



Municipality of Crowsnest Pass
AGENDA
Regular Council Meeting
Council Chambers at the Municipal Office
8502 - 19 Avenue, Crowsnest Pass, Alberta
Tuesday, October 25, 2022 at 7:30 PM

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. CONSENT AGENDA

3.a ORRSC Executive Committee Meeting Minutes of July 14, 2022

4. ADOPTION OF MINUTES

4.a Minutes of the Council Meeting of October 18, 2022

5. PUBLIC HEARINGS

- 5.a Bylaw 1129, 2022 - Land Use Bylaw Amendment - Re-designate Area 'A' and Area 'B', Plan 221 0634, and a portion of Block OT, Plan 1489JK, within SE¼ 3-8-4-W5M and containing ±0.92 ha (2.27 acres), from "No Land Use" to Comprehensive Mixed Use CM-1 District - Public Hearing
- 5.b Bylaw 1131, 2022 - Municipal Reserve closure and removal of Municipal Reserve designation on that portion of Lot 51MR, Block 1, Plan 0812254 forming part of Lot 53, Block 1, Plan _____, containing 0.048 hectares (0.12 acres) more or less - Public Hearing

6. DELEGATIONS

Delegations have 15 minutes to present their information to Council excluding questions. Any extension to the time limit will need to be approved by Council.

7. REQUESTS FOR DECISION

- 7.a Bylaw 1129, 2022 - Land Use Bylaw Amendment - Re-designate Area 'A' and Area 'B', Plan 221 0634, and a portion of Block OT, Plan 1489JK, within SE¼ 3-8-4-W5M and containing ±0.92 ha (2.27 acres), from "No Land Use" to Comprehensive Mixed Use CM-1 District - *Second & Third Reading*
- 7.b Bylaw 1131, 2022 - Municipal Reserve closure and removal of Municipal Reserve designation on that portion of Lot 51MR, Block 1, Plan 0812254 forming part of Lot 53, Block 1, Plan _____, containing 0.048 hectares (0.12 acres) more or less - Second

and Third Reading

7.c 2022 - Q3 Safety Codes, Facility Maintenance and Planning & Development Statistics Report

7.d Purchase of Light Duty Pickup Trucks : CAP 2022-8115-1-3

7.e Infrastructure Master Plan Adoption

7.f Marketing Update

8. COUNCIL MEMBER REPORTS

9. PUBLIC INPUT PERIOD

Each member of the public has up to 5 minutes to address Council. Council will only ask for clarification if needed, they will not engage in a back and forth dialogue.

10. COUNCILOR INQUIRIES AND NOTICE OF MOTION

11. IN CAMERA

11.a Business Interests of a Third Party - Proposed Lease Rates - FOIP Act Section 16

12. ADJOURNMENT



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 25, 2022

Agenda #: 3.a

Subject: ORRSC Executive Committee Meeting Minutes of July 14, 2022

Recommendation: That Council accept the ORRSC Executive Committee Meeting Minutes of July 14, 2022 as information.

Executive Summary:

Minutes from External Boards and Committees are provided at the subsequent meeting for Council's information.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Oldman River Regional Services Commission provides their minutes to all member municipalities for their information.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2022-07-14 Executive Committee Meeting Minutes - Final.pdf](#)



EXECUTIVE COMMITTEE MEETING MINUTES

July 14, 2022; 6:00 pm

ORRSC Conference Room (3105 - 16 Avenue North, Lethbridge)

The Executive Committee Meeting of the Oldman River Regional Services Commission was held on Thursday, July 14, 2022, at 6:00 pm, in the ORRSC Administration Building, as well as virtually via Zoom.

Attendance:

Executive Committee:

Gordon Wolstenholme, Chairman
Don Anderberg, Vice Chairman
Jesse Potrie
Christopher Northcott, Virtual
Neil Sieben
Brad Schlossberger

Staff:

Lenze Kuiper, Chief Administrative Officer

Absent:

Ian Sundquist

Chairman Wolstenholme called the meeting to order, the time being 6:03 pm.

1. Approval of Agenda

Moved by: Don Anderberg

THAT the Executive Committee approves the July 14, 2022 Executive Committee Meeting Agenda, as presented.

CARRIED

2. Approval of Minutes

Moved by: Christopher Northcott

THAT the Executive Committee approve the May 12, 2022 Executive Committee Meeting Minutes, as presented.

CARRIED

3. Business Arising from the Minutes

There was no business arising from the minutes.

4. Official Business

a. Subdivision Activity

The subdivision activity, as of June 2022, was presented as information.

b. New Hire – Raeanne Keer (Executive Assistant)

The Committee was informed of the recent hiring of Executive Assistant Raeanne Keer, who will be starting with ORRSC later this month.

c. ORRSC Periodical – Cryptocurrency Mining

The Q2 2022 edition of the ORRSC periodical was presented as information.

d. Regional Assessment Review Board Appeals Update

An update on the status of the Regional Assessment Review Board appeals.

e. Alberta Professional Planners Institute (APPI) Award Submissions

- a. Municipality of Crowsnest Pass MDP
- b. Miistakis Municipal Land Use Suitability Tool Report for the Municipality of Crowsnest Pass and the Municipal District of Pincher Creek

The CAO started that applications have been submitted to the Alberta Professional Planners Institute (APPI) awards for the Municipality of Crowsnest Pass MDP and the Miistakis Municipal Land Use Suitability Tool Report for the Municipality of Crowsnest Pass and the Municipal District of Pincher Creek.

f. GIS Update

- a. Work Order Development – Town of Fort Macleod
- b. Park Concept Plan – Town of Milk River
- c. Drone – Town of Coaldale and Town of Magrath

Updates on the projects currently being worked on by the GIS Department for the Town of Fort Macleod, the Town of Milk River, the Town of Coaldale, and the Town of Magrath were provided to the Committee.

g. Staff Training

- a. Alberta Professional Planners Institute (APPI) October 23-25 Canmore
- b. Alberta Development Officers Association (ADOA) September 20-23 Camrose

The Committee was advised that staff would be attending the Alberta Professional Planners Institute (APPI) Conference on October 23-25, 2022 in Canmore, Alberta and the Alberta Development Officers Association (ADOA) Conference on September 20-23, 2022 in Camrose as a part of their ongoing professional development.

4. **Official Business – CONT'D**

h. Office Clean Up

The CAO provided an update on the Office Clean Up to the Committee.

5. **Accounts**

a. Office Accounts

(i) Monthly Office Accounts

(ii) Payments and Credits

Moved by: Christopher Northcott

THAT the Executive Committee accepts the documentation regarding the Monthly Office Accounts, May 2022, as information; and,

THAT the Executive Committee accepts the documentation regarding the Payments and Credits, May 2022, as information.

CARRIED

b. Financial Statements

(i) Balance Sheet

- As of May 31, 2022

(ii) Comparative Income Statement

- Actual to May 31, 2022

(ii) Details of Account

- May 31, 2022 Closing Balance

Moved by: Don Anderberg

THAT the Executive Committee accepts the documentation regarding the Balance Sheet, as of May 31, 2022, as information;

THAT the Executive Committee accepts the documentation regarding the Comparative Income Statement, actual to May 31, 2022, as information; and,

THAT the Executive Committee accepts the documentation regarding the Details of Account, May 31, 2022 Closing Balance, as information.

CARRIED

6. New Business

There was no new business for discussion.

7. CAO's Report

The CAO provided his CAO Report to the Committee.

8. Round Table Discussions

Committee members reported on various projects and activities in their respective municipalities.


9. Next Meeting – September 8, 2022

10. Adjournment

Following all discussions, Chair Gordon Wolstenholme adjourned the meeting, the time being 7:14 pm.



CHAIR



CHIEF ADMINISTRATIVE OFFICER



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 25, 2022

Agenda #: 4.a

Subject: Minutes of the Council Meeting of October 18, 2022

Recommendation: That Council adopt the Minutes of the Council Meeting of October 18, 2022 as presented.

Executive Summary:

Minutes of the previous Council meeting are provided to Council for review and adoption.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

n/a

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2022 10 18 Council Meeting Minutes.docx](#)



**Municipality of Crowsnest Pass
Council Meeting Minutes
Tuesday, October 18, 2022**

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, October 18, 2022.

Council Present:

Mayor Blair Painter, Councillors: Vicki Kubik, Dave Filipuzzi, Doreen Glavin, Lisa Sygutek, Glen Girhiny, and Dean Ward.

Administration Present:

Patrick Thomas, Chief Administrative Officer
Kristin Ivey, Deputy Chief Administrative Officer
Brian McCulloch, Director of Finance
Trent Smith, Manager of Community Services
Jesse Fox, Manager of Protective Services/Fire Chief
Bill Messner, Deputy Fire Chief
Bonnie Kawasaki, Recording Secretary

CALL TO ORDER

Mayor Painter called the meeting to order at 1:00 pm.

ADOPTION OF AGENDA

Amendments:

Consent Agenda

- d) Crowsnest Pass Community Library Board - Request for Additional Funding - September 29, 2022– Move to Councillor Inquiries and Notice of Motion 10.b – Councillor Filipuzzi

01-2022-10-18: Councillor Glavin moved to adopt the agenda as amended.

Carried

CONSENT AGENDA

02-2022-10-18: Councillor Ward moved that Council approve the following Consent Agenda items as amended without debate:

3.a

Minutes of the Municipal Planning Commission of August 24, 2022

THAT Council accept the Minutes of the Municipal Planning Commission of August 24, 2022 as information.

3.b

Chinook Arch Regional Library System - Board Report of August 4th 2022

THAT Council accept the Chinook Arch Regional Library System - Board Report of August 4th 2022 as information.

3.c

2022 AlbertaSW Board Minutes of September 7, 2022 & October Bulletin

THAT Council accept the 2022 AlbertaSW Board Minutes of September 7, 2022 & October Bulletin as information.

3.e

FCSSAC - Recommendation to Extend the Subsidized Taxi Program through 2023 of October 12, 2022

THAT Council approve the recommendation from the Family and Community Support Services Advisory Committee to extend the subsidized taxi program through 2023.

Carried

ADOPTION OF MINUTES

Minutes of the Council Meeting of October 4, 2022

03-2022-10-18: Councillor Girhiny moved to adopt the Minutes of the Council Meeting of October 4, 2022, as presented.

Carried

PUBLIC HEARINGS

Bylaw 1115, 2022 - Land Use Bylaw Amendment Omnibus No. 2 - Public Hearing

Mayor Painter declared the Public Hearing opened at 1:02 pm for Bylaw 1115, 2022 - Land Use Bylaw Amendment Omnibus No. 2.

Patrick Thomas, Chief Administrative Officer provided a brief overview of the bylaw and read into the record that the following written submissions were received before the amended deadline.

- Doug Bender

Mayor Painter invited members of the public to speak in favor of or in opposition to Bylaw 1115, 2022 - Land Use Bylaw Amendment Omnibus No. 2.

Mayor Painter noted that there were no members of the public in attendance who wished to speak, and therefore declared the public hearing closed at 1:03 pm.

Bylaw 1120, 2022 - Amendment to Bylaw 946, 2016 - the Safety Codes Permit Bylaw - FireSmart Principles

Mayor Painter declared the Public Hearing opened at 1:04 pm for Bylaw 1120, 2022 - Amendment to Bylaw 946, 2016 - the Safety Codes Permit Bylaw - FireSmart Principles.

Patrick Thomas, Chief Administrative Officer provided a brief overview of the bylaw and read into the record that there were no written submissions received prior to the due date.

