loads to prevent spillage in transit, including spillage from hoses and other appurtenances.
- 3.10 The discharge of a load shall be discontinued at the direction of the Manager, an Officer or an Operator if there are reasonable grounds to believe that the load does not meet the requirements of this bylaw.
- 3.11 Operators and haulers must receive training in use of mechanical equipment located at the septage handling facility prior to validation of permit.

Part 4 FACILITY USER PERMIT

- 4.1 A hauler who discharges septage at the Municipal septage facility must have a valid Facility User Permit (Schedule C) issued by the Manager, which may be obtained by making application for the Facility User Permit on the form attached hereto as Schedule "B, and paying an annual fee as set out in Schedule "D".
- 4.2 Facility use permits must be retained in vehicles utilized for hauling of septage. Permits must be produced upon request.
- 4.3 Upon successful training and permit approval the hauler will be provided a P.I.N. that will activate discharge system and track delivery flows to process billing information.
- 4.4 Following approval of the Facility User Permit the hauler will be provided a key to access facility entrance gate and an orientation of site.
- 4.5 The P.I.N. and key must only be utilized by the hauler and its operators and cannot be assigned to any other person or persons.
- 4.6 Each vehicle owned by the hauler that is used for the purpose of septage waste disposal at a septage disposal facility must be listed on the Facility User Permit.
- 4.7 The Manager may suspend or revoke a Facility User Permit for any or all vehicles licensed to any hauler for any violation of, or non-compliance with, the terms and conditions of this bylaw, or

BYLAW 823-2011 SEPTAGE DISPOSAL FACILITIES

any enactment applicable to the discharge of waste into a septage disposal facility, when the violation or non-compliance interferes with the operation of the septage disposal facility.

- 4.8 The Manager may suspend or revoke a Facility User Permit if a generator or hauler falsifies or omits information regarding the source, type, or quality of septage discharged at a septage disposal facility.
- 4.9 The Manager may suspend or revoke a Facility User Permit for any or all vehicles licensed to any one hauler for failure to pay fees described in this bylaw within 60 days of being invoiced by the Municipality.

Part 5 ENFORCEMENT POWERS

- 5.1 A Manager, an Officer or any person authorized by a Manager may at any reasonable time cancel privileges assigned to handle haulers and operators for disposal of septage.
- 5.2 The Manager or an Officer may enforce the provisions of this bylaw.

Part 6 MONITORING OF WASTES

- 6.1 The contents of any vehicle transporting waste to the septage disposal facility, as a condition of discharge, may be sampled at any time by the Manager, an officer or an Operator
- 6.2 The Manager, an Officer, or an Operator may require that a generator or hauler who wishes to discharge waste into the septage disposal facility shall undertake, at the person's expense, sampling and analysis of the waste to be discharged
- 6.3 All sampling and analysis required under this bylaw shall be in accordance with methods in a manner specified by the Manager
- 6.4 Samples which have been collected under this bylaw shall be analyzed by an independent agency or by a laboratory authorized by the Manager

BYLAW 823-2011 SEPTAGE DISPOSAL FACILITIES

Part 7 OFFENCES AND PENALTIES

- 7.1 A person who contravenes this bylaw or other requirement made or imposed under this bylaw, is guilty of an offence and is liable to a fine not exceeding \$2,000
- 7.2 Where an offence is committed or continues for more than one day, a person shall be deemed to have committed separate offences for each day on or during which an offence occurs or continues, and separate fines, each not exceeding \$2,000, may be imposed for each day or during which an offence occurs or continues
- 7.3 Nothing in this bylaw shall restrict the Municipality from utilizing any other remedy that would otherwise be available to the Municipality bylaw

Part 8 RATES AND FEES

- 8.1 The fees established by the Municipality are set out in Schedule "D" to this bylaw

Part 9 GENERAL

- 9.1 No person shall hinder or prevent the Manager or an Officer or a person authorized by the Manager from entering any premises or from carrying out their duties with respect to the administration of this bylaw
- 9.2 Nothing in this bylaw relieves a person discharging waste from complying with the Municipality and provincial statutes
- 9.3 The schedules annexed hereto shall be deemed to be an integral part of this bylaw

