



Municipality of Crowsnest Pass
AGENDA
Regular Council Meeting
Council Chambers at the Municipal Office
8502 - 19 Avenue, Crowsnest Pass, Alberta
Tuesday, September 27, 2022 at 7:00 PM

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. CONSENT AGENDA

- 3.a Minutes of the Crowsnest Pass Senior Housing Board of June 29, 2022
- 3.b Minutes of the Municipal Planning Commission of July 27, 2022
- 3.c Minutes of the Crowsnest Pass Community Pool Society of August 17, 2022
- 3.d Val Allen - ORV Letter of Concern of July 25, 2022
- 3.e Town of Tofield - Victim Services Redesign Letter of Concern of August 23, 2022
- 3.f Minister Shandro's Response to the Town of Tofield - Victim Services Redesign Letter of Concern of August 26, 2022
- 3.g Coleman Drop-In Centre Association - Budget Consideration Letter of August 26, 2022
- 3.h Chinook Arch Regional Library System - Request for Motion Supporting the 2023-2026 Municipal Levy Schedule
- 3.i Asset Management Training

4. ADOPTION OF MINUTES

- 4.a Minutes of the Council Meeting of August 23, 2022

5. PUBLIC HEARINGS

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 - *First 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 - *First Reading*

- 7.c Policy Review - 1303-04 Council Remuneration Policy
- 7.d Service Areas Update
- 7.e Pass Powderkeg School Pricing
- 7.f Ranchlands Mutual Aid Agreement

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

- 10.a Bear Issues - Councillor Ward
- 10.b Hillcrest Lagoons - Mayor Painter

11. IN CAMERA

- 11.a Economic Interests of the Public Body - Application to Purchase Municipal Lands - FOIP Act Section 25
- 11.b Privileged Information - Dairy Road Letter - FOIP Act Section 27
- 11.c Privileged Information - Crowsnest Pass Pool - *FOIP Act Section 27*
- 11.d Economic Interests of the Public Body - MDM Lands - *FOIP Act Section 25*

12. ADJOURNMENT



Municipality of Crowsnest Pass Request for Decision

Meeting Date: September 27, 2022

Agenda #: 3.a

Subject: Minutes of the Crowsnest Pass Senior Housing Board of June 29, 2022

Recommendation: That Council accept the Minutes of the Crowsnest Pass Senior Housing Board of June 29, 2022 as information.

Executive Summary:

Minutes of Boards, Committees and Societies are provided to Council at the subsequent meeting of Council.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Crowsnest Pass Senior Housing Board provides their minutes to Council to keep them apprised of Senior Housing activities.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[06 - Board Minutes - June 29, 2022.pdf](#)



BOARD MEETING MINUTES June 29, 2022

A regular meeting of the Management Body of Crowsnest Pass Senior Housing (CPSH) was held on Wednesday, June 29, 2022 at 10:00 a.m. at Peaks to Pines Senior Lodge in Coleman, Alberta.

ATTENDEES: Debi Ruzek: Board Chairperson, Dean Ward: Municipal Councillor, Dave Filipuzzi: Municipal Councillor, Susan Demchuk: Board Member, Cathy Painter: Board Member, Donna Stelmachovich: Vice-Chairperson, Annie Lok: Chief Administrative Officer, Dee-Anna Strandquist: Finance Manager

ABSENT: Marlene Ancil: Board Member

Minutes recorded by Dee-Anna Strandquist

1. CALL TO ORDER

- 1.1 Debi Ruzek called the meeting to order at 10:08 a.m. and it was determined that a quorum of directors was present.

2. ADDITIONS/CHANGES TO AGENDA

- 2.1 Add item 11.7 Move in

3. APPROVAL OF AGENDA

- 3.1 *Motion #76/22 to approve the agenda as amended. — Cathy Painter— cd.*

4. APPROVAL OF PRIOR MINUTES

- 4.1 *Motion #77/22 to approve the minutes of the meetings held April 18 and May 20, 2022 as presented. — Susan Demchuk— cd.*

5. BUSINESS ARISING FROM THE MINUTES

- 5.1 Action Log

- 5.1. a See Attachment #1

6. FINANCIAL STATEMENTS – April & May 2022

- 6.1 *Motion #78/22 to approve the Financial Statements for April and May 2022. — Dean Ward — cd.*

7. CORRESPONDENCE

- 7.1 ASHC-Utilities Grant

- 7.1.a Grant funding totalling \$10,000: \$100 per unit for both Lodge and Self-Contained.

- 7.2 Requisition Grant letter to Municipality

- 7.2.a A copy of the letter sent to the Municipality was provided.