Mayor Painter invited members of the public to speak in favor of or in opposition to Bylaw 1120, 2022 - Amendment to Bylaw 946, 2016 - the Safety Codes Permit Bylaw - FireSmart Principles.

Mayor Painter noted that there were no members of the public in attendance who wished to speak, and therefore declared the public hearing closed at 1:05 pm.

Bylaw 1121, 2022 - FireSmart Bylaw - Public Hearing

Mayor Painter declared the Public Hearing opened at 1:06 pm for Bylaw 1121, 2022 - FireSmart Bylaw.

Patrick Thomas, Chief Administrative Officer provided a brief overview of the bylaw and read into the record that there were no written submissions received prior to the due date.

Mayor Painter invited members of the public to speak in favor of or in opposition to Bylaw 1121, 2022 - FireSmart Bylaw.

Mayor Painter noted that there were no members of the public in attendance who wished to speak, and therefore declared the public hearing closed at 1:07 pm.

DELEGATIONS

None

REQUESTS FOR DECISION

Bylaw 1115, 2022 - Land Use Bylaw Amendment Omnibus No. 2 - Second and Third Readings

04-2022-10-18: Councillor Girhiny moved second reading of Bylaw 1115, 2022 - Land Use Bylaw Amendment Omnibus No. 2.

05-2022-10-18: Councillor Ward moved to amend Schedule 19, Recreation Vehicle Park Definition to strike the last 5 words “or as permanent residential occupancy”.

06-2022-10-18: Councillor Ward moved to add under Section 53: "(e) the maximum number or maximum percentage of RV units in a Recreational Vehicle Park that may be used for permanent residential occupancy, provided that the RV stalls where those RV units are located have year-round water and wastewater services connections available.".

Carried

05-2022-10-18 (as amended): moved to strike from Schedule 19, Recreation Vehicle Park Definition the last 5 words "or as permanent residential occupancy"; and to add under Section 53 "(e) the maximum number or maximum percentage of RV units in a Recreational Vehicle Park that may be used for permanent residential occupancy, provided that the RV stalls where those RV units are located have year-round water and wastewater services connections available.".

Carried

04-2022-04-05 (as amended): moved second reading of Bylaw 115, 2022 – Land Use Bylaw Amendment Omnibus No. 2 as amended; to strike from Schedule 19, Recreation Vehicle Park Definition the last 5 words "or as permanent residential occupancy"; and to add under Section 53 "(e) the maximum number or maximum percentage of RV units in a Recreational Vehicle Park that may be used for permanent residential occupancy, provided that the RV stalls where those RV units are located have year-round water and wastewater services connections available.".

Carried

07-2022-10-18: Councillor Sygutek moved third and final reading of Bylaw 1115, 2022 - Land Use Bylaw Amendment Omnibus No. 2 as amended.

Defeated

Bylaw 1120, 2022 - Amendment to Bylaw 946, 2016 - the Safety Codes Permit Bylaw - FireSmart Principles - Second and Third Readings

08-2022-10-18: Councillor Ward moved to defer second reading of Bylaw 1120, 2022 - Amendment to Bylaw 946, 2016 - the Safety Codes Permit Bylaw - FireSmart Principles until the Omnibus Bylaw No. 2 comes back to Council.

Carried

Bylaw 1121, 2022 - Amendment to FireSmart Bylaw - Second and Third Readings

09-2022-10-18: Councillor Ward moved to defer second reading of Bylaw 1121, 2022 - FireSmart Bylaw until the Omnibus Bylaw No. 2 comes back to Council.

Carried

Bylaw 1133, 2022 - Amendment to the Procedure Bylaw - First Reading

10-2022-10-18: Councillor Girhiny moved first reading of Bylaw 1133, 2022 - Amendment to the Procedure Bylaw.

Carried

11-2022-10-18: Councillor Ward moved second reading of Bylaw 1133, 2022 - Amendment to the Procedure Bylaw.

Carried

12-2022-10-18: Councillor Ward moved to consider third Reading of Bylaw 1133, 2022 - Amendment to the Procedure Bylaw.

Carried Unanimously

13-2022-10-18: Councillor Glavin moved third and final Reading of Bylaw 1133, 2022 - Amendment to the Procedure Bylaw.

Carried

Service Areas Update

14-2022-10-18: Councillor Ward moved to accept the Service Areas Update as information.

Carried

Municipal Planning Committee Bylaw Discussion

15-2022-10-18: Councillor Ward moved that the number of council members appointed to the Municipal Planning Committee increases from 2 to 3 and to decrease the public-at-large membership from 5 to 4.

Defeated

16-2022-10-18: Councillor Ward moved that Administration come back with recommendations for changes in variance powers for the development officers whether it be increase or decrease the variance powers to make the approval process more efficient.

Defeated

17-2022-10-18: Councillor Kubik moved that the Municipal Planning Commission be disbanded and that the development authority be moved to the development office for approving permits.

Defeated

18-2022-10-18: Councillor Girhiny moved that the discussion on the Municipal Planning Commission be deferred for one month's time.
Carried

Rural Municipalities of Alberta (RMA) Fall Convention Attendees

19-2022-10-18: Councillor Filipuzzi moved that Council appoint Mayor Painter, Patrick Thomas, Chief Administrative Officer, and Councillors Girhiny and Councillor Glavin to attend the RMA Fall Convention in Edmonton to be held November 7-10, 2022.
Carried

Fire Station 4-Hillcrest

20-2022-10-18: Councillor Filipuzzi moved that Council authorizes the closure of Fire Station 4 in Hillcrest and directs Administration to investigate options for the building and property.
Councillor Sygutek requested a recorded vote.
IN FAVOR: Councillors Filipuzzi, Girhiny, and Mayor Painter
OPPOSED: Councillors Sygutek, Kubik, Glavin, and Ward
Defeated

Bellevue Lagoons and Frank WWTP Phase 2 Design Concepts

21-2022-10-18: Councillor Ward moved that Administration move ahead with the \$153,000 for immediate repairs to the diffusers at the lagoons and also to move ahead with the force main and the Frank WWTP Phase 2 design concepts from the Wastewater Reserve.
Carried

22-2022-10-18: Councillor Kubik moved that the Municipality immediately discontinue raw sewage dumping in the Bellevue Lagoons.
Carried

Drainage Improvements for 23rd Avenue, 86th Street, and 21st Avenue in Coleman

23-2022-10-18: Councillor Sygutek moved that Council approves \$185,000 in funding from the Road Reserve for improving surface drainage on 23rd Avenue, 21st Avenue, and 86th St in Coleman.
Carried

COUNCIL MEMBER REPORTS

Council reports since the October 4, 2022 meeting of Council:

- None

PUBLIC INPUT PERIOD

- None

COUNCILLOR INQUIRIES AND NOTICE OF MOTION

Affordable Housing – Mayor Painter

24-2022-10-18: Councillor Ward moved to direct Administration to conduct further investigation of affordable housing and to bring back information to a future meeting of Council for consideration.

Carried

Crowsnest Pass Community Library Board - Request for Additional Funding - September 29, 2022 - Councillor Filipuzzi

25-2022-10-18: Councillor Filipuzzi moved that Council approve the Crowsnest Community Library Board request for additional funding for the 2022 budget year in the amount of \$15,000 to be taken from the Millrate Stabilization Reserve.

Carried

IN CAMERA

26-2022-10-18: Councillor Sygutek moved that Council go In Camera for the purpose of discussion of the following confidential matters under the Freedom of Information and Protection of Privacy Act and to take a short recess at 5:55 pm:

- a) Personal Privacy – Board Member Resignation - FOIP Act Section 17
- b) Economic Interests of the Public Body – Application to Purchase Municipal Lands - FOIP Act Section 25
- c) Privileged Information - Dairy Road Letter - FOIP Act Section 27

Carried

Reconvene

Mayor Painter convened the In Camera meeting at 6:02 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

Recused

Mayor Painter recused himself from the In Camera meeting at 6:16 pm.

Reconvene

Deputy Mayor Ward reconvened the meeting at 6:17 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

Return

Mayor Painter returned to Council Chambers at 6:26 pm and reconvened the meeting as Chairperson.

27-2022-10-18: Councillor Sygutek moved that Council come out of In Camera at 6:27 pm.

Carried

28-2022-10-18: Councillor Glavin moved that Council accept the resignation of Dennis Watt from the Family and Community Support Services Advisory Committee and direct Administration to write a letter of thank you for his service.

Carried

29-2022-10-18: Councillor Filipuzzi moved that Council accept the offer to purchase a portion of Lot 1MR, Block 3, Plan 8311587 subject to the following conditions:

1. That the price is \$4.00 per square foot
2. That the applicant is responsible for all costs associated with the removal of the MR designation from the portion of land to be transferred.
3. That that applicant is responsible for all costs associated with the necessary Land Use Bylaw amendment to redistrict the subject lands to GCR (Grouped Country Residential)
4. That the applicant is responsible for all costs relating to the survey and consolidation of the subject lands with the title to Lot 4 Plan 9711004 by Plan of Survey.
5. That the applicant is responsible for all legal costs associated with this transaction, including the legal costs of the Municipality, if any.
6. That this transaction be completed by July 1, 2023

Carried

Recused

Mayor Painter recused himself from the meeting at 6:28 pm.

30-2022-10-18: Councillor Sygutek moved that the Municipality will pay for the legal fees for Mayor Painter to obtain a legal opinion in regard to defamation contained in the Dairy Road letter and that Mayor Painter will bring the legal opinion back to Council for further discussion.

Carried

Return

Mayor Painter returned to Council Chambers at 6:30 pm and reconvened the meeting as Chairperson.

ADJOURNMENT

31-2022-10-18: Councillor Filipuzzi moved to adjourn the meeting at 6:31 pm.
Carried

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 25, 2022

Agenda #: 5.a

Subject: Bylaw 1129, 2022 - Land Use Bylaw Amendment - Re-designate Area 'A' and Area 'B', Plan 221 0634, and a portion of Block OT, Plan 1489JK, within SE¼ 3-8-4-W5M and containing ±0.92 ha (2.27 acres), from "No Land Use" to Comprehensive Mixed Use CM-1 District - Public Hearing

Recommendation: That Council holds a public hearing and considers input received.

Executive Summary:

Bylaw 1129, 2022 is on Council's agenda for a Public Hearing (Oct 25, 2022). With consideration for any comments made during the Public Hearing, at Council's discretion, Second and Third Reading may be considered later in their meeting.

The proposed bylaw involves the re-designation of two previously closed portions of road from "No Land Use" to the "Comprehensive Mixed Use CM-1 District", for the purpose of expanding the existing useable space for future development.

Relevant Council Direction, Policy or Bylaws:

Section 606, Requirements for Advertising, and Section 692, Planning Bylaws, Municipal Government Act, RSA 2000, c M-26. (MGA)

Land Use Bylaw

Discussion:

On September 27, 2022 Council gave first reading of Bylaw 1129, 2022.

The adjacent property, Block H Plan 731227 (the old hospital site), was re-designated to the Comprehensive Mixed Use CM-1 District for future development purposes. The two closed road portions were acquired by the Municipality for the purpose to be added to the development site, and require a land use designation.

