



**Municipality of Crowsnest Pass
AGENDA
Special Council Meeting
Council Chambers at the Municipal Office
8502 - 19 Avenue, Crowsnest Pass, Alberta
Tuesday, October 24, 2023 at 7:00 PM**

Organizational Meeting of Council

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. REQUESTS FOR DECISION**
 - 3.a 2023-2024 Deputy Mayor Schedule
 - 3.b 2023-2024 Council Committee Appointments
 - 3.c 2024 Council Meeting Dates
- 4. IN CAMERA**
 - 4.a Personal Privacy - Expiration of Terms and or Resignation of Board Members - *FOIP Act Section 17*
 - 4.b Personal Privacy - Board Member Applications - FOIP Act Section 17
- 5. ADJOURNMENT**



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 24, 2023

Agenda #: 3.a

Subject: 2023-2024 Deputy Mayor Schedule

Recommendation: That Council adopt the 2023-2024 Deputy Mayor Schedule as presented.

Executive Summary:

Annually at the Organizational Meeting of Council, the Deputy Mayor Schedule from November of the current year to the next Organizational Meeting of Council the following year is presented for adoption.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The 2023-2024 Deputy Mayor Schedule is presented to Council for adoption. The schedule is set up in two month increments to allow each Councillor the opportunity to serve a term as the Deputy Mayor during the course of the year until the next annual Organizational Meeting of Council.

Analysis of Alternatives:

Council could choose to rearrange the order of the terms.

Financial Impacts:

N/A

Attachments:

[2023-2024 Draft Deputy Mayor Schedule.docx](#)

2023-2024

Deputy Mayor Schedule

| | |
|-------------------------------|----------------------------------|
| November/December 2023 | Councillor Lisa Sygutek |
| January/February 2024 | Councillor Glen Girhiny |
| March/April 2024 | Councillor Doreen Glavin |
| May/June 2024 | Councillor Dave Filipuzzi |
| July/August 2024 | Councillor Vicki Kubik |
| September/October 2024 | Councillor Dean Ward |



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 24, 2023

Agenda #: 3.b

Subject: 2023-2024 Council Committee Appointments

Recommendation: That Council complete the 2023-2024 Council Committee Appointments.

Executive Summary:

The Council Committee Appointments are presented annually to appoint Council members to sit on various Council Committees and non-affiliated organizations over the course of the following year.

Relevant Council Direction, Policy or Bylaws:

Municipal Government Act - 192(1)

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[Committees of Council - Draft October 2023.docx](#)



COMMITTEES OF COUNCIL

Internal Committees – 2023-2024

| | | |
|-------------------------------------------------------------------|----------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| Agriculture Service Board | Bylaw 1020, 2018 | Councillors Glavin, Kubik, & Filipuzzi |
| Community Marketing Advisory Committee | Bylaw 1055, 2020 | Councillors Sygutek & Glavin |
| Crowsnest Community Library Board* | Bylaw 1027, 2019 | Councillors Glavin & Sygutek |
| Crowsnest Pass Senior Housing Board* | Bylaw 1028, 2019 and Ministerial Order H:091/95 with amending Ministerial Order | Councillors Filipuzzi & Ward |
| Emergency Management Committee | Bylaw 1026, 2019 | Mayor Painter, & Councillors Sygutek, Girhiny, & Ward |
| Family & Community Support Services Advisory Committee | Bylaw 1055, 2020 | Councillors Sygutek & Ward |
| Municipal Historic Resources Advisory Committee | Bylaw 1055, 2020 | Councillors Girhiny & Kubik |
| Municipal Planning Commission* | Bylaw 1042, 2020 | Councillors Filipuzzi & Ward |
| Parks & Recreation Advisory Committee | Bylaw 1055, 2020 | Councillors Sygutek & Girhiny |
| Pass Powderkeg Ski Society | Term of Reference | Councillor Girhiny |

Mayor is named Ex Officio on all Boards & Committees except designated by *



External Organizations – 2023-2024

| | |
|-------------------------------------------------------------------------|----------------------------------------------------------------|
| Alberta SouthWest Regional Alliance | Mayor Painter |
| Alberta Municipalities (AM) | Mayor Painter |
| Bellevue Ecomuseum Trust | Councillor Girhiny Councillor Kubik (Alternate) |
| Chinook Arch Library Board | Councillor Glavin |
| Chinook Regional Subdivision and Development Appeal Board | Councillor Girhiny |
| CNP ECC Committee – Community Futures/ Chamber of Commerce/Council | Mayor Painter, Councillors Girhiny & Kubik |
| Crowsnest/Pincher Creek Landfill Association* | Councillors Ward, Glavin, & Filipuzzi |
| Forest Management Plan Public Advisory Committee | Councillor Kubik |
| Highway 3 Twinning Development Association | Mayor Painter |
| Intermunicipal Development Plan Committee MCNP & MD of Pincher Creek | Councillors Ward & Filipuzzi Councillor Girhiny (Alternate) |
| Intermunicipal Development Plan Committee MCNP & MD of Ranchlands | Councillors Ward & Filipuzzi Councillor Girhiny (Alternate) |
| Management Negotiating Committee | Mayor Painter & Councillor Ward |
| Mayors & Reeves of Southwest Alberta | Mayor Painter |
| Oldman River Regional Services Commission* | Councillors Ward & Filipuzzi |
| Regional Airport Committee | Councillors Kubik & Girhiny |
| Rural Municipalities of Alberta (RMA) | Mayor Painter |
| Southwest Alberta Recreation Advisory Group | Councillor Ward Councillor Girhiny (Alternate) |
| Teck Coal Advisory Group | Councillor Ward |