ATTACHMENT #1: ACTION LOG - JUNE 29, 2022 (minutes)

#	ACTION ITEMS	COORDIANTOR	PROGRESS/COMMENTS
1	After move	All management	Computer, phones, internet installation DLIP Hair salaon sink Deficiencies Execess furniture
2	Procurement policy	Annie	In Progress
3	Business Plan	Annie	Present at July Board meeting
4	Board competency self assessment	Board members	Due June 30, 2022
5	Designated Supportive Living & Long Term Care Info Portal (DLIP)	Dee-Anna	Initiated, WIP
6	Cable	Dee-Anna	Shaw expedited bulk install; reconciling some resident room changes.
7	Hair Salon	Annie	missing handwash sink; hair sink will stay as is.
8	Sewer backup	Kelly/Annie	Clean out traps malfunction
9	Hot water and ice machine	Kelly/Annie	Not working
10	Leaks	Annie	Mechanical identified and rectified the issues
11	Roof anchor training	Annie/Maintenance	Completed
12	Roof anchors certification	Annie/Kelly	Re-certification annually
13	Power outage/generator	Annie	Delay of 1-2minutes for Generator to turn on.
14	Building blessed	Annie/Debi	WIP
15	YCL garage sale	Debi/YCRA	by donation
16	YCL building status	Annie	AB Seniors take over ownership July 1; CPSH act as custodian for 6-9 months. Preparation for decommissioning of YCL

7.3 *Motion #79/22 to accept correspondence as information. – Dean Ward – cd*

8. BOARD CHAIRPERSON REPORT

8.1 Move went well. The pre-packing on the weekend went very smoothly. Resulted in a list of volunteers for interested in future activities/events. Very grateful for all the volunteers.

9. OTHER BOARD REPORTS

9.1 Nothing to report.

10. OLD BUSINESS

10.1 Peaks to Pines Building (P2P)- Standing Item

10.1.a Covered in Action log

10.2 Recruitment Status

10.2.a Still unable to recruit HR Director; Reposted job description as an Office Manager.

10.2.b Most LPN positions filled, 1 LPN rotation remained empty; many HCA positions still to be filled. Can't fully open until all positions are subscribed.

11. NEW BUSINESS

11.1 Volunteer Appreciation

11.1.a Event scheduled for Thursday, July 14 from 7-9 pm to recognise all volunteers for move. Will serve refreshments and snacks, and, provide a token of appreciation. Volunteers also to be invited to grand opening.

11.2 Grand Opening Ceremony

11.2.a Tentative date of either Sept 1 or Sept 7 from 1-3 pm.

11.2.b Invitees to include MLA, MP, and Ministers.

11.3 Covid-19 Status

11.3.a Questions and Answer sheet provided from June 22 Information Session.

11.4 P2P Reservation-rent

11.4.a Discussion regarding residents that paid rent to York Creek Lodge but didn't physically move in until Peaks to Pines. Complaints brought forth due to anticipated move in date changing.

11.4.b *Motion #80/22 to provide a 25% credit from January to May to residents that paid rent to York Creek Lodge but didn't move in until Peaks to Pines. – Dave Filipuzzi – cd.*

11.5 North Road Access

11.5.a Should be fixed in the next 2 weeks.

11.6 Roger Reid tour July 4, 2022 @ 3:30 pm

- 11.6.a Board Members to try to attend if possible.
- 11.7 Move-in
 - 11.7.a A few missing paper towel holders
 - 11.7.b Need to get a cover for the Pool table
 - 11.7.c Discussed church services – to be on 2nd or 3rd floor

12. IN CAMERA

- 12.1 Motion #81/22 to go In Camera at 12:43 P.M. – Dean Ward – cd
- 12.2 Motion #82/22 to come out of In Camera at 1:01 P.M. – Cathy Painter – cd.
- 12.3 Motion #83/22 to accept an underage resident to Westwind Apartments. – Dave Filipuzzi – cd.
- 12.4 Leanne Morency joined meeting as a guest.
 - 12.4.a Motion #84/22 to go In Camera at 1:06. – Susan Demchuk – cd
 - 12.4.b Motion #85/22 to come out of In Camera at 1:18 - Cathy Painter – cd.

13. ADJOURNMENT

- 13.2 Motion #86/22 to adjourn at 1:19 P.M.- Cathy Painter- cd



Debi Ruzek – Board Chairperson



Municipality of Crowsnest Pass Request for Decision

Meeting Date: September 27, 2022

Agenda #: 3.b

Subject: Minutes of the Municipal Planning Commission of July 27, 2022

Recommendation: That Council accept the Minutes of the Municipal Planning Commission of July 27, 2022 as information.

Executive Summary:

Minutes of Boards, Committees and Societies are provided to Council for their information.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Municipal Planning Commission provides their minutes to keep Council apprised of development activities.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[MPC-July 27, 2022.pdf](#)

MUNICIPALITY OF CROWSNEST PASS
MUNICIPAL PLANNING COMMISSION MINUTES
WEDNESDAY, July 27, 2022

PRESENT: Gaston Aubin, Vice Chair
Kevin Bergeron, Member
Justin Ames, Member
Dave Filipuzzi, Member
Dean Ward, Member

ADMINISTRATIVE: Katherine Mertz, Development Officer
Kim Kozak, Development Officer
Ryan Dyck, O.R.R.S.C.
Johan Van Der Bank, Manager of Development & Trades
Deserie Mosby, Admin Assistant, DDEO

ABSENT: Don Montalbetti, Member

1. CALL TO ORDER & BOARD INTRODUCTIONS

Meeting called to order at 2:00 p.m.