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[FORMATTED Bylaw 1129-2022 - CNP LUB 868-2013 Areas A & B, Plan 221 0634 rezoning August 2022 notice.docx](#)

[FORMATTED Bylaw 1129-2022 - CNP LUB 868-2013 Areas A & B, Plan 221 0634 rezoning August 2022.docx](#)

[Schedule A - Bylaw 1129, 2022 Areas A&B, Plan 2210634-LUD Redesign.pdf](#)

NOTICE OF PUBLIC HEARING

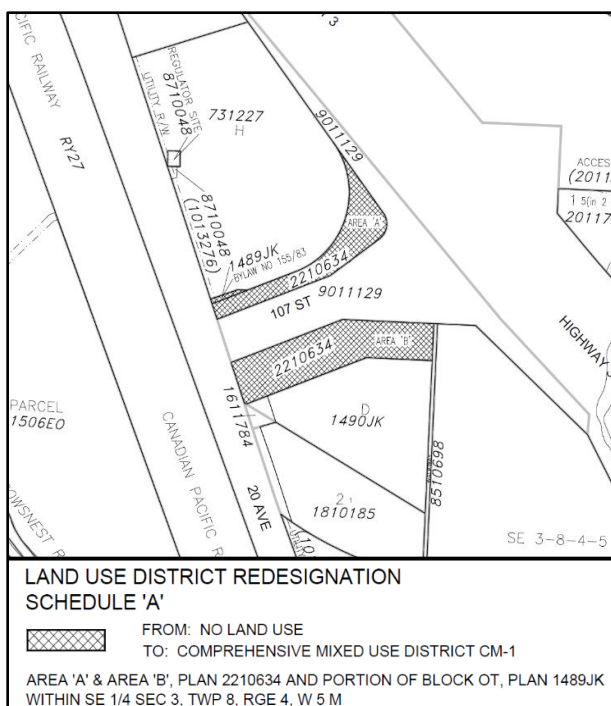
MUNICIPALITY OF CROWSNEST PASS
IN THE PROVINCE OF ALBERTA
PROPOSED BYLAW NO. 1129, 2022

7:30PM, October 25, 2022

Municipality of Crowsnest Pass Council Chambers
8502 – 19 Avenue, Coleman

PURSUANT to sections 230, 606, and 692 of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, the Council of the Municipality of Crowsnest Pass in the Province of Alberta hereby gives notice of its intention to consider proposed Bylaw No. 1129, 2022, being a bylaw to amend Bylaw No. 868, 2013, being the municipal land use bylaw.

The purpose of Bylaw No. 1129, 2022 is to redesignate the lands legally described as Area 'A' and Area 'B', Plan 221 0634, and a portion of Block OT, Plan 1489JK, within SE¼ 3-8-4-W5M and containing ±0.92 ha (2.27 acres), as shown on Schedule 'A', from no land use to "Comprehensive Mixed Use District – CM-1". The subject lands are located in Blairmore, and known municipally as 10610 20th Avenue. The purpose of the proposed amendment is to provide for the opportunity to use and develop the lands in accordance with the provisions of the "Comprehensive Mixed Use – CM-1" land use district.



THEREFORE, TAKE NOTICE THAT a public hearing to consider the proposed Bylaw No. 1129 will be held in the Municipality of Crowsnest Pass Council Chambers at 7:30PM on October 25, 2022. Each person shall be allotted 5 minutes to present their position.

AND FURTHER TAKE NOTICE that anyone wishing to provide slide decks, maps, videos or a written submission regarding the proposed bylaw should email: Bonnie Kawasaki, Executive Assistant to the CAO at bonnie.kawasaki@crowsnestpass.com with the bylaw number and public hearing date clearly marked in the subject line no later than 4:30PM on October 18, 2022. Verbal presentations (limited to 5 minutes) will be accepted at the public hearing.

For questions regarding the proposed Bylaw Amendment please contact the Development Officer by calling 403-562-8833 or emailing development@crowsnestpass.com.

A copy of the proposed bylaw may be inspected at the municipal office during normal business hours.

DATED at the Municipality of Crowsnest Pass in the Province of Alberta this 28th day of September, 2022.

MUNICIPALITY OF CROWSNEST PASS

BYLAW NO. 1129, 2022

LAND USE BYLAW AMENDMENT – Redesignate Areas ‘A’ & ‘B’, Plan 221 0634 and prtn of Block OT, Plan 1489JK

BEING a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta, to amend Bylaw No. 868, 2013, being the municipal Land Use Bylaw.

WHEREAS the Council of the Municipality of Crowsnest Pass wishes to redesignate the lands legally described as Area ‘A’ and Area ‘B’, Plan 221 0634, and a portion of Block OT, Plan 1489JK, within SE¼ 3-8-4-W5M and containing ±0.92 ha (2.27 acres), as shown on Schedule ‘A’, from no land use to “Comprehensive Mixed Use District – CM-1”.

AND WHEREAS the purpose of the proposed amendment is to provide for the opportunity to use and develop the lands in accordance with the provisions of the “Comprehensive Mixed Use District – CM-1”.

AND WHEREAS the municipality must prepare an amending bylaw and provide for its consideration at a public hearing.

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Municipality of Crowsnest Pass in the Province of Alberta duly assembled does hereby enact the following amendments:

1. The Land Use District Map be amended to redesignate the lands legally described as Area ‘A’ and Area ‘B’, Plan 221 0634, and a portion of Block OT, Plan 1489JK, within SE¼ 3-8-4-W5M and containing ±0.92 ha (2.27 acres), as shown on Schedule ‘A’ attached hereto and forming part of the bylaw, from no land use to “Comprehensive Mixed Use District – CM-1”.
2. Bylaw No. 868, 2013, being the Land Use Bylaw, is hereby amended.
3. This bylaw comes into effect upon third and final reading hereof.

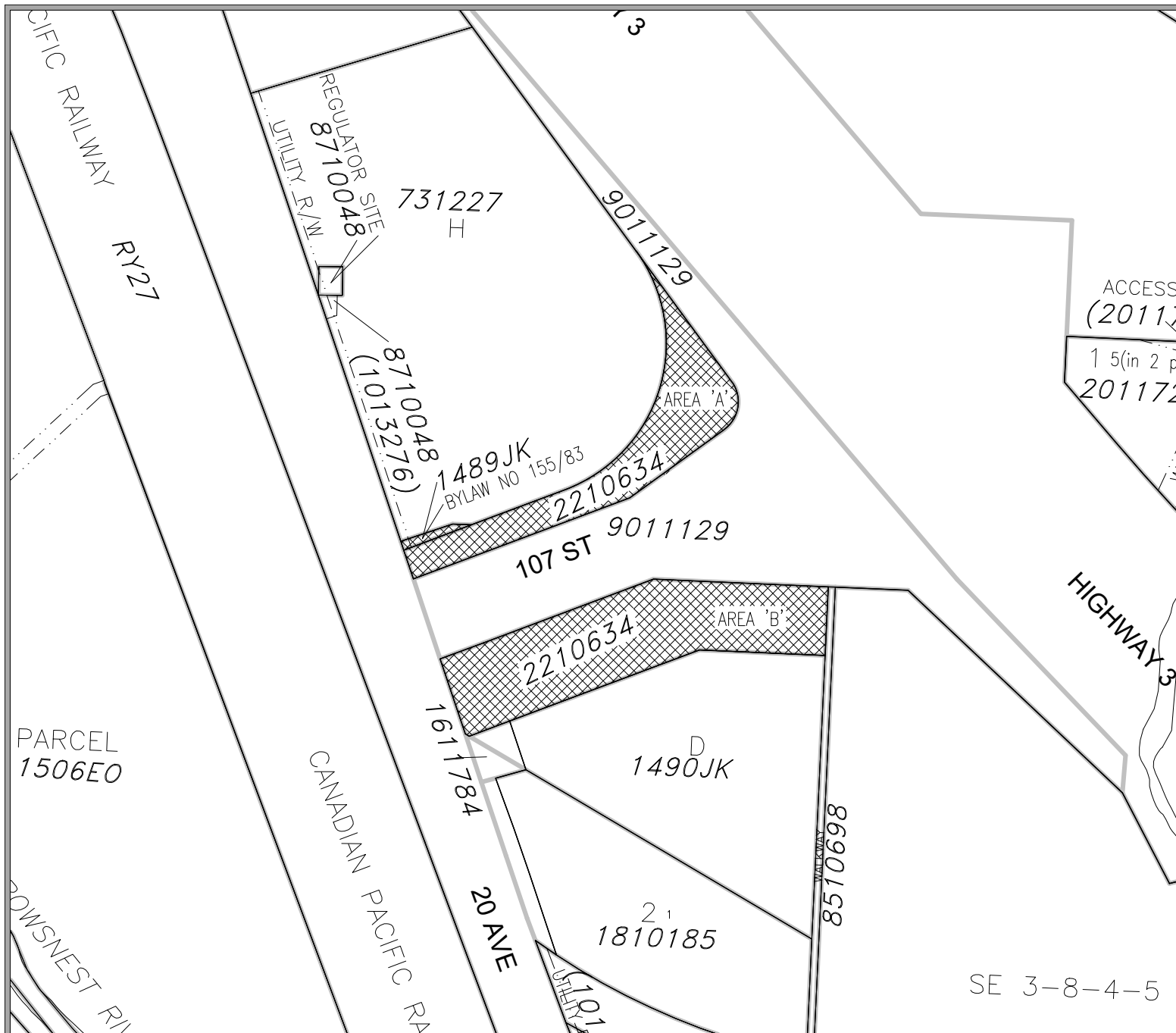
READ a **first** time in council this _____ day of _____ 2022.

READ a **second** time in council this _____ day of _____ 2022.

READ a **third and final** time in council this _____ day of _____ 2022.

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: NO LAND USE (0.92±ha(2.27±ac))

TO: COMPREHENSIVE MIXED USE DISTRICT CM-1

AREA 'A' & AREA 'B', PLAN 2210634 AND PORTION OF BLOCK OT, PLAN 1489JK
WITHIN SE 1/4 SEC 3, TWP 8, RGE 4, W 5 M

MUNICIPALITY: CROWSNEST PASS (BLAIRMORE)

DATE: AUGUST 31, 2022

Bylaw #: 1129, 2022

Date: _____



August 31, 2022 N:\C-N-P\CNP LUD & Land Use Redesignations\Crowsnest Pass - Bylaw 1129, 2022 Areas A&B, Plan 2210634.dwg



MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL. 403-329-1344
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 25, 2022

Agenda #: 5.b

Subject: Bylaw 1131, 2022 - Municipal Reserve closure and removal of Municipal Reserve designation on that portion of Lot 51MR, Block 1, Plan 0812254 forming part of Lot 53, Block 1, Plan _____, containing 0.048 hectares (0.12 acres) more or less - Public Hearing

Recommendation: That Council holds a Public Hearing and considers input received.

Executive Summary:

Bylaw 1131, 2022 is on Council's agenda for a Public Hearing (Oct 25, 2022). With consideration for any comments made during the Public Hearing, at Council's discretion, Second and Third Reading may be considered later in their meeting.

The subject MR parcel is located adjacent to Municipal property and the High Pressure TC Energy Pipeline. On August 16, 2022 Council approved the conditional sale of a portion of Lot 51MR, Block 1, Plan 0812254 to the adjacent landowner for consolidation with developed Lot 44, Block 1, Plan 0812254 subject to conditions.

Relevant Council Direction, Policy or Bylaws:

Sections 70, 606, 671, 674 and 675, respectively 'Disposal of Land', 'Requirements for Advertising', 'Use of Reserve Land, Money', 'Disposal of Municipal and School Reserve' and 'Removal of Designation as Municipal Reserve', Municipal Government Act, RSA 2000, c M-26.

Policy 2000-03 Disposal of Municipal Property

Discussion:

On September 27, 2022 council gave first reading of Bylaw 1131, 2022.

The purpose for acquiring the additional MR lands is to increase the size of the rear yard of the adjacent residential lot owned by the applicant.