BYLAW 823-2011 SEPTAGE DISPOSAL FACILITIES

Part 10 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

Chief Administrative Officer

SCHEDULE A
BYLAW 823, 2011

MUNICIPALITY OF CROWSNEST PASS WASTEWATER TREATMENT FACILITY

LOCATION: NE 20-7-3-5

BELLEVUE/HILLCREST LAGOON:



SCHEDULE B BYLAW 823, 2011

APPLICATION FOR A FACILITY USER PERMIT

Submit Completed Form to:

Municipality of Crowsnest Pass
Director of Operational Services
Box 600
Blairmore, AB T0K 0E0

Please Print

COMPANY NAME: _____

COMPANY REPRESENTATIVE: _____

BUSINESS ADDRESS: _____

BUSINESS LICENSE NUMBER: _____

MAILING ADDRESS (if different from above): _____

TELEPHONE: (business) _____ (home) _____ (fax) _____

The Facility User Permit fee as outlined in Schedule C must be remitted with the application.

2 List all vehicles to be included in the User Permit:

A. DESCRIPTION OF VEHICLE(S): _____

CAPACITY: (M3) _____

MAKE AND YEAR: _____

LICENSE NUMBER: _____

REGISTRATION NUMBER: _____

B. DESCRIPTION OF VEHICLE(S): _____

CAPACITY: (M3) _____

MAKE AND YEAR: _____

LICENSE NUMBER: _____

REGISTRATION NUMBER: _____

Signature: _____ Date: _____

Name: _____

Please print



SCHEDULE C BYLAW 823, 2011

SEPTAGE FACILITY USER PERMIT

Facility User Permit Valid for Year: _____

The applicant is permitted to operate the following vehicle(s) to discharge septage waste at disposal facility in accordance with Municipality of Crowsnest Pass Bylaw # 823, 2011.

<u>VEHICLE</u>	<u>LICENCE #</u>	<u>REGISTRATION</u>	<u>CAPACITY</u>
----------------	------------------	---------------------	-----------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DIRECTOR OF OPERATIONAL SERVICE

DATE

Copy of permit must be retained in each vehicle

**SCHEDULE D
BYLAW 823, 2011**

FEES AND CHARGES

DEPSOSIT

A deposit of \$25.00 shall be collected for lock key required to access facility gate

FACILITY USER PERMIT

Septic Facility Use Permit shall be \$50.00 per annum

DUMPING FEE

A dumping fee as assigned as per Bylaw 818 will be charged for depositing septage at the Septage Disposal Facility operated by the Municipality of Crowsnest Pass



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Council Meeting
Meeting Date: March 15th, 2011
Originated By: Myron Thompson, Director of Operational Services
Subject: Update – Capital Equipment & Project Tendering
Agenda Item No: C2011-025

Administration Recommendation:

That Council accepts the recommendation of the Governance and Priorities Committee in the acceptance of the Report titled "Update- Capital Equipment & Project Tendering" as information.

Background:

Administration and Council deliberated on numerous capital purchase items during the recent 2011 budget process. It was positive to see that Council shared similar concern with Administration relating to the Municipality's aging equipment and fleet units. Capital items included in the current year budget will provide an excellent starting point in updating the fleet and the positive benefits that will be achieved.

Discussion:

Over the past number of weeks several tenders have been released through a formal public bid process, including:

1. Light Trucks (2) – 1 Ton Cab & Chassis (budget -\$60,000)

The intention of this budget item was to commence updating of the light truck fleet. General purpose one ton trucks with decks provide a diversity of functional uses. At budget time the intent was to utilize flat decks with side rails however after further investigation it was determined that dump boxes (9') with fold down sides would provide the widest range of uses. Truck Cab & Chassis and dump bodies were tendered separately.