1.1 Election of Chair

MOTION by Dean Ward to nominate Justin Ames for Chair:

Justin Ames accepted the nomination. No further nominations were received. Justin Ames appointed as Chair by acclamation.

CARRIED

MOTION by Dave Filipuzzi to nominate Gaston Aubin for Vice Chair:

Gaston Aubin accepted the nomination. No further nominations were received. Gaston Aubin appointed as Vice Chair by acclamation.

CARRIED

2. ADOPTION OF AGENDA

2.1 Additions/Deletions

MOTION by Dean Ward to adopt the agenda of July 27, 2022, as presented.

CARRIED

3. CONSENT AGENDA

MUNICIPALITY OF CROWSNEST PASS
MUNICIPAL PLANNING COMMISSION MINUTES
WEDNESDAY, July 27, 2022

4. ADOPTION OF MINUTES

MOTION by Dave Filipuzzi to adopt the minutes of June 22, 2022, as presented.

CARRIED

5. SUBDIVISION APPLICATIONS

5.1 2022-098 – Lots 20 & 28MR, Block 4, Plan 811 1839 within SE/14-17-8-4-W5M – Municipality of Crowsnest Pass

MOTION by Kevin Bergeron:

Approve subdivision 2022-0-108 with the resolution as presented, Lots 20 & 28MR, Block 4, Plan 811-1839 within SE1/4-17-8-4-W5M.

CARRIED

6. DEVELOPMENT PERMIT APPLICATIONS

6.1 DP2022-098 – 7709 – 29 Avenue, Coleman (Lot 13, Block 5 Plan 1355LK)

MOTION by : Dean Ward:

Approve DP2022-098 for the “Accessory Building” 103.12^{m2} /1110^{ft2} (Detached Garage) (Discretionary Use), with a variance of 25% to the rear yard setback and “Accessory Use” (Retaining Wall, Grading, and Drainage), (Discretionary Use), with a variance of 100% to the east side yard, with conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

6.2 DP2022-103 – 8638 – 22 Avenue, Coleman (Lot 1, Block 5, Plan 6808CU)

MOTION by : Dean Ward:

Approve DP2022-103 for the Home Occupation – Class 2 (Discretionary Use), with a variance for the number of parking spaces, with conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

6.3 DP2022-111 – 1810 – 121 Street, Blairmore (Lot 1, Block 5, Plan 4514JK)

MOTION by : Gaston Aubin

MUNICIPALITY OF CROWSNEST PASS
MUNICIPAL PLANNING COMMISSION MINUTES
WEDNESDAY, July 27, 2022

Approve DP2022-111 for an addition to the "Single Family Dwelling" (Carport and covered front entry) (Permitted Uses), with a variance to the secondary front yard setback (north), with conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

6.4 DP2022-115 – 910 – 232 Street, Hillcrest (Lot 2, Block B, Plan 1004LK)

MOTION by Dave Filipuzzi:

Approve DP2022-115 for an existing "Accessory Building", (Detached Garage) (Discretionary Use), with an 85% east side yard setback variance, and for an existing "Accessory Building" (Shed) (Permitted Use), to be allowed in the front yard with a 34% wet side yard setback variance, with conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

6.5 DP2022-116 – 1226 East Hillcrest Drive, Hillcrest Mines (Lot 8, Block 1, Plan 0210159)

MOTION by Kevin Bergeron:

Approve DP2022-116 for a "Manufactured Home" (Discretionary Use), with conditions as identified by Alternative A in the MPC request for decision package.

CARRIED

6.6 DP2022-119 – 8609 – 24 Avenue, Coleman (Lot 31, Block 2, Plan 2210833)

Motion by Gaston Aubin to approve DP2022-119 with the added condition number 4 in the "Notice of Decision:

Approve DP2022-119 to construct a "Duplex" (Discretionary Use), in conjunction with DP2022-120, with conditions as identified by Alternative A in the MPC request for decision package, and with the added condition, (number 4 in the "Notice of Decision"), that the homeowner completes the landscaping (topsoil and grass seeded) of the boulevard from the property line to the curb as per the development agreement, prior to August 31, 2023.

CARRIED

6.7 DP2022-120 – 8613 – 24 Avenue, Coleman (Lot 32, Block 2, Plan 2210833)

MOTION by Gaston Aubin to approve DP2022-119 with the added condition number 4 in the "Notice of Decision":

MUNICIPALITY OF CROWSNEST PASS
MUNICIPAL PLANNING COMMISSION MINUTES
WEDNESDAY, July 27, 2022

Approve DP2022-120 to construct a "Duplex" (Discretionary Use), in conjunction with DP2022-119, with conditions as identified by Alternative A in the MPC request for decision package, and with the added condition (number 4 in the "Notice of Decision"), that the homeowner completes the landscaping (topsoil and grass seeded) of the boulevard from the property line to the curb as per the development agreement, prior to August 31, 2023.

