

**MUNICIPAL DISTRICT OF BIGHORN #8
MUNICIPAL EXCELLENCE COMMITTEE MEETING**

1 February 2010, 1:30 p.m.
M.D. Offices, Exshaw

IN ATTENDANCE:

Paul Adams,	Chairperson – Councillor
Maria Dunki,	Committee Member
Paul Ryan,	Committee Member – Councillor
Martin Buckley	Administration – Chief Administrative Officer

1. CALL TO ORDER

The meeting was called to order at 1:30 p.m.

2. ADOPTION OF AGENDA

Moved by M. Dunki that the agenda be adopted with the following additions:

- New Business item 5(e): Council Xmas party accommodations expenses
- New Business item 5(f): New Years Eve ½ Day off

CARRIED

3. MINUTES

Moved by P. Ryan that the minutes of the 14 Sept 09 Municipal Excellence Committee be adopted as circulated.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES

There were no items noted under Business arising from the Minutes.

5. BUSINESS

- (a) The 2010 Industry Dinner was discussed: it was indicated the preferred date would be September 16th (a Thursday), with the regular schedule for cocktails and dinner. The industries to be invited were noted: generally, the Industry Dinner was held to thank those industries who provided substantial property taxes to the M.D., without impacting heavily on the services, such as the oil and gas companies, Spray Lakes Sawmills, the rock industries, and the utility companies. It was noted that this list did not include the commercial sector (hotels, motels, gas stations, restaurants, etc.) nor developers.

- (b) The Committee discussed the current situation with the M.D.'s Complaint policy; M. Dunki noted that, with a new Land Use Bylaw pending, this would be a good time to ensure our policy was up-to-date and workable. The Clearwater County policy was provided as an example of how the M.D.'s policy could be amended.

M. Dunki indicated, in particular, that the M.D.'s policy needs to clarify how complaints will be handled, and felt that the current policy was "too folksy", requiring some updating and re-writing.

The Committee also discussed the "request complaint" (whereby Administration is asked to simply check something out) versus the "written registered complaint" as required under the Policy, and Councillors' role in bylaw enforcement. M. Buckley noted that, with "request complaints", Administration, if asked, can often drive by a suspected situation and make a determination, but with many other instances (e.g. the need to gain access to a home, to determine if there is an illegal suite situation), a written complaint is necessary.

The Committee requested that Administration write up a somewhat more comprehensive/explicit complaint policy for consideration, reflecting the M.D.'s actual procedures.

- (c) M. Buckley indicated that, with the pending addition onto the M.D. Administration building, to accommodate current staff, there is a concern with respect to the ability to re-locate staff into this addition, due to the coordination of switchboard response. Currently, the Secretary/Receptionist is the first to answer incoming calls; if she is away from her desk, the Accounting Assistant is the next in line, followed by the Planning/Administration Assistant, followed by the Executive Assistant. With the addition, the concern is that the ability to move any one department to the addition will affect the switchboard coordination. Administration was requesting that the M.D. consider an automated switchboard system.

M.E.C. indicated the following concerns:

- can the M.D. get direct lines into the various offices?
- what are the costs?
- what will the system be (e.g. how many connections before human contact is made)?

A detailed report should be provided to the Committee, at its next meeting.

- (d) The Committee reviewed the Employee & Volunteer Recognition policy: it was noted that, with the pending municipal elections and a possibility of new Councillors, the Policy should be reviewed to ensure the designated awards were appropriate.

M. Dunki suggested that the Policy allow for recipients to request a donation to a charity of their choice, instead of receiving a plaque. This was not agreed to, by a majority of the Committee.

After further discussion, it was indicated the Policy was satisfactory as presented. It was suggested that different lapel pins be considered for Councillors (similar to the exclusive "mace" pins provided by the Legislature to MLA's); it was further requested that "excursion" be clarified.

- (e) It was noted that the Reeve had suggested that accommodation expenses for those Councillors attending the M.D.'s annual Christmas party: accommodation for M.D. staff is covered by the staff fund.

It was generally indicated that Councillor expenses for overnight accommodations should be covered by the M.D., for such functions as Christmas parties.

- (f) M. Buckley indicated a request had been made, from staff, for the afternoon of New Year's Eve to be given to M.D. staff as a paid afternoon off: it was noted that several other employers had begun offering this, including retail outlets, local plants, etc.

It was indicated that this request should be brought back to the Committee before the municipal elections, with a report indicating what other neighbouring municipalities provide.

6. INFORMATION

There were no items of information on the agenda.

7. INCAMERA

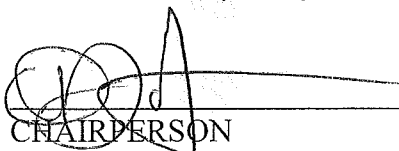
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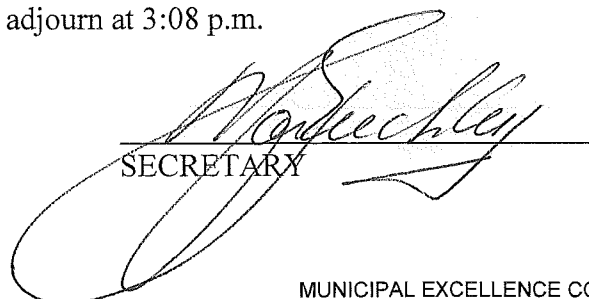
8. NEXT MEETING DATE

The next meeting date will be at the call of the Chair.

9. ADJOURNMENT

Moved by P. Ryan that the meeting adjourn at 3:08 p.m.


CHAIRPERSON


SECRETARY