On adoption of the bylaw, the certified bylaw will be submitted to the Registrar of Land Titles with a

request that the MR designation be removed. On removal of the designation, the land may be subdivided and sold or otherwise disposed of but the proceeds must be accounted for separately and may be used only for the purposes referred to in s. 671(2) of the MGA - i.e. to acquire or improve land for a public park or recreation area or as a buffer between lands that are used for different purposes. The applicant has submitted an application for the portion of MR to be redistricted to Comprehensive Ski Village - CSV once the MR removal and subdivision is complete.

The Municipality owns Roll Number 2096400 (Remainder of NE 34-07-04-W5M) which provides continued public access adjacent to the proposed MR closure and TC Energy pipeline.

Analysis of Alternatives:

N/A

Financial Impacts:

The Municipality would receive approximately \$11,285 plus GST.

Attachments:

[FORMATTED Bylaw 1131, 2022 - MR disposal - prtn of Lot 51MR, Block 1, Plan 081 2254 September 2022 notice.docx](#)

[FORMATTED Bylaw 1131, 2022 - MR disposal - prtn of Lot 51MR, Block 1, Plan 081 2254 September 2022.docx](#)

[Schedule A Bylaw 1131-2022- Lot 51MR, Block 1, Plan 0812254 & MR Disposal-MR Disposal.pdf](#)

**MUNICIPALITY OF CROWSNEST PASS
IN THE PROVINCE OF ALBERTA
PROPOSED BYLAW NO. 1131, 2022**

Municipality of Crowsnest Pass Council Chambers
8502 – 19 Avenue, Coleman

AND FURTHER TAKE NOTICE that anyone wishing to provide slide decks, maps, videos or a written submission regarding the proposed bylaw should email: Bonnie Kawasaki, Executive Assistant to the CAO at

DATED at the Municipality of Crowsnest Pass in the Province of Alberta this 28th day of September, 2022.

MUNICIPALITY OF CROWSNEST PASS
BYLAW NO. 1131, 2022
DISPOSAL OF MUNICIPAL RESERVE – portion of Lot 51MR, Block 1, Plan 081 2254

BEING a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta.

WHEREAS the Council of the Municipality of Crowsnest Pass wishes to dispose of a municipal reserve designation (in part), pursuant to Section 674 of the Municipal Government Act.

AND WHEREAS the purpose of the bylaw is to provide for the subsequent subdivision and consolidation of the lands with an adjacent residential parcel.

AND WHEREAS the municipality must provide the consideration of the bylaw at a public hearing.

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Municipality of Crowsnest Pass in the Province of Alberta duly assembled does hereby enact the following amendments:

1. The municipal reserve designation on lands legally described as a portion of Lot 51MR, Block 1, Plan 081 2254 forming part of Lot 53, Block 1, Plan _____, containing ± 0.05 ha (0.12 acres), as shown on Schedule 'A' attached hereto and forming part of the bylaw, is hereby disposed of.
2. This bylaw comes into effect upon third and final reading hereof.

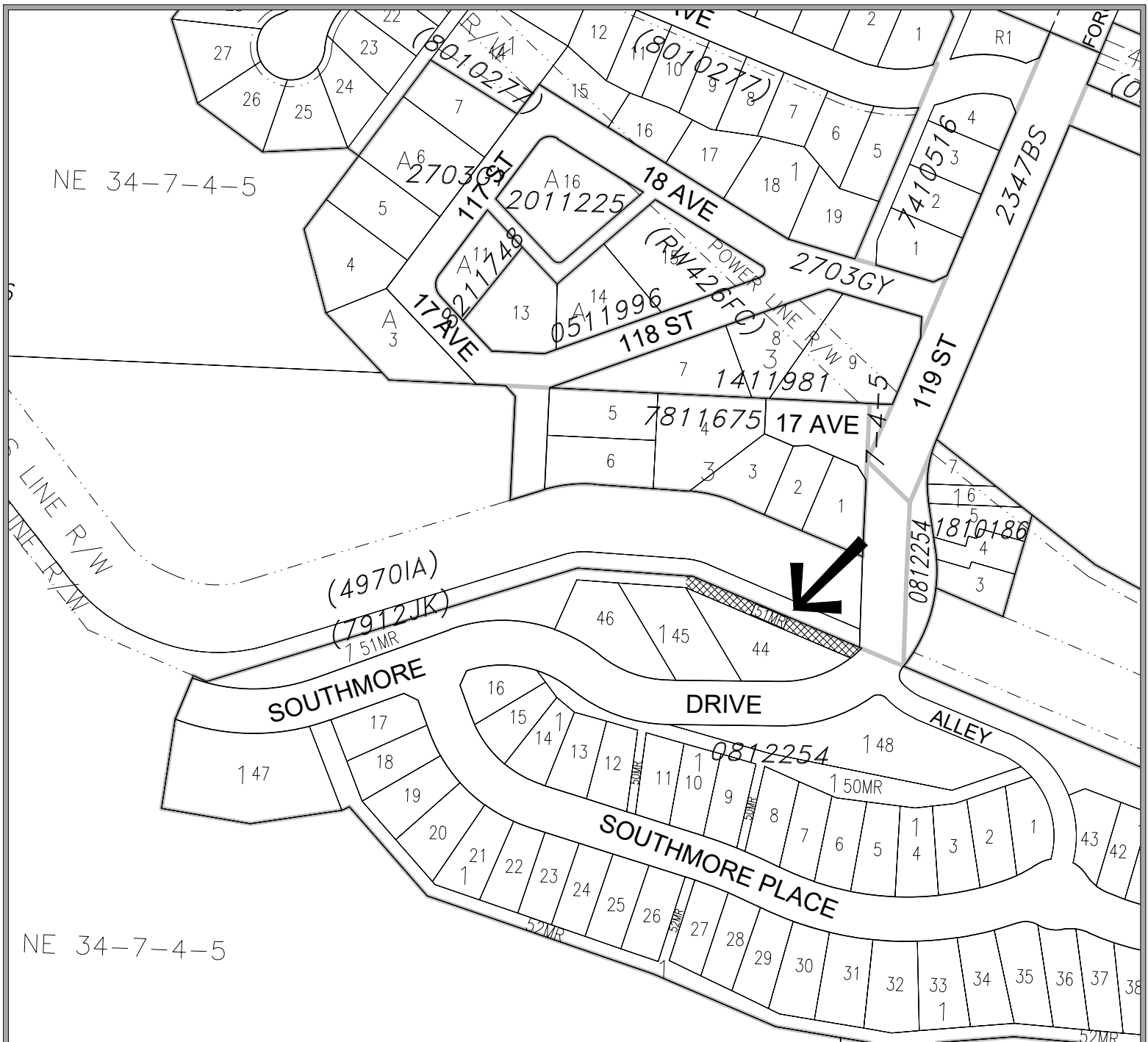
READ a **first** time in council this _____ day of _____ 2022.

READ a **second** time in council this _____ day of _____ 2022.

READ a **third and final** time in council this _____ day of _____ 2022.

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



MUNICIPAL RESERVE DISPOSAL SCHEDULE 'A' of Bylaw 1131, 2022



MUNICIPAL RESERVE TO BE DISPOSED OF

THAT PORTION OF LOT 51MR, BLOCK 1, PLAN 0812254 FORMING PART
OF LOT 53, BLOCK 1, PLAN _____, CONTAINING 0.048±ha(0.12±ac)
WITHIN NE 1/4 SEC 34, TWP 7, RGE 4, W 5 M

MUNICIPALITY: CROWSNEST PASS (BLAIRMORE)

DATE: SEPTEMBER 15, 2022



September 15, 2022 N:\C-N-P\CNP LUD & Land Use Redesignations\Crowsnest Pass - Lot 51MR, Block 1, Plan 0812254 & MR Disposal.dwg



MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL. 403-329-1344
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 25, 2022

Agenda #: 7.a

Subject: Bylaw 1129, 2022 - Land Use Bylaw Amendment - Re-designate Area 'A' and Area 'B', Plan 221 0634, and a portion of Block OT, Plan 1489JK, within SE¼ 3-8-4-W5M and containing ±0.92 ha (2.27 acres), from "No Land Use" to Comprehensive Mixed Use CM-1 District - Second & Third Reading

Recommendation: That Council gives second and third reading of Bylaw 1129, 2022.

Executive Summary:

The proposed bylaw involves the re-designation of two previously closed portions of road from "No Land Use" to the "Comprehensive Mixed Use CM-1 District", for the purpose of expanding the existing useable space for future development.

Relevant Council Direction, Policy or Bylaws:

Section 692, Planning bylaws, Municipal Government Act, RSA 2000, c M-26. (MGA)

Land Use Bylaw No. 868-2013

Discussion:

On September 27, 2022 Council gave first reading to Bylaw 1129, 2022.

The adjacent property, Block H Plan 731227 (the old hospital site), was re-designated to the Comprehensive Mixed Use CM-1 District for future development purposes. The two closed road portions were acquired by the Municipality for the purpose to be added to the development site, and require a land use designation.

Analysis of Alternatives:

1. Following the Public Hearing, Council may give Second and Third Reading of Bylaw 1129, 2022, as proposed.
2. If additional information is required by Council and/or amendments to the Bylaws are proposed by Council prior to Second Reading, Council may postpone Second Reading of Bylaw 1129, 2022 and

provide further direction to Administration. Substantial changes to the Bylaw will require Council hold a second Public Hearing prior to considering the Bylaw 1129,2022 for Second and Third reading.

3. Council may defeat Bylaw 1129, 2022, as proposed.

Financial Impacts:

N/A

Attachments:

[FORMATTED Bylaw 1129-2022 - CNP LUB 868-2013 Areas A & B, Plan 221 0634 rezoning August 2022.docx](#)

[Schedule A - Bylaw 1129, 2022 Areas A&B, Plan 2210634-LUD Redesign.pdf](#)

MUNICIPALITY OF CROWSNEST PASS

BYLAW NO. 1129, 2022

LAND USE BYLAW AMENDMENT – Redesignate Areas ‘A’ & ‘B’, Plan 221 0634 and prtn of Block OT, Plan 1489JK

BEING a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta, to amend Bylaw No. 868, 2013, being the municipal Land Use Bylaw.

WHEREAS the Council of the Municipality of Crowsnest Pass wishes to redesignate the lands legally described as Area ‘A’ and Area ‘B’, Plan 221 0634, and a portion of Block OT, Plan 1489JK, within SE¼ 3-8-4-W5M and containing ±0.92 ha (2.27 acres), as shown on Schedule ‘A’, from no land use to “Comprehensive Mixed Use District – CM-1”.

AND WHEREAS the purpose of the proposed amendment is to provide for the opportunity to use and develop the lands in accordance with the provisions of the “Comprehensive Mixed Use District – CM-1”.

AND WHEREAS the municipality must prepare an amending bylaw and provide for its consideration at a public hearing.

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Municipality of Crowsnest Pass in the Province of Alberta duly assembled does hereby enact the following amendments:

1. The Land Use District Map be amended to redesignate the lands legally described as Area ‘A’ and Area ‘B’, Plan 221 0634, and a portion of Block OT, Plan 1489JK, within SE¼ 3-8-4-W5M and containing ±0.92 ha (2.27 acres), as shown on Schedule ‘A’ attached hereto and forming part of the bylaw, from no land use to “Comprehensive Mixed Use District – CM-1”.
2. Bylaw No. 868, 2013, being the Land Use Bylaw, is hereby amended.
3. This bylaw comes into effect upon third and final reading hereof.