CARRIED

6.8 DP2022-128 – 8617 – 24 Avenue, Coleman (Lot 33, Block 2, Plan 2210833)

MOTION by Dean Ward to approve DP2022-128 with the added condition number 4 in the "Notice of Decision":

Approve DP2022-128 to construct a "Duplex" (Discretionary Use), with a variance to the height in conjunction with DP2022-129, with conditions as identified by Alternative A in the MPC request for decision package, and the added condition (number 4 in the "Notice of Decision"), that the homeowner completes the landscaping (topsoil and grass seeded) of the boulevard from the property line to the curb as per the development agreement, prior to August 31, 2023.

CARRIED

6.9 DP2022-129 – 8621 – 24 Avenue, Coleman (Lot 34, Block 2, Plan 2210833)

MOTION by Dean Ward to approve DP2022-129 with the added condition number 4 in the "Notice of Decision":

Approve DP2022-129 to construct a "Duplex" (Discretionary Use), with a variance to the height in conjunction with DP2022-128, with conditions as identified by Alternative A in the MPC request for decision package, and the added condition (number 4 in the "Notice of Decision"), that the homeowner completes the landscaping (topsoil and grass seeded) of the boulevard from the property line to the curb as per the development agreement, prior to August 31, 2023.

CARRIED

7. BYLAW AMENDMENTS

6.1 Bylaw 1119,2022

MOTION by Kevin Bergeron to accept Bylaw 1119,2022 as information:

CARRIED

8. ROUND TABLE

MUNICIPALITY OF CROWSNEST PASS
MUNICIPAL PLANNING COMMISSION MINUTES
WEDNESDAY, July 27, 2022

8.1 Campground Standards

8.2 Enforcement – Currently seeking a second Bylaw Officer

8.3 Landfill Update

9. **NEXT MEETING**

9.1 Wednesday August 24, 2022, at 2:00 p.m. in Council Chambers.

10. **IN CAMERA**

11. **ADJOURN**

MOTION by Dave Filipuzzi to adjourn the meeting at 3:04 p.m.

CARRIED


Approved By:



Chairperson

Aug 24/22

Date



CAO

August 30, 2022

Date



Municipality of Crowsnest Pass Request for Decision

Meeting Date: September 27, 2022

Agenda #: 3.c

Subject: Minutes of the Crowsnest Pass Community Pool Society of August 17, 2022

Recommendation: That Council accept the Minutes of the Crowsnest Pass Community Pool Society of August 17, 2022 as information.

Executive Summary:

Minutes of Boards, Committees and Societies are provided to Council for their information.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Crowsnest Pass Community Pool Society provides their minutes to keep Council apprised of activities with the pool.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2022 August 17 Pass Community Swimming Pool Board Meeting.pdf](#)

AGENDA for Pass Community Swimming Pool Board Meeting

Wednesday, August 17, 2022

@11:00 AM Council Chambers

1. Approval of Agenda
2. Minutes of August 3, 2022 Meeting
3. Old Business/Business Arising from the minutes
 - A. Renovations - pressure washer, showers
 - B. Trophy Case -
 - C. Hot Tub, tables, shed, cement pad
 - D. Reimbursements - refunds/courses
 - E. Respirator fit testing follow up
 - F. Storage garage, octopus
5. New Business
 - A. Variance Report
 - B. Manager's report
 - C. Stored Items
 - D. New Schedule/year-end plans
 - E. Council Budget presentation
 - F. Swim Club billing
 - F. In Camera
6. Next Meeting
7. Adjournment

Pass Community Swimming Pool Board Meeting
August 17, 2022 (11:00 AM)
Council Chambers

IN ATTENDANCE: Judy Sciarra, Lesley Margetak, Sherri Gleave, Pauline Beech (absent), Dave Filipuzzi, Doreen Glavin, Ethan Ballak

Called to order: 11:15 am

1. **Agenda:** Chair presented the Agenda. Under Old Business add G. Riversdale under New Business delete C. Stored Items and add F. Lifeguard Opportunities Fernie and G. Leone Stacheruk

Sherri MOVED that the agenda be accepted with additions and deletions. Judy SECONDS. CARRIED.

2. **Minutes of August 3, 2022 Regular Meeting**

Doreen MOVED that the minutes of August 3, 2022, be adopted as read. Judy SECONDS. CARRIED.

3. **Old Business/ Business arising from the minutes**

A. Renovations

- **Pressure Washer** – waiting on ordering until there is a storage solution
- **Showers** – all handicap showers have been fixed, but men's showerhead has started to leak.

B. Trophy Case

- **Trophy Case** – letter received from swim club vice president Cal Clark requesting installation of trophy case. Letter will be forwarded to Patrick and Cc'd to Council.

C. Hot Tub, tables, shed, cement pad

- **Hot tub** – has been fixed and are hopeful that it will continue to work until the end of season.
- **Tables** – were unable to get picnic tables but will continue find some for grassed area.
- **Shed** – no decision made at this time.

- **Cement Pad** – Derek will pour cement pad in September; he is aware of the dimensions and location.