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 24, 2023

Agenda #: 3.c

Subject: 2024 Council Meeting Dates

Recommendation: That Council move to adopt the 2024 Schedule of Council Meetings as presented.

Executive Summary:

Annually the Schedule of Council Meeting dates is presented at the Organizational Meeting of Council for adoption for the next year.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

Annually at the Organizational Meeting of Council the proposed Schedule of Council Meetings is presented for Council approval for the following year. The proposed meeting dates are arrived at taking into consideration all statutory Federal and Provincial holiday dates. Pre-scheduled dates for the RMA and AM conventions are also considered when scheduling Council Meetings. This year the Society of Local Government Managers Municipal Administration Leadership Workshop dates were also considered to allow the Chief and Deputy Chief Administrative Officers to attend this workshop. When consecutive meeting dates exceeded three in a row, dates were also altered to ensure meeting had enough content to proceed. As per past practice, a reduced schedule of meeting dates for the summer months is also included in the proposed dates.

Analysis of Alternatives:

- Council can approve the calendar as presented.
- Council can choose to alter the proposed dates as they see fit.

Financial Impacts:

N/A

Attachments:

[2024 Schedule of Council Meetings - Draft September 20, 2023.xlsx](#)

[2024 Year At a Glance Calendar - Draft Meeting Dates.xlsx](#)



2024 Schedule of Council Meetings

Approved October 24, 2023

JANUARY

16 - COUNCIL - 1:00 pm
23 - COUNCIL - 7:00 pm

FEBRUARY

6 - COUNCIL - 7:00 pm
13 - COUNCIL - 1:00 pm
27 - COUNCIL - 7:00 pm

MARCH

5 - COUNCIL - 7:00 pm
12 - COUNCIL - 1:00 pm

APRIL

9 - COUNCIL - 7:00 pm
16 - COUNCIL - 1:00 pm
23 - COUNCIL - 7:00 pm

MAY

7 - COUNCIL - 7:00 pm
28 - COUNCIL - 7:00 pm

JUNE

11 - COUNCIL - 7:00 pm
25 - COUNCIL - 7:00 pm

JULY

9 - COUNCIL - 7:00 pm
16 - COUNCIL - 1:00 pm

AUGUST

15 - SPECIAL BUDGET MEETING - 1:00 pm
20 - COUNCIL - 7:00 pm
27 - COUNCIL - 1:00 pm

SEPTEMBER

10 - COUNCIL - 7:00 pm
17 - COUNCIL - 7:00 pm

OCTOBER

10 - SPECIAL BUDGET MEETING - 9:00 am
8 - COUNCIL - 1:00 pm
22 - ORGANIZATIONAL MEETING OF COUNCIL - 7:00 pm
22 - COUNCIL - 7:30 pm

NOVEMBER

19 - COUNCIL - 7:00 pm
26 - COUNCIL - 1:00 pm
28 - SPECIAL BUDGET MEETING - 9:00 am

DECEMBER

5 - SPECIAL BUDGET MEETING - 9:00 am
10 - COUNCIL - 1:00 pm
17 - COUNCIL - 7:00 pm

Please note this schedule is subject to change - Current updates can be viewed on the Municipal Website

2024 Calendar - Council Meetings & Conventions

Council Meetings Special Budget Meetings

| January | | | | | | |
|---------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

SLGM MALW Workshop - May 14-17

| February | | | | | | |
|----------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | | |

RMA Conventions - March 18-20/November 4-7

AM Convention - September 25-27

| March | | | | | | |
|-------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| April | | | | | | |
|-------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| May | | | | | | |
|-----|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| June | | | | | | |
|------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| July | | | | | | |
|------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| August | | | | | | |
|--------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| September | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| October | | | | | | |
|---------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| November | | | | | | |
|----------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| December | | | | | | |
|----------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

Holidays 2024 Canada

| | | | | | | | |
|--------|----------------|--------|---------------|--------|--------------------------------|--------|-----------------|
| Jan 1 | New Year's Day | May 20 | Victoria Day | Sep 2 | Labour Day | Nov 11 | Remembrance Day |
| Feb 19 | Family Day | Jul 1 | Canada Day | Sep 30 | National Day of Truth and Rec. | Dec 25 | Christmas Day |
| Mar 29 | Good Friday | Aug 5 | Civic Holiday | Oct 14 | Thanksgiving | Dec 26 | Boxing Day |
| Apr 1 | Easter Monday | | | | | | |