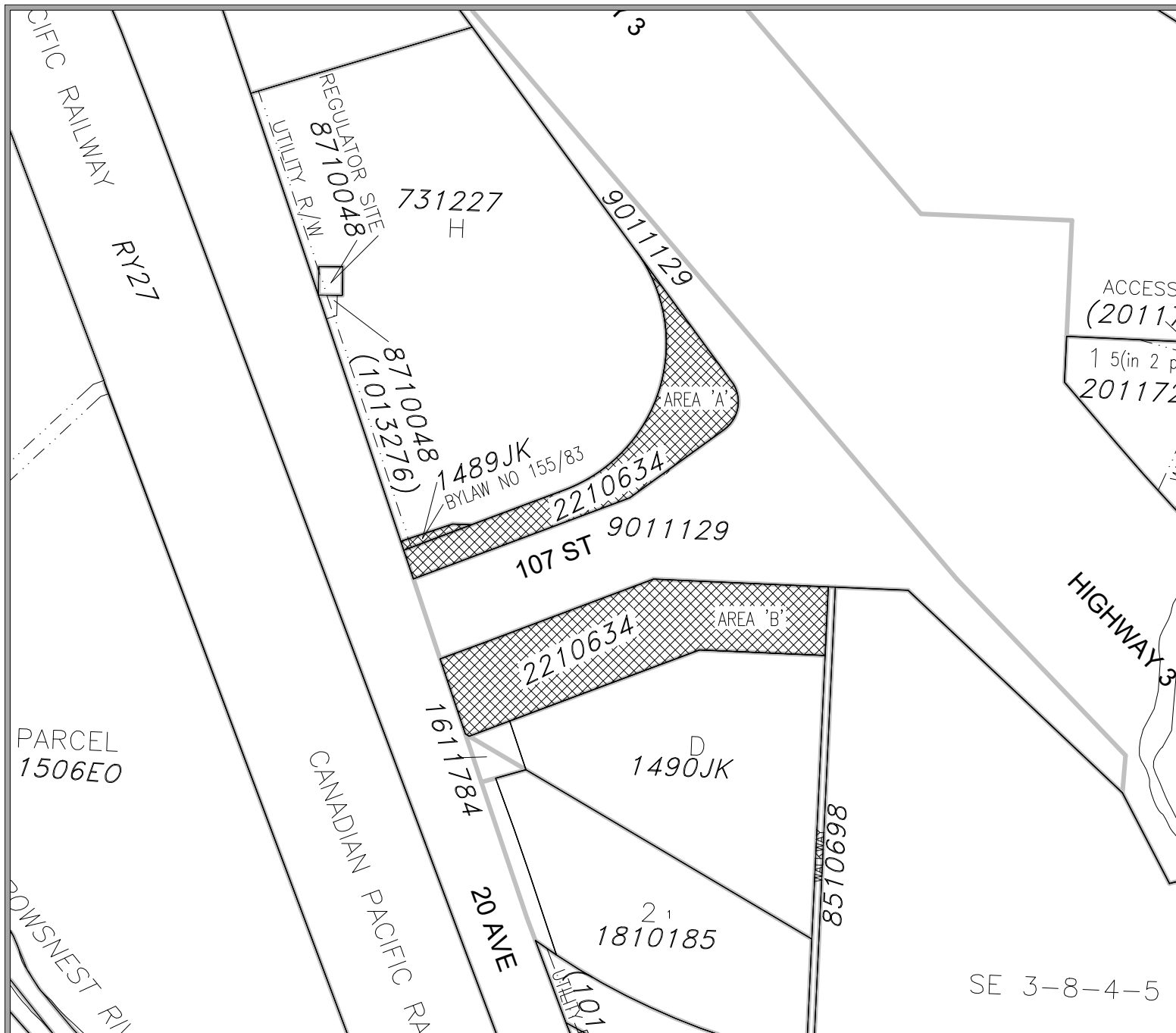
READ a **first** time in council this _____ day of _____ 2022.

READ a **second** time in council this _____ day of _____ 2022.

READ a **third and final** time in council this _____ day of _____ 2022.

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



LAND USE DISTRICT REDESIGNATION SCHEDULE 'A'



FROM: NO LAND USE (0.92±ha(2.27±ac))

TO: COMPREHENSIVE MIXED USE DISTRICT CM-1

AREA 'A' & AREA 'B', PLAN 2210634 AND PORTION OF BLOCK OT, PLAN 1489JK
WITHIN SE 1/4 SEC 3, TWP 8, RGE 4, W 5 M

MUNICIPALITY: CROWSNEST PASS (BLAIRMORE)

DATE: AUGUST 31, 2022

Bylaw #: 1129, 2022

Date: _____



August 31, 2022 N:\C-N-P\CNP LUD & Land Use Redesignations\Crowsnest Pass - Bylaw 1129, 2022 Areas A&B, Plan 2210634.dwg



MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL. 403-329-1344
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 25, 2022

Agenda #: 7.b

Subject: Bylaw 1131, 2022 - Municipal Reserve closure and removal of Municipal Reserve designation on that portion of Lot 51MR, Block 1, Plan 0812254 forming part of Lot 53, Block 1, Plan _____, containing 0.048 hectares (0.12 acres) more or less - Second and Third Reading

Recommendation: That Council gives second and third reading of Bylaw No. 1131.

Executive Summary:

The subject MR parcel is located adjacent to Municipal property and the High Pressure TC Energy Pipeline. On August 16, 2022 Council approved the conditional sale of a portion of Lot 51MR, Block 1, Plan 0812254 to the adjacent landowner for consolidation with developed Lot 44, Block 1, Plan 0812254 subject to conditions.

Relevant Council Direction, Policy or Bylaws:

Sections 70, 606, 671, 674 and 675, respectively 'Disposal of Land', 'Requirements for Advertising', 'Use of Reserve Land, Money', 'Disposal of Municipal and School Reserve' and 'Removal of Designation as Municipal Reserve', Municipal Government Act, RSA 2000, c M-26.

Policy 2000-03 Disposal of Municipal Property

Discussion:

On September 27, 2022 council gave first reading to Bylaw 1131, 2022.

The purpose for acquiring the additional MR lands is to increase the size of the rear yard of the adjacent residential lot owned by the applicant.

On adoption of the bylaw, the certified bylaw will be submitted to the Registrar of Land Titles with a request that the MR designation be removed. On removal of the designation, the land may be subdivided and sold or otherwise disposed of but the proceeds must be accounted for separately and may be used only for the purposes referred to in s. 671(2) of the MGA - i.e. to acquire or improve land for a public park or recreation area or as a buffer between lands that are used for different purposes.

The applicant has submitted an application for the portion of MR to be redistricted to Comprehensive Ski Village - CSV once the MR removal and subdivision is complete.

The Municipality owns Roll Number 2096400 (Remainder of NE 34-07-04-W5M) which provides continued public access adjacent to the proposed MR closure and TC Energy pipeline.

Analysis of Alternatives:

1. Following the Public Hearing, Council may give Second and Third Reading of Bylaw 1131, 2022, as proposed.
2. If additional information is required by Council and/or amendments to the Bylaws are proposed by Council prior to Second Reading, Council may postpone Second Reading of Bylaw 1131, 2022 and provide further direction to Administration. Substantial changes to the Bylaw will require Council hold a second Public Hearing prior to considering the Bylaw 1131,2022 for Second and Third reading.
3. Council may defeat Bylaw 1131, 2022, as proposed.

Financial Impacts:

The Municipality would receive approximately \$11,285 plus GST.

Attachments:

[FORMATTED Bylaw 1131, 2022 - MR disposal - prtn of Lot 51MR, Block 1, Plan 081 2254 September 2022.docx](#)

[Schedule A Bylaw 1131-2022- Lot 51MR, Block 1, Plan 0812254 & MR Disposal-MR Disposal.pdf](#)

MUNICIPALITY OF CROWSNEST PASS
BYLAW NO. 1131, 2022
DISPOSAL OF MUNICIPAL RESERVE – portion of Lot 51MR, Block 1, Plan 081 2254

BEING a bylaw of the Municipality of Crowsnest Pass in the Province of Alberta.

WHEREAS the Council of the Municipality of Crowsnest Pass wishes to dispose of a municipal reserve designation (in part), pursuant to Section 674 of the Municipal Government Act.

AND WHEREAS the purpose of the bylaw is to provide for the subsequent subdivision and consolidation of the lands with an adjacent residential parcel.

AND WHEREAS the municipality must provide the consideration of the bylaw at a public hearing.

NOW THEREFORE, under the authority and subject to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the Municipality of Crowsnest Pass in the Province of Alberta duly assembled does hereby enact the following amendments:

1. The municipal reserve designation on lands legally described as a portion of Lot 51MR, Block 1, Plan 081 2254 forming part of Lot 53, Block 1, Plan _____, containing ± 0.05 ha (0.12 acres), as shown on Schedule 'A' attached hereto and forming part of the bylaw, is hereby disposed of.
2. This bylaw comes into effect upon third and final reading hereof.

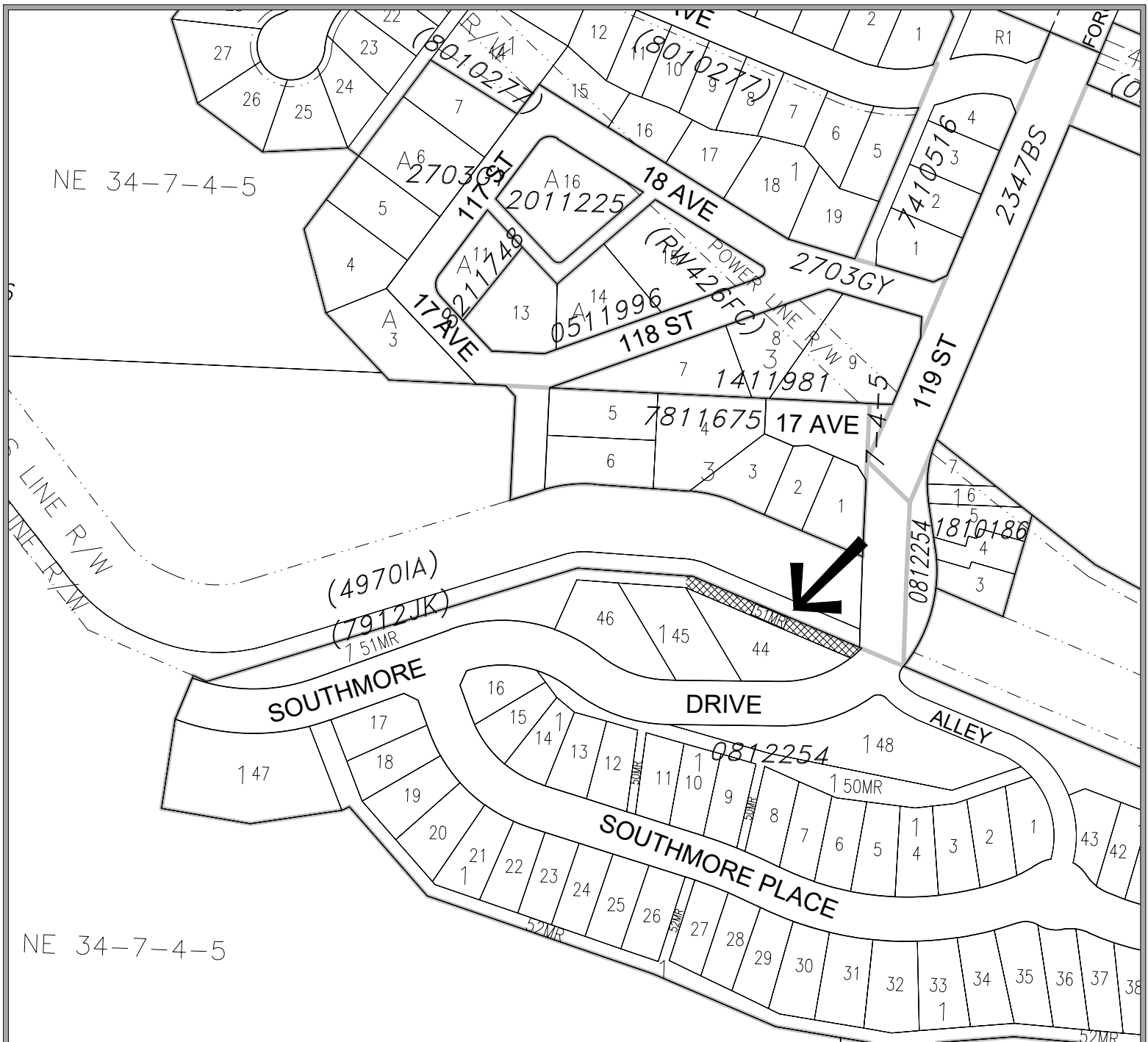
READ a **first** time in council this _____ day of _____ 2022.