D. Reimbursements - refunds/courses

- **Refunds** – 2 requested then a 3rd came in before July 31st deadline all will be refunded 75% of the season pass. The first 2 are in the que with Sandra, the 3rd will be added when Board receives response from patron. A 4th request was made, but was received on August 11th, no refund will be given.
- Swim Lesson refund was requested as the change in lesson sets required family to drop out. They requested refund by cheque, Manager will see if that can be done through Sandra.
- **Course Reimbursement** – waiting for a few more reimbursement forms to come in and they will be forwarded to Sandra. Board decision to reimburse courses in full at this time as it is so close to seasons end.

E. Respirator Fit Testing follow-up

- 3 employees were fit tested.
- All employees tested must have their own respirators, Manager will order the respirators.
- Follow- up with Christine if there is cost involved, how often is fit testing required and should this be added to policy book.

F. Storage garage, octopus

- Storage garage – has not been brought forward to Council will table until we get a response from them.
- Octopus/Lobster – the large water toy was missing a cap, so could not be used. Manufacturer in England was contacted in England and they have sent a new cap, which has been received.

G. Riversdale

- Invoice for the Heritage Day free swim they sponsored must be sent to Benga Mining Ltd. Manager will send new invoice.

4. New Business

A. Variance report - Attached

B. Manager's Report – Attached

C. New Schedule/year-end plans

- Higher bather loads now that all guards are back.
- Is there a possibility that early morning lane swim (7 am) will return. Possibly but not likely.
- Last day is set for September 3rd but depending on number of staff available may be September 4th.
- Staff will plan a year end party.

D. Council Budget Presentation

- Request for later presentation time was not possible so the Council presentation remains on Thursday, October 13th, 2022 at 1:45 pm.

E. Swim Club Billing

- Swim Club will be invoiced for 97 hours of use @\$50.00/ hour for a total of \$4850.00.

F. Lifeguard Opportunities

- Judy was contacted by Fernie pool asking if we could let our guards know about opportunities at their pool for the winter.

G. Leone Stacheruk

- Long time Board member and strong pool supporter Leone Stacheruk passed away on Monday, August 15th, 2022.
- Board would like to honor Leone in some manner, further discussion to take place in the fall.

I. In-camera – not used

6. Next Regular Meeting: Wednesday, August 31, 2022 Time: 6 pm

7. Judy MOVED to adjourn at 12:25 pm

Actual vs Budget Year To Date by Sub-Department:

Sub-Department: - Pool

Reporting Period: January, 2022 To August, 2022 (8 Months)

Fund: <All>; Sub-Department: - Pool; GL Account: <All>; Costing Center: <All>

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues:				
Conditional Grants	0	4,950	4,950	100.00%
Other Revenues and Cost Recoveries	2,500	0	(2,500)	-100.00%
Rental Income	10,800	750	(10,050)	-93.06%
Sale of Goods and Services	114,000	30,422	(83,578)	-73.31%
Total Revenues	127,300	36,122	(91,178)	-71.62%
Expenses:				
Administration	11,100	5,639	(5,461)	-49.19%
Contracted Services	4,000	0	(4,000)	-100.00%
Operations	57,800	28,571	(29,229)	-50.57%
Repairs and Maintenance	1,700	5,973	4,273	251.35%
Salaries, Wages and Benefits	158,576	70,585	(87,991)	-55.49%
Service Charges and Interest	33,394	16,443	(16,951)	-50.76%
Transfer to Reserves	7,040	0	(7,040)	-100.00%
Total Expenses	273,610	127,212	(146,398)	-53.51%
Net Total	(146,310)	(91,090)	55,221	37.74%

Actual vs Budget Year To Date by Sub-Department:

Sub-Department: - Pool

Reporting Period: January, 2022 To August, 2022 (8 Months)

Fund: <All>; Sub-Department: - Pool; GL Account: <All>; Costing Center: <All>

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
Revenues:				
Conditional Grants	0	4,950	4,950	100.00%
1830-Unconditional Grants	0	4,950	4,950	100.00%
Other Revenues and Cost Recoveries	2,500	0	(2,500)	-100.00%
1490-Other Income	2,500	0	(2,500)	-100.00%
Rental Income	10,800	750	(10,050)	-93.06%
1562-Facility Rental	10,500	750	(9,750)	-92.86%
1564-Equipment Rental	300	0	(300)	-100.00%
Sale of Goods and Services	114,000	30,422	(83,578)	-73.31%
1405-Sale of Goods	5,000	1,176	(3,824)	-76.48%
1410-Sale of Services	1,000	0	(1,000)	-100.00%
1413-Daily Admission	45,000	12,129	(32,871)	-73.05%
1415-Season Tickets	38,000	13,651	(24,349)	-64.08%
1419-Lessons	25,000	3,467	(21,533)	-86.13%
Total Revenues	127,300	36,122	(91,178)	-71.62%
Expenses:				
Administration	11,100	5,639	(5,461)	-49.19%
2214-Freight & Express	3,000	1,607	(1,393)	-46.45%
2216-Telephone & Answering Service	500	164	(336)	-67.13%
2218-Purchased Travel	500	0	(500)	-100.00%
2221-Advertising	3,000	2,310	(690)	-23.00%
2222-Promotions	3,500	1,151	(2,349)	-67.11%
2225-Membership Fees	500	408	(93)	-18.50%
2515-Postage/Photocopier	100	0	(100)	-100.00%
Contracted Services	4,000	0	(4,000)	-100.00%
2240-Contracted Services	4,000	0	(4,000)	-100.00%
Operations	57,800	28,571	(29,229)	-50.57%
2291-Registration fees	0	0	0	0.00%
2292-General Insurance	8,000	2,609	(5,391)	-67.38%
2511-Supplies	9,500	2,618	(6,882)	-72.44%
2512-Clothing/Uniforms	2,000	0	(2,000)	-100.00%
2521-Gas & Oil	200	0	(200)	-100.00%
2523-Equip, Mach & Vehicle Parts	1,000	0	(1,000)	-100.00%