Invitational tenders for two (2) Light Truck 1 Ton Cab & Chassis went out to eight (8) vehicle dealerships in the region. At the prescribed closing date of February 22nd six (6)

Approvals:

CAO

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Department Head

A handwritten signature in black ink, appearing to be "Myron Thompson", written over a horizontal line.

packages were received. One tender package was received late and was not considered due to that fact. Low bid was in the amount of \$47, 926 (exclusive of GST) was received from Lethbridge Dodge. Award of tender has been made and delivery is expected by the end of April.

Invitational tenders for two (2) light truck dump bodies were also submitted to eight (8) firms specializing in the manufacture of these types of units. At the closing date of February 28th five (5) bids were received. Low bid in the amount of \$17,800 was received from SWS Truck Box & Hoist Ltd. of Westlock, Alberta. Fabrication and install is to take place upon delivery of truck units. Budget for this specific item is exceeded by approximately 10% however it is anticipated that there is sufficient funds overall within the capital budget to cover off this amount.

2. Motor Grader (budget \$300,000)

Tender packages were prepared carefully assembling specifications and a 2 stage evaluation process for the bid units. Included in the evaluation process is the determined life cycle costing of the bid units and participation in evaluation process of department Mechanics and Operators. Bidders were also required to provide guaranteed residual or trade in value after 5 years of ownership. This type of bid process is known as value bidding or total cost bidding and looks at all aspects to determine the best overall value and not just the lowest cost

Invitational bids were sent out and as well tenders were posted on Alberta Purchasing Connection (APC) and on the Municipality's website. Tenders closed on March 1st with only two (2) bids being received. The minimal participation is likely due to the fact that the two participating bidders provide major governmental discounts where other suppliers don't, making it difficult to compete. The evaluation process is currently underway at the time of authoring of this document to select the motor grader that best fits our need. Administration wishes to inform Council that at the time of establishing budget estimates an assumption was made that the snow wing presently existing on the motor grader to be replaced would be transferred to the new unit. Since that time it has been determined that the existing snow wing utilizes the old style cable control system and is not recommended for transfer to the new machine.

3. Hydraulic Track Excavator (\$230,000)

Similar tender packages to that of the motor grader were prepared again utilizing comprehensive specification checklists and evaluation criteria. Invitational bids were sent out and as well tenders were posted on APC and on the Municipality's website. Bids closed on March 1st with the same bidders participating as with the Motor Grader tender bid process. Similar to the motor grader an evaluation process will take place in the near future to determine the suitable machine for purchase. The evaluation process includes actual demonstrations of the equipment.

4. Vibratory Plate Compactor (\$12,000)

This equipment was brought forward at budget time because it is essential in many operational functions from compaction of excavation re-instatement, road maintenance functions and other construction projects. Two manufacturers meet the specific requirements needed and include the manufacturers, Boemag and Wacker. Specifications for the 1000 lb. reversible tamper are virtually identical. Quotes were received from both and Boemag's price was on budget and thirty percent less than the Wacker unit. The Boemag unit has been ordered and will be ready for spring's construction period startup.

5. Maplevue Hall Demolition

Tender packages were prepared and disseminated to known demolition companies in the region. The tender call was also placed in both local papers to alert qualified local contractors of the project opportunity. Tenders for this project close March 15th and to date there appears to be considerable interest. Scheduled site visits are being offered to allow bidders to view building to ensure due diligence is undertaken. Work includes supply of material and backfill of excavation once the demolition of the building is complete. Entire demolition process is to be completed by April 30th.

6. Train the Trainer Program

During budget time pre-qualified firms were sourced that could deliver a tailored "Train the Trainer" program for heavy equipment operation and associated Operator Certification. This initiative will assist in establishing a formal training program and process for advancement. Request for Proposal packages went out on February 16th with a closing date of March 8th. Plans include the implementation of program immediately upon award.

Alternatives:

Not applicable – information only

Financial Impact:

Budgets established for capital purchases are considered to be adequate at this time in the processes. Should considerations for purchase(s) exceed the capital purchase budgeted figures the items will be brought back for Council consideration.