READ a **second** time in council this _____ day of _____ 2022.

READ a **third and final** time in council this _____ day of _____ 2022.

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



MUNICIPAL RESERVE DISPOSAL SCHEDULE 'A' of Bylaw 1131, 2022



MUNICIPAL RESERVE TO BE DISPOSED OF

THAT PORTION OF LOT 51MR, BLOCK 1, PLAN 0812254 FORMING PART
OF LOT 53, BLOCK 1, PLAN _____, CONTAINING 0.048±ha(0.12±ac)
WITHIN NE 1/4 SEC 34, TWP 7, RGE 4, W 5 M

MUNICIPALITY: CROWSNEST PASS (BLAIRMORE)

DATE: SEPTEMBER 15, 2022



MAP PREPARED BY:
OLDMAN RIVER REGIONAL SERVICES COMMISSION
3105 16th AVENUE NORTH, LETHBRIDGE, ALBERTA T1H 5E8
TEL. 403-329-1344
"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 25, 2022

Agenda #: 7.c

Subject: 2022 - Q3 Safety Codes, Facility Maintenance and Planning & Development Statistics Report

Recommendation: That Council receive the 2022 - Q3 - Safety Codes, Facility Maintenance and Planning & Development Statistics Report for information.

Executive Summary:

The attached report provides an update of the 2022- Q3 and Year-to-Date statistics for housing starts, safety codes permits, facility maintenance work orders, compliance certificates, development permits, business license reviews, land use bylaw enforcement, bylaws, review of subdivision applications and Subdivision and Development Appeal Board / Land and Property Rights Tribunal hearings. The report shows the total statistics for 2021 as a comparison.

Relevant Council Direction, Policy or Bylaws:

N/A

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[Q3-2022 Development and Trades Stats.pdf](#)

Development & Trades – Quarterly Report

Permit Fees and Safety Codes Council (SCC) Levy Collected

Permit Fees and SCC Levy Statistics	2021 Total	2022 Q1	2022 Q2	2022 Q3	2022 Q4	2022YTD
Permit Fee collected – Building	\$194,207	\$26,287	\$49,270	\$47,343	-	\$122,900
SCC Levy Collected – Building	\$6,873	\$1,052	\$1,971	\$1,895	-	\$4,918
Permit Fee collected - Electrical, Gas, Plumbing & PSDS	\$78,566	\$10,475	\$19,455	\$19,885	-	\$49,815
SCC Levy Collected – Electrical, Gas, Plumbing & PSDS	\$3,197	\$433	\$787	\$801	-	\$2,021

Building Permits, New Housing Starts and Project Value

Building Permit Statistics	2021 Total	2022 Q1	2022 Q2	2022 Q3	2022 Q4	2022 YTD
New Housing Starts	82	7	16	10	-	33
Building Permits - issued	159	33	56	51	-	140
Building Permits - inspections	268	64	70	83	-	217
Building Permits - closed	124	23	31	34	-	88
Project Value of Construction to Date	Residential \$22,284,974	Residential \$3,467,800	Residential \$6,395,316	Residential \$6,353,819	-	Residential \$16,216,935
	Non-Residential \$6,464,544	Non-Residential \$609,457	Non-Residential \$190,000	Non-Residential \$876,260		Non-Residential \$1,675,717

Electrical Permits

Electrical Permit Statistics	2021 Total	2022 Q1	2022 Q2	2022 Q3	2022 Q4	2022YTD
Electrical Permits - issued	167	28	57	38	-	123
Electrical Permits - inspections	139	46	65	61	-	172
Electrical Permits - closed	145	34	41	44	-	119

Gas Permits

Gas Permit Statistics	2021 Total	2022 Q1	2022 Q2	2022 Q3	2022 Q4	2022 YTD
Gas Permits - issued	141	15	27	37	-	79
Gas Permits - inspections	125	35	48	33	-	116
Gas Permits - closed	110	24	38	22	-	84

Plumbing Permits

Plumbing Permit Statistics	2021 Total	2022 Q1	2022 Q2	2022 Q3	2022 Q4	2022 YTD
Plumbing Permits - issued	90	16	22	27	-	65
Plumbing Permits - inspections	88	27	45	29	-	101
Plumbing Permits - closed	64	14	32	11	-	57

Private Sewage Disposal System (PSDS) Permits

PSDS Permit Statistics	2021 Total	2022 Q1	2022 Q2	2022 Q3	2022 Q4	2022 YTD
PSDS Permits - issued	6	1	2	5	-	8
PSDS Permits - inspections	6	0	2	7	-	9
PSDS Permits - closed	8	0	1	6	-	7

Fire Inspections

Fire Inspection Statistics	2021 Total	2022 Q1	2022 Q2	2022 Q3	2022 Q4	2022 YTD
Fire inspections Completed	53	9	13	6	-	28

Safety Codes Department Highlights

- Park Enterprises continues to fill the building inspector role and, since December 2021, is also filling the plumbing, gas and PSDS inspector roles as a pilot project to enable Facility Maintenance staff who typically fill that role to focus on and accomplish facility maintenance workload. The contractual arrangement with Park Enterprises works well. From their perspective it is beneficial to have the plumbing, gas and PSDS functions in addition to the building discipline, because they can better coordinate file reviews and inspections and ensure that all the required permits are pulled and coordinated.
- Park Enterprises also has been filling in for electrical, gas, plumbing and PSDS roles to cover staff vacations and other time off, as may be required.

Work Orders – Facility Maintenance

Work Orders	2021 Total	2022 Q1	2022 Q2	2022 Q3	2022 Q4	2022 YTD
Number of Work Orders Issued / Closed	414 / 377	138 / 123	144 / 123	97 / 79	-	379 / 325

Compliance Certificates

Compliance Certificates	2021 Total	2022 Q1	2022 Q2	2022 Q3	2022 Q4	2022 YTD
Number of Compliance Certificate Requests processed	163	29	30	47	-	106

Development Permits

Development Permits	2021 Total	2022 Q1	2022 Q2	2022 Q3	2022 Q4	2022 YTD
Number of Development Permit and Variance Applications Received	210	53	76	91	-	220

Business License Review

Business Licenses	2021 Total	2022 Q1	2022 Q2	2022 Q3	2022 Q4	2022 YTD
Number of Business Licenses Processed	59	28	25	25	-	78

LUB Enforcement / Stop Orders

Stop Orders / LUB Enforcement	2021 Total	2022 Q1	2022 Q2	2022 Q3	2022 Q4	2022 YTD
Number of Cases	19	3	8	11	-	22

Bylaws - Land Use Bylaw Amendments and Road / MR Closures

Land Use Bylaw Amendments and Road Closure Bylaws	2021 Total	2022 Q1	2022 Q2	2022 Q3	2022 Q4	2022 YTD
Number of Bylaws Processed	38	3	10	4	-	17

Subdivision Review

Subdivision Applications	2021 Total	2022 Q1	2022 Q2	2022 Q3	2022 Q4	2022 YTD
Number of Subdivision Applications Processed	14	4	4	3	-	11

Subdivision and Development Appeal Board Hearings

Appeal Hearings	2021 Total	2022 Q1	2022 Q2	2022 Q3	2022 Q4	2022 YTD
Number of Development Permit Appeals	4	0	0	1	-	1
Number of Subdivision Appeals	1	0	1	0	-	1

Facility Maintenance Department Highlights

- The department staff are developing a preventative maintenance schedule for each of their specialized areas.
- While the focus is always on maintenance activities, emergencies and winter breakdowns add to the workload. The Safety Codes Officer role for gas, plumbing and PSDS has been moved to Park Enterprises as a pilot project to relieve staff of SCO duties and enable them to focus on maintenance activities. This started in December 2021 and has had a desirable outcome. In June 2022 this arrangement was extended to January 2023.

Development Department Highlights

The Development Officers have been able to manage the department workload much more efficiently and effectively than before, and to accomplish tasks that were previously not given the expected attention and detail. However, the high workload is continuing. The result is that tasks that do not have a statutory timeline attached to it, are delayed, for example compliance certificates, bylaw enforcement, site inspections, following up to ensure development permit conditions are complied with, replying to phone calls and emails, etc.



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 25, 2022

Agenda #: 7.d

Subject: Purchase of Light Duty Pickup Trucks : CAP 2022-8115-1-3

Recommendation: That Council approves \$145,000.00 in additional funding from MSI for the purchase of five light duty pickup trucks.

Executive Summary:

Fleet Services is in need of replacing five light duty pick-up trucks as identified for the 2021 and 2022 replacement program. Light duty pick-up trucks are re-evaluated after ten years to see what condition they in and if they need to be replaced and put up for auction.

Relevant Council Direction, Policy or Bylaws:

2022 Capital Plan

Discussion:

Only one bid was submitted at a cost of \$323,029.00. Once the additional items such as GPS units, truck box for the mechanics truck, and emergency lights are included, the total estimated cost is \$405,029.00. Current MSI funding for this project is \$280,000.00. Therefore \$125,029.00 plus contingency, equals approximately \$145,000.00 of additional MIS funds.

Analysis of Alternatives:

1. Proceed with replacement of the units
2. Defer replacement resulting in increased funding in future Capital Budget as well as additional maintenance costs.

Financial Impacts:

\$145,000.00 to be funded from MSI

Attachments:



Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 25, 2022

Agenda #: 7.e

Subject: Infrastructure Master Plan Adoption

Recommendation: That Council adopt the Infrastructure Master Plan (IMP) as presented.

Executive Summary:

The Municipality undertook to build an Infrastructure Master Plan (IMP) utilizing ISL Engineering. The IMP encompasses water, wastewater and stormwater infrastructure and was done to evaluate the performance and capacity of the existing infrastructure and assessing any additional servicing networks that are required to meet the needs of future populations. The IMP also highlights projects based on priority to help inform the Municipality's Capital Plan.

Administration provided an excerpt of the executive structure and table of contents from the 1044 page report. The full version will be available on our website.

Relevant Council Direction, Policy or Bylaws:

Council initiative from 2022 to complete an IMP.

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:



Municipality of Crowsnest Pass

Final Report

Infrastructure Master Plan

October 2022





ISL Engineering and Land Services Ltd. Is an award-winning full-service consulting firm dedicated to working with all levels of government and the private sector to deliver planning and design solutions for transportation, water, and land projects.

Proudly certified as a leader in quality management under Engineers and Geoscientists BC's OQM Program from 2014 to 2021.