2531-Building Maintenance Materials	1,000	2,590	1,590	158.96%
2538-Chemicals	9,000	6,685	(2,315)	-25.72%
2543-Utilities-Electricity	7,200	2,968	(4,232)	-58.78%
2544-Utilities-WaterSewerGarbage	2,100	899	(1,201)	-57.18%
2545-Utilities, Gas	13,600	7,278	(6,322)	-46.49%
2548-Carbon levy	4,200	2,924	(1,276)	-30.37%
Repairs and Maintenance	1,700	5,973	4,273	251.35%
2251-Purch Repairs-Bldg	200	5,973	5,773	2,886.50%
2252-Purch Repairs- Mach & Equip	1,000	0	(1,000)	-100.00%
2261-Rental Equipment	500	0	(500)	-100.00%
Salaries, Wages and Benefits	158,576	70,585	(87,991)	-55.49%
2122-Casual & Part-Time	141,485	58,843	(82,642)	-58.41%
2123-Staff Overtime	0	4,014	4,014	100.00%
2127-Vacation Pay	5,659	2,284	(3,376)	-59.65%
2130-Benefits	11,432	5,444	(5,988)	-52.38%
Service Charges and Interest	33,394	16,443	(16,951)	-50.76%
2813-Bank Service Charges	1,000	313	(687)	-68.71%
2831-Interest on Borrowing	31,894	16,175	(15,719)	-49.28%
2992-Cash Shortages	500	(45)	(545)	-108.99%
Transfer to Reserves	7,040	0	(7,040)	-100.00%
2764-Transfer to Reserves from Operational	7,040	0	(7,040)	-100.00%
Total Expenses	273,610	127,212	(146,398)	-53.51%
Net Total	(146,310)	(91,090)	55,221	37.74%



CROWSNEST PASS
Naturally Rewarding

Pass Community Pool

Managers Report for August 17th

Manager: Ethan Ballak

Assistant Manager: Alexandra Harrington

General

Staffing

2 guards are back, in addition Trennis and Jack passed NL. Trennis has already been guarding and Jack needs to be trained.

Programs

Hours have been increased with the addition of guards, and higher caps are possible.

Lessons have started and continue until the end of next week.

With swim club being over the time has been replaced with public swim and/or leisure swim.

Maintenance

Hot tub chlorine pump has been fixed.

Chlorine feed tube broke and was cut out.

Purchases

Chlorine order.

Poly tubing for chlorine and acid pumps

Broken Chlorine Tube

Unfortunately, we had to close because as no chlorine was getting into the pool. Instead, it was spraying over the basement wall and piping. Christine (Safety Officer) has a more detailed incident report.



Municipality of Crowsnest Pass Request for Decision

Meeting Date: September 27, 2022

Agenda #: 3.d

Subject: Val Allen - ORV Letter of Concern of July 25, 2022

Recommendation: That Council accept the letter from Val Allen regarding her ORV concerns as information.

Executive Summary:

Correspondence received for Mayor and Council is provided at the subsequent meeting of Council for their information and consideration.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

A letter was received from Val Allen documenting the history of ORV complaints and articles written over the past 19 years regarding concerns pertaining to the use of off road vehicles in and around the Municipality. Ms. Allen has further provided several recommendations for Council's consideration.

Analysis of Alternatives:

1. Council can direct Administration to provide a response letter to Ms. Allen;
2. Council can direct Administration to further research any of the recommendations provided by Ms. Allen and provide a report;

Financial Impacts:

Unknown

Attachments:

ORV letter to council – July 25, 2022

Dear Crowsnest Municipal Council;

I would like to share my concerns regarding the lack of enforcement of the Off Road Vehicle bylaw #345 in the Crowsnest Pass in hope that council will find a way to resolve this problem that has been allowed to continue for decades. In the January 26, 2022 Pass Herald there was an article discussing council's plans to create a survey to help find out, ***why do people move to the Crowsnest Pass?*** I take it that council finds an increasing population desirable, despite the fact that we don't have the housing or infrastructure for a much larger population, and most people that participated in the Pass to the Future public consultation process indicated that they did not want a high level of growth. (I cite this document because it was the only fair and meaningful public consultation process that has occurred in the Crowsnest Pass, and then it was immediately shelved and rejected by council.)