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Council
Meeting Date: March 15, 2011
Originated By: Lynne Cox
Subject: **THE PINKEST TOWN IN THE WEST**
Agenda Item No: **C2011-026**

Administration Recommendation:

That Council accepts the recommendation of the Governance and Priorities Committee to support the initiative of the fundraising group which attended the March 1, 2011 Council Meeting as a worthwhile cause, and at a later date determine the feasibility of various opportunities to participate in the effort jointly or individually, notwithstanding that the fundraising group may identify a special day of their choosing.

Background:

At the March 1 Council meeting, Council received a delegation led by Aggie Mitchell promoting the Pinkest Town in the West competition as part of a breast cancer fund raising event sponsored by the Alberta Cancer Foundation and local volunteers.

A pink covered wagon and entourage of outriders will travel to 23 towns throughout Alberta to raise money to fight breast cancer this summer. They offer towns an opportunity to go wild'n'pink and potentially win a free music concert.

The event will take place in the Crowsnest Pass August 12-13, 2011. The group told Council that they are working with Community Organizations, the Chamber of Commerce, Service Clubs and schools to organize an event that will be fun for the community and to support fundraising for the event.

They have asked Council to consider declaring a "Pink" day sometime in early June (first or second week of June or late May) that will be coordinated with the local schools and to have Councillors wear pink in upcoming parades to promote the event.

Approvals:

CAO

Department Head

Discussion:

Council asked Administration to return this information to the March 15th Council Meeting for a motion to support the initiative as a worthwhile cause, while Council would determine, at a later date, other participation opportunities. Council also discussed that the fundraising group could identify a special pink day of their choosing rather than having Council proclaim a special day.

Council is aware that previous Councils for the Municipality of Crowsnest Pass had a practice of not proclaiming special days given the volume of requests of this nature that are received from various organizations across Canada.

Financial Impact:

As this information is provided to Council as background information there is no financial impact.

Alternatives:

Council will review participation options at a future meeting in support of the fundraising initiative.

Attachments:



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Council
Meeting Date: March 15, 2011
Originated By: Lynne Cox
Subject: **MAYOR'S PRAYER BREAKFAST**
Agenda Item No: **C2011-027**

Administration Recommendation:

That Council accepts the recommendation of the Governance and Priorities Committee that Council attend the Mayor's Breakfast on May 28, 2011 on an individual basis

Background:

Council has received an invitation to participate in a Mayor's Prayer Breakfast. The event would be held at a future date at Council's convenience and would include Bob Tarlek, former Mayor of Lethbridge, as the guest speaker.

Discussion:

The Prayer Breakfast is organized by Ray Block, a resident of the Crowsnest Pass, who has held these events in Lethbridge for several years. The event is promoted as an opportunity for the community to engage in fellowship with Council. Tickets are sold for the event.

The first Mayor's Prayer Breakfast for the Crowsnest Pass was held on May 8, 2010 with Reverend Lang as the guest speaker.

Financial Impact:

As Council is invited as guests of this event, there is no cost and no financial impact.

Alternatives:

Attachments:

Approvals:

CAO

Department Head



Municipality of Crowsnest Pass

Council Agenda Report

Meeting: Council
Meeting Date: March 15, 2011
Originated By: Lynne Cox
Subject: **RESCHEDULING OF THE MARCH 22ND GOVERNANCE & PRIORITIES COMMITTEE MEETING**
Agenda Item No: **C2011-028**

Administration Recommendation:

That Council reschedule the March 22nd GPC meeting to March 29, 2011.

Background:

The Alberta Association of Municipal Districts and Counties (AAMDC) Spring convention runs from March 21 to the 23rd in Edmonton. Mayor Decoux and Councillors Gail and Mitchell will be attending, as well as the Chief Administrative Officer, Tully Clifford. The next Governance and Priorities Committee meeting is scheduled for March 22, 2011 midway through the convention.

Discussion:

Administration is recommending that Council review moving the Governance and Priorities Committee meeting to the following week on March 29, 2011.

Financial Impact:

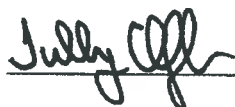
Alternatives:

Council can leave the Governance and Priorities Committee meeting as scheduled or Council can reschedule the meeting to March 29, 2011.

Attachments:

Approvals:

CAO



Department Head