4015 7 Street SE, Calgary AB T2G 2Y9, T: 403.254.0544 F: 403.254.9186

October 4, 2022

Our Reference: 27830

Municipality of Crowsnest Pass

8502 – 19 Avenue
Coleman, AB T0K 0M0

Attention: Patrick Thomas, P.Eng., CLGM

Dear P. Thomas:

Reference: Crowsnest Pass Infrastructure Master Plan Final Report

Enclosed is the Final Report for the Crowsnest Pass Infrastructure Master Plan. We trust that it meets your expectations.

The Municipality of Crowsnest Pass (the Municipality) requisitioned ISL Engineering and Land Services Ltd. (ISL) to provide engineering services for an Infrastructure Master Plan (IMP) encompassing water, wastewater, and stormwater infrastructure. This study was prompted by an anticipated increase in population in the Municipality within the next 20 years based on growth projections provided by the Municipal Development Plan.

The intent of the IMP was to evaluate the performance and capacity of the Municipality's existing infrastructure by developing new models for each system and assessing any additional servicing networks that are required to meet the needs of future populations. Upgrades to the existing infrastructure and proposed servicing concepts are intended to provide input to the Municipality's 10-Year Capital Plan.

We sincerely appreciate the opportunity to undertake this project on behalf of the Municipality of Crowsnest Pass. Should you have any questions or concerns, please do not hesitate to contact the undersigned at 403.254.0544.

Sincerely,



Mark Black, PMP
Lead, Water and Wastewater

Corporate Authorization

This document entitled "Crowsnest Pass Infrastructure Master Plan" has been prepared by ISL Engineering and Land Services Ltd. (ISL) for the use of the Municipality of Crowsnest Pass. The information and data provided herein represent ISL's professional judgment at the time of preparation. ISL denies any liability whatsoever to any other parties who may obtain this report and use it, or any of its contents, without prior written consent from ISL.



Mark Black, PMP
Lead, Water and Wastewater



Sarah Barbosa, P.Eng., ENV SP
Lead, Municipal Infrastructure Planning

Permit to Practice

ISL Engineering and Land Services Ltd.

RM Signature: 

RM APEGA ID: 66731

Date: 5 October 2022

Permit Number P4741

The Association of Professional Engineers
and Geoscientists of Alberta

Geoffrey Schulmeister, P.Eng., SCPM
General Manager, Water and Environment

Executive Summary

Background

The Municipality of Crowsnest Pass (the Municipality) requisitioned ISL Engineering and Land Services Ltd. (ISL) to provide engineering services for an Infrastructure Master Plan (IMP) encompassing water, wastewater, and stormwater infrastructure.

The overall study area of the IMP includes all developments that are serviced within the Municipality's boundary, in one of five key communities (Coleman, Blairmore, Frank, Bellevue, Hillcrest). The IMP also includes the smaller community of Sentinel, located west of Coleman. Any parcels flagged for future growth considerations within these communities were also included in the IMP assessment.

The intent of the IMP was to evaluate the performance and capacity of the Municipality's existing infrastructure by developing new models for each system and assessing any additional servicing networks that are required to meet the needs of future populations. Upgrades to the existing infrastructure and proposed servicing concepts are intended to provide input to the Municipality's 10-Year Capital Plan.

Purpose

The purpose of developing an infrastructure master plan is as follows:

- Compilation and assessment of the existing water, sanitary, and stormwater data:
 - Determination of data gaps and surveying sanitary and stormwater manholes/pipes to fill in the missing information.
 - Development of models for the water distribution, sanitary collection, and stormwater systems using WaterCAD, MIKE URBAN, and InfoWorks ICM software, respectively.
 - Compilation of geographic information system (GIS) compatible files for all networks.
 - Calibration of water and sanitary models and holistic calibration of the stormwater system to accurately represent the performance of the Municipality's existing systems.
- Analysis of infrastructure under existing and future growth horizons:
 - Four demand scenarios for the water distribution system:
 - Average day demand (ADD)
 - Maximum day demand (MDD)
 - Peak hour demand (PHD)
 - MDD plus fire flows (FF)
 - Dry weather flow and wet weather flow assessments of the sanitary system.
 - Two key Chicago distribution design storms for the stormwater system:
 - 1:5 year 1-hour rainfall event
 - 1:100 year 24-hour rainfall event
- Identification of the required upgrades to the infrastructure to meet existing and future needs:
 - Rehabilitation of existing pipes
 - Upgrades to the existing system to resolve capacity constraints
 - Implementing additional infrastructure to accommodate future development
- Recommend servicing concepts based on the future build-out scenario.
- Development of cost estimates for recommended upgrades for existing and future horizons.
- Development of a staging plan for implementing infrastructure upgrades for short- and long-term needs.

Study Overview

Water Distribution System

The Municipality is currently serviced by 88.8 km of water distribution mains and five reservoirs. The design criteria used to assess the Municipality's water distribution system was derived from the Municipality of Crowsnest Pass Engineering and Development Standards, typical municipal servicing standards in the Province of Alberta, and fire flow requirements from the Fire Underwriters Survey. In addition, water demands were derived from historic consumption data.

Bentley Open Flows WaterCAD CONNECT Edition Update 3 was used to assess the Municipality's water distribution system, with all available GIS data relevant to the water system in the study area reviewed in detail. The model was calibrated with five hydrant tests performed in the summer of 2021 and supplemented by flow tests performed by the Municipality at several locations. The existing distribution system was analyzed under Average Day Demand, Maximum Day Demand, Peak Hour Demand, and Maximum Day Demand Plus Fire Flow scenarios. Additionally, the reservoirs were assessed in terms of reservoir storage and pumping capacity available for the existing system.

A standard grid network was generally assumed when developing the proposed water network. The proposed water network was modelled to address the adequacy of the existing water distribution system to handle expansion of the Municipality. Average Day Demand, Maximum Day Demand, Peak Hour Demand, and Maximum Day Demand Plus Fire Flow scenarios were analyzed for this scenario as well.

Wastewater Collection System

The Municipality's wastewater system is composed of several manholes and pipes that convey sewage to either the Frank Wastewater Treatment Plant (WWTP) or the Hillcrest Lagoons (WWTF). Sewage from Coleman, Blairmore and Frank is conveyed to the Frank WWTP while sewage from Bellevue and Hillcrest is conveyed to the WWTF.

The computer model used to assess the Municipality's wastewater system was MIKE URBAN 2017 by DHI. To develop the model, all available GIS data relevant to the sanitary system in the study area that was received by Oldman River Regional Services Commission was reviewed in detail. The model was calibrated in terms of both dry and wet weather flows using the flow monitoring data collected at nine sites during the spring of 2021.

The existing and future system capacity was assessed based on a Type 4 Huff design storm with a 1:50 year 24-hour return period where the existing system also consisted of an inflow and infiltration review. Smaller return periods (i.e., 1:5, 1:10, and 1:25 year events) were also run under existing conditions to determine if the affected sewer sections flagged under the 1:50 year event were also problematic under these smaller events. The proposed sanitary servicing plan for all developable lands in the 2040 growth horizon was then developed and sized. The additional growth was included in a future system assessment scenario to determine the adequacy of existing infrastructure to accommodate the growth. Upgrades were proposed for both existing and future conditions.

Stormwater System

Within the Municipality, the stormwater consists of both major and minor drainage systems. The major system consists of any overland drainage and conveys stormwater runoff that is more than the minor system. The minor system includes any underground infrastructure, including the pipe network and any of its associated structures. The design criteria used to assess the stormwater system was based on the Municipality's Engineering Design Standards, Alberta Environment and Park's standards and guidelines, and engineering best practices utilized by ISL on similar projects across Alberta.

The model used for assessing the Municipality's stormwater system was InfoWorks ICM developed by Innovyze, which was selected for its advanced capabilities associated with 2D modelling. The stormwater model was constructed by utilizing available data combined with confirmations from survey, limited record drawings, and certain assumptions, with both a 1D and 2D model constructed. A holistic calibration exercise was performed in the model using flow monitoring data collected in the spring of 2021.

The existing stormwater system was assessed under 1:5 year 1-hour Chicago rainfall event and 1:100 year 24-hour Chicago rainfall event conditions, for the minor and major systems, respectively. To assess the Municipality's existing overland drainage system, 2D modelling results were extracted at the maxima for both water depth relative to the LiDAR surface (represented through the mesh elements) and surface flow velocity.

Future drainage basins were established and summarized, with catchments delineated based on current topography. Pond sizing was provided for a range of runoff coefficients, depending on how development in the future drainage basins progresses. LID options were also provided to potentially be integrated into the stormwater design. This would reduce the overall runoff produced by the developed site. Environmental impacts were considered and could be minimized by implementing appropriate erosion and sediment control.

Hillcrest Lagoon Facility

A summary of the existing wastewater treatment components and processes at the WWTF was investigated and detailed. Current pertinent standards and regulations were reviewed and the WWTF was evaluated on their flow, influent, effluent, and coliform qualities. An operational review was also undertaken with recommendations provided.

Conclusions and Recommendations

Water System Conclusions

Conclusions for the water servicing portion of the IMP are as follows:

- There are significant data gaps pertaining to pumping capacities at the pump/booster stations and the pressure settings of PRVs (due to potentially faulty gauges). Approximate pump curves were compiled from distributors and online sources based on pump models for the purposes of including these facilities in the WaterCAD model.
- Large consumption rates were estimated based on the available production data from the water treatment plants (WTP).
- Several pressure zones are either lacking sufficient pressures, or exceeding maximum allowable pressures under ADD, MDD, and PHD.
- Most of the Municipality's system is deficient in terms of available fire flows based on the Fire Underwriter's Survey recommendations.
- The Coleman, Blairmore, and Bellevue reservoirs have sufficient storage under existing conditions, however both Hillcrest and Sentinel are deficient by 619 m³ and 2,203 m³, respectively. The calculated fire flow for both Hillcrest and Sentinel is based on total fire flow requirements. That said, the Municipality may consider adopting a smaller fire flow criterion for Hillcrest as it is predominantly single-family residential, noting this comes with a level of risk. At Sentinel, the WTP is only intended to provide some fire flow suppression to assist these developments, with no upgrades anticipated within the 2040 growth horizon.
- The required pumping capacities at Bellevue and Sentinel were determined and should be verified after confirming the existing pumping capacities at these facilities. At Sentinel, the WTP is only intended to provide some fire flow suppression to assist these developments, with no upgrades anticipated within the 2040 growth horizon.
- The proposed water distribution concept includes watermains ranging from 200 mm to 300 mm in size and requires several new PRVs and three new booster stations.

- Additional reservoir capacity is needed at Hillcrest to service future populations. The additional capacity is 78 m³, based on an increase from the required existing system capacities. The Municipality may consider adopting a smaller fire flow criterion for Hillcrest as it is predominantly single-family residential, noting this comes with a level of risk.

Water System Recommendations

Recommendations for the water servicing portion of the IMP are as follows:

- Confirm the pumping capacity of the pumps at all pump houses and booster stations.
- Check all PRV pressure gauges to determine if they are working adequately and replace if needed.
- Install localized PRVs or new pressure zones in areas where pressures exceed 550 kPa.
 - If high pressures are tolerated, confirm the pressure ratings of the distribution mains exhibiting these larger pressures.
- Upgrade the 150 mm cast iron watermain on 19 Avenue between 124 Street and 126 Street to reduce head losses and improve pressures.
- Install a new fire pump at the Bellevue reservoir to properly convey fire flows throughout this community.
- Implement the upgrades shown in Figure 3.15 to improve fire flows throughout the communities.
- Replace and upsize older watermains to PVC watermains with a minimum diameter of 200 mm.
 - These upgrades could be performed in conjunction with roadworks programs to improve fire flows to meet standards over time.
- Increase the Hillcrest Reservoir storage capacity by 619 m³ to meet the existing storage requirement of 2,816 m³. To meet the future storage requirement, increase the capacity by 697 m³ to avoid multiple upgrades.
- Implement the servicing concept, or a variation that meets the intent of the proposed concept, as development progresses.
- Upgrade portions of the existing distribution system based on the improvements proposed in Figure 3.22.