I moved back to the Crowsnest Pass in 2021 to return to my roots and family and retire in the small town of Bellevue where I grew up. I moved to a neighbourhood that I believed to be quiet and peaceful, and found this to be fairly accurate when I first moved here in the spring. However, by fall a new family had moved in across the street from me, and this situation changed drastically. The details are in my witness statements and photos that were distributed to all council members in May, 2022.

The new family in my neighborhood obviously moved here because they had heard the common mantra that "anything goes in the Crowsnest Pass" and the ORV bylaws would not be a problem because they are rarely enforced. They would have plenty of support from local ORV groups, and the local residents would not interfere because they were too worried about retaliation, and rightly so. Then they immediately began unloading all their ORVs, created a hub for all the yahoos in town to join in, and a staging area as well as a repair shop. The owner, would drum up business at work (local tire shop) until soon his home business was booming. The noise and traffic dominated the neighborhood, and greatly added to the ORVs racing up and down my front street and throughout the municipality. By the way, I have pictures to back up this info.

I think the more important question here instead of why people are moving here, should be ***why are people moving away?*** Have you ever wondered why it is that people are constantly moving to the Crowsnest Pass, but the population never grows? It is not just students that are moving away for higher education or jobs, as many would like us to believe. Many people are moving away to escape the noise and lawlessness, the threat of retaliation from local groups who call the shots here, and the red-neck mentality that has pervaded my hometown - and continues to dominate our streets and backcountry. Although these groups represent a minority, their persuasive influence on decision makers and citizens alike is extensive, from council to provincial government, economic boards, funding sources, and many businesses – who all have bought into the flawed idea that only these chosen user-groups can provide the economic growth that industry and the municipality desire.

Really? That is certainly not the opinion that was reached from the Pass to the Future consultation that I participated in and have a copy of. Quite to the contrary, the majority of participants representing our community promoted the environment and eco tourism and other eco-friendly businesses, which are not compatible with the exclusive dominance of motorized recreation that has been allowed to hold our community hostage and controls and degrades the landscape at present. When I returned to my home town, I was so disheartened to find that although there now existed a bylaw that prohibited ORVs from our municipal roads, these violations were still rampant throughout the municipality, and local law enforcement was turning a blind eye. Obviously there is a conflict of interest when bylaw officers are

the biggest supporters of these local groups, and I am told by one of them that he would rather fine dog-owners who allow their dogs off the leash because they were easier to catch and caused more harm. Apparently these officers are not up to the chase, and don't know how to operate a camera to catch these violators. Also, I am told that there is a policy in place to only give warnings if someone is by chance apprehended, as they don't want to scare away potential new tourists and residents.

There are several issues here that I would like to address:

1. The persistent and numerous complaints by Crowsnest taxpayers for over 20 years that have never been adequately addressed
2. The response from council – some very good decisions like the banning of ORVs in the municipality, and others not so good like allowing the lack of enforcement and the conflict of interest within their hired enforcement staff
3. A list of recommendations and a range of possible solutions to the problem

I have no plans to allow these bullies to drive me out of my hometown again, as happened the last time I lived here in **2006**. Shortly after I made an ORV complaint at that time, my dog was poisoned with rat poison and died, my car tire was slashed, and I received threatening phone calls. I reported this to the RCMP (a totally different staff than now exists) and they traced one of the threatening phone calls to a tire shop in Blairmore and to a member of the Quad Squad who they told me was from Bushtown. However, they added that he didn't mean anything by the threats, and they would not pursue it. Later when I went to the RCMP office and asked for a copy of the report, it had somehow disappeared. Shortly after that I moved away in disgust.

This year when I reported violations to the RCMP the new staff was very professional and helpful, and it was their phone calls to the bylaw officers that caused any action to be taken. I really commend them for taking this issue seriously.

1. ONGOING COMPLAINTS

- Although the Pass Promoter had a regular column "Welcome Snowmobilers," which bent over backwards to fulfill ORVers every need, the Promoter also offered a column by **Ted Moser**, who wasn't afraid to tell it like it is at times about destruction within the municipality. In one titled *Four-by-four vandalism*, he states, "Do the yahoos who drive their four-by-fours and quads onto wet fields and swales and have a grand old time gouging deep ruts into formerly flat land realize that they are nothing more than vandals?...There is damage done to the road through the former site of the now-removed slack pile between Highway 3 and the Crowsnest River....In a couple of places the road became impassable even to the yahoos so they just carved a new route just off to the side....Much more damage has been done by the four-by-four vandals on the old Blairmore dump site south of the town. The whole field, at a wild guess somewhere approaching 50 acres, has been churned up."
- 2003 letter to editor – "I've waited for the government to take action. Years have passed! During this time, accelerating and unrelenting forces have continued to destroy Alberta's public lands and priceless heritage attractions....I'm sick when I see paradise transformed into a scarred battlefield....the road to this desecration has been paved as a result of the government's inability to manage public lands and renewable resources...Almost overnight, a growing and cancerous network of off-road "trails" has proliferated to produce "screaming corridors of

unregulated mass access. Many of these routes, muddy and rutted, now carve through stream banks and destroy what were once gorgeous alpine meadows.” **David McIntyre**