Wastewater System Conclusions

Conclusions for the wastewater servicing portion of the IMP are as follows:

- The Municipality has noted historical operational issues at the East Siphon situated in Bellevue, upstream of the WWTF. There are several data gaps pertaining to this siphon, causing limitations to the extent of analysis that is currently possible regarding this siphon's hydraulic performance.
- Review of the observed and modelled I-I rates indicates that Sites 2, 6, and 7 (and likely Site 8, however not recorded at this site due to upstream restrictions) have significant baseflows. The data indicated that most remaining sites are at or near AEP's guideline of 0.28 L/s/ha. Based on the results of Sites 2, 6, and 7, a 1:50 year LOS was selected.
- The existing wastewater system generally performs adequately under the 1:50 year design storm (the LOS), with a few exceptions in Bellevue and Coleman.
- Three areas were flagged as lacking capacity under the LOS, including in Bellevue along 27 Avenue, also in Bellevue upstream of the East Siphon, and in Bushtown.
- The proposed conveyance system includes several addition gravity sewers ranging from 200 mm to 300 mm, plus three new minor lift stations.
- Additional capacity constraints were noted throughout Coleman, Blairmore, and Bellevue due to the added development. Some constraints were very minor, with surcharging just barely exceeding the crown of the affected sewer sections.

Wastewater System Recommendations

Recommendations for the wastewater servicing portion of the IMP are as follows:

- Investigate sources of high inflow-infiltration upstream of flow monitoring Sites 2, 6, 7, and 8 via the use of smoke testing and/or CCTV inspection to mitigate extraneous wet weather flows in the wastewater system.
- Conduct a site investigation of the East Siphon to reduce the number of data gaps that currently exist.
- Upgrades to mitigate surcharging and flooding under existing conditions should be implemented based on those described in Table 4.10.
- The future wastewater system should be constructed as depicted in Figure 4.44 as development progresses to 2040.
- Based on the affected sewer sections identified under future conditions, the upgrades proposed in Table 4.14 should be implemented prior to additional growth upstream of those sewer sections.

Stormwater System Conclusions

Conclusions for the stormwater portion of the IMP are as follows:

- Results of the minor stormwater drainage system within the Municipality under both the 1:5 and 1:100 year storm conditions are summarized as follows:
 - Some surcharging in the minor system is noted under the 1:5 year event, which is expected given the age of the infrastructure, it was likely designed to a 1:2 year level of service.
 - Most of the surcharging under the 1:5 year event is localized, and spans only a few pipe segments.
 - Surcharging in the 1:100 year event generally follows the same pattern as the 1:5 year event, however is more expansive.
 - Surcharging under the 1:100 year event is expected as the overland drainage system is intended to supplement the minor system under significant rainfall events.
 - Inlet capacity of the catchbasins and natural surface storage is likely limiting flows in the 1:100 year event that would generally be anticipated with a 1D model.
- Results of the major stormwater drainage system within the Municipality under both the 1:5 and 1:100 year storm conditions are provided below:
 - Some locations in the Municipality would exhibit flooding under a 1:5 year event, however many of these locations are also expected, such as waterbodies. The 1:5 year event was provided for illustrative purposes, since the overland system is assessed under the 1:100 year event.
 - There are many depth and velocity exceedances when compared to AEP's depth/velocity criteria.
 - Some of these exceedances occur at one of the waterbodies such as Crowsnest Lake, Island Lake, or Summit Lake. The remaining exceedances should be investigated to determine if there are missing culverts/stormwater infrastructure from the Municipality's records that would aid in conveying the flows downstream.
- A pre-development runoff rate of 2.4 L/s/ha was determined through a statistical analysis of selected historical station data using Hydrostat. Future development should limit discharge to this rate.
- The proposed stormwater system concept comprises of stormwater management facilities and sewers that discharge ultimately to the Crowsnest River, either through direct connections or by one of the Crowsnest River's upstream tributaries.
- Integrating LID into the stormwater design of individual sites should be considered to improve volumes and the quality of water discharging to one of the proposed SWMFs and ultimately to the Crowsnest River.

Stormwater System Recommendations

Recommendations for the stormwater portion of the IMP are as follows:

- A condition assessment of the existing stormwater infrastructure should be undertaken to determine sewers with significant sedimentation or debris that may be limiting the capacity of the sewers.
 - Measures to remediate these issues, such as flushing and pigging pipes/leads and hydrovacing manholes/catchbasins should be investigated and completed.
- Undertake an asset management program to obtain a more complete database of all infrastructure within the Municipality and increase maintenance capabilities.
- Stormwater management facilities should be sized at the development stage, based on the footprints/volumes provided in Table 5.9 for a range of runoff coefficients.
 - Volume targets have not been factored into this sizing and should be assessed on a case-by-case basis at the preliminary design stage to determine if volume control is needed to limit downstream erosion.
- LID measures, such as those described in Table 5.12, should be reviewed at the development stage and implemented if required to improve water quality and reduce the stormwater runoff volume.
- All developments are required to submit a detailed ESC report detailing the downstream erosion impacts caused by the proposed stormwater discharge and detail how these impacts are being mitigated.

Hillcrest Lagoon Conclusions

Conclusions for the WWTF portion of the IMP are as follows:

- The Bellevue and Hillcrest WWTF is operating within the design and peak flow rates capacity of the facility.
- The influent water quality is within the classification of a weak wastewater, meaning that it is mostly domestic and could be diluted.
 - Lower infiltration and less dilution from September 2020 to August 2021 could have resulted in higher BOD₅ and ammonia influent concentrations.
- The WWTF approval incorporates stringent tertiary limits, however, does not have limits for total and unionized ammonia.
 - Possible future limits for ammonia could be 10 mg N/L during winter and 5 mg N/L during summer.
- Historical data showed the WWTF achieves significant reduction in CBOD, however there have been issues with TSS non-compliance.
 - Some corrective actions have been made, and the impact of these actions will be seen in a few months.
- There have been historical compliance issues with phosphorous in the effluent; this can be reduced by adjusting the alum dosage according to the phosphorus concentration and ensuring the TSS are low.
- The total and fecal coliform concentrations in the effluent are within the maximum limit as per the approval.
- Influent quality is likely being influenced by septage discharge; however, future expectation is that these deliveries will be diverted to the Frank WWTP on the upgrade is complete.
- The general condition of the WWTF is good, but some improvements and optimization are possible to improve treatment and effluent quality.

Hillcrest Lagoon Recommendations

Recommendations for the WWTF portion of the IMP are as follows:

- Monitoring:
 - In addition to monitoring the TSS of the effluent, the TSS of the lagoon outlet or filter inlet must be monitored.
 - Un-ionized ammonia should be included in the monitoring and annual report as per WSER.

- The ammonia concentration should be monitored closely. If the elevated levels continue and limits are enforced by AEP, possible sources should be identified, treatment upgrades or diversion of the Bellevue and Hillcrest wastewater to Frank WWTP should be considered if limit for ammonia are enforced.
- Determine and monitor the volume and water quality of the septic tank deliveries.
- Operational:
 - Determine if there is any sludge build-up in any section of the lagoons and if cleaning is required. This can be done by doing a survey of the ponds. This will also indicate any uneven sludge build-up which will influence the treatment process.
 - Continue with Acti-zyme dosing to assist in overall treatment and reduction of solids build-up.
 - Review the condition of the filters. Test sand to determine if replacement is required; determine if the filter requires any maintenance or cleaning. Media supplier would be able to do a complete assessment.
 - Adjust Alum dosage based on the filter influent phosphorous concentrations. Perform jar test to determine the maximum Alum dosage.
 - Alum Storage and dosing area should be kept clean.
 - Repair aeration lines to ensure even distribution within the lagoons.
- When sampling:
 - Use clean and dry bottles.
 - Sampler's strainer should be fully sub-merged but avoid contact with the floor.
 - Samples should be completely mixed before transferring to bottles or splitting.
 - Clean strainer regularly.
- Long-term:
 - Determine feasibility of diverting the Bellevue and Hillcrest WWTF flows to the Frank WWTP if ammonia limits will be enforced or the WWTF process and equipment has reached its end of life and major upgrades are required.

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Municipality of Crowsnest Pass Request for Decision

Meeting Date: October 25, 2022

Agenda #: 7.f

Subject: Marketing Update

Recommendation: That Council accept the Marketing Update for information.

Executive Summary:

This year the Municipality ran three different marketing campaigns. The first was focused around Go Crowsnest and the organic social media that goes with it. In addition, this summer there was a dedicated campaign for resident relocation and one for tourism. For the latter two, the majority of these campaigns were online in geotargeted areas such as Calgary, Lethbridge and Vancouver, complemented by billboard signage located at the west end of the community over the summer.

So far in 2022, these campaigns, have resulted in almost 4.8 million impressions. There has also been 47 thousand engagements, 177 thousand clicks and 245 thousand video views.

Relevant Council Direction, Policy or Bylaws:

N/A

Discussion:

Impressions refers to the number of times the content was displayed, no matter if it was clicked or not.

Engagements typically refers to the user sharing, commenting or liking the post.

Clicks refers to the user clicked-through to a link from the ad.

Video views refers that the user watched the video ad through to the end.

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[2022 Marketing Results.xlsx](#)

		January	February	March	April	May	June	July	August	September	October	November	December	Total	Average
Go Crowsnest Website	Page Views	1,970	1,844	2,548	2,396	2,876	3,484	5,416	4,266	2,500				27,300	3,033
Organic	Facebook	Impressions	526	1,506	3,800	316	820	154,100	434,400	417,500	276,400			1,289,368	143,263
		Engagements	88	26	718	13	111	1,600	14,400	10,000	4,600			31,556	3,506
		Followers	1,219	1,219	1,223	1,227	1,236	1,238	1,264	1,289	1,304			N/A	1,247
	Instagram	Impressions	10,115	11,775	8,755	7,000	7,189	26,400	152,200	193,500	67,000			483,934	53,770
		Engagements	403	494	438	326	226	103	265	1,600	400			4,255	473
		Followers	2,803	2,838	2,856	2,857	2,885	2,914	2,936	2,952	2,950			N/A	2,888
	Twitter	Impressions	13,200	5,100	1,800	1,300	2,000	839	116	1,400	1,100			26,855	2,984
		Engagements	167	83	37	14	43	39	3	40	20			446	50
		Followers	517	526	530	534	543	547	552	556	558			N/A	540
Paid - Relocation	Facebook/Instagram	Impressions						895,400	756,400	548,200				2,200,000	733,333
		Video Views						58,500	51,300	35,700				145,500	48,500
		Clicks						844	679	477				2,000	667
	Youtube	Impressions						364,600						364,600	364,600
		Video Views						99,800						99,800	99,800
		Clicks						161,800						161,800	161,800
Paid - Tourism	Facebook/Instagram	Impressions						205,000	160,300	47,700				413,000	137,667
		Engagements						7,000	3,600	900				11,500	3,833
		Clicks						7,900	4,300	1,200				13,400	4,467

Total Impressions 4,777,757
 Total Engagements 47,311
 Total Video Views 245,300
 Total Clicks 177,200