- 2003 – The Pass Promoter reported that almost 2000 acres of private land that had been used for hunters and quaders in the Crowsnest Pass was closing. This land was closed to them indefinitely after the Lost Creek fire which was started on a quading trail. **Billy Kovach**, owner of Falls Creek Environmental Farms said, “We both regret that we have to do this but it’s to everyone’s advantage. Now that it’s so sensitive and burnt, I think that it’s a good decision.”
- 2003 – Pass Herald reporter Lisa Beaubien states “According to the **Canadian Institute for Health Information**, snowmobiling is the most dangerous winter sport, causing more injuries than any other sport. **Emile Therien, president of the Canada Safety Council** says the problem is “thrill seekers” who speed, ride while impaired, and misuse snowmobiles...They’re reckless, totally irresponsible.”
- 2003 – Pass Promoter – “ATV and dirt bikers are abusing the privilege – they’re going to be upset because they won’t be able to use the land in the future. People don’t realize just how much damage one dirt bike or ATV can actually do,” said **Billy Kovach**, retired environmental planner.
- 2004 – Pass Promoter by Tami Van Dusen regarding Knowles Flats she warns, “Known for a variety of uses – everything from partying to quadding to use of the gun range to camping – Knowles Flats north of Coleman is often a hub of activity, especially on long weekends. That means increased traffic, increased risk of forest fires, increased danger to children along 24th Ave. and 63 St., increased garbage, and numerous other risks, say **residents**.”
- Continued: “It’s not just at Knowles Flats,” notes neighbour Sue Tremblay, of the partying and increased use of forestry areas. “It’s everywhere.” – **Bill Kinnear** comments, “I don’t think we could ever slow those kids down,” noting that the driving habits of “younger generations” are proving most worrisome to him. - “I’m concerned about why the forestry and RCMP are not concerned about what is going on.” Says **Fred Krish**. - “It’s happening all over the forest and it’s becoming a big problem,” says forestry officer **Bill Thresher**. “We do get a lot of complaints about garbage being left up there. The amount of traffic is just going to get worse over the next few years.”
- 2005 Pass Promoter’s **Ted Moser** discussing a National Geographic article: “The really bad news is the environmental destruction brought about by snowmobiles’ two-stroke engines...The article says the two-stroke engine ‘produces more smog-forming pollution in seven hours than the modern car emits over 160,000 kilometres’..... It comes down to this. Let’s start by getting rid of two-stroke motors.”
- 2006 letter to editor - **Kevin Michalsky**: “I took a trip up to Knowles Flats this evening and I was appalled at the spectacle that was presented before me. At a conservative count I was met with a hundred motorhomes and trailers; and at least double that amount in vehicles, ATVs and motor bikes. I also observed numerous large bonfires around this area.....Never before have I watched deer come out onto a gun range, while someone was shooting, to escape offroad traffic.”

- Fast forward to 2022 and not much has changed at Knowles Flats, as the abuse continues, and ORVs are still driving through the municipality to access this area.
- 2006 **Pass Promoter** editorial: “After numerous complaints, and many Letters to the Editor bashing irresponsible Off Road Vehicle riders, a revised copy of the ORV control bylaw passed first reading..... Lots of ORVs, ATVs and XYZs zip back and forth throughout the Pass on any given day, wrecking trails and wreaking havoc.”
- 2006 letter to editor from **Steve Liska**: “I am writing in agreement with Val Allen’s letter to the editor dated Aug. 4. I live in east Coleman (Bushtown) and what she said about a ‘free-for-all’ is exactly what I have here. I live on a corner where there is a four-way stop. Some quads, dirt bikes and vehicles stop, but more don’t....Then there are the dirt bikes that gun their engines to make as much noise as possible.”
- 2006 letter to editor by **C. Lawton**: “We are very concerned about the damage that is being done to the fields and forest within and around our townsite by off-road vehicles.....A few nights ago, we watched in dismay as an ATV drove through very dry grass on the hillside north of the highway in Coleman and we were extremely concerned about the possibility of fire.”
- 2006 Pass Promoter’s **Ross MacDonald**: “A week ago I chanced to look at the river between Frank and Blairmore. There, circling like a wagon train preparing for attack, were about six quads in the river....So there they are crushing insects and eggs in the stream and that comes under the destruction of fish habitat....That isn’t the first time I’ve seen these machines in the water.”
- 2006 Promoter – **Olga Petrone**: I would like to know what is happening to our quiet Hillcrest Hills. Haven’t our mountains suffered enough damage during the horrible fire of 2003? Now, without giving them a chance to heal, each weekend there seems to be an onslaught of noisy and destructive quads and mountain bikes tearing around. Do we have no one to control this further damage that is being done to our hills?”
- 2006 Promoter: “Coleman resident **Judy Watt** said she feels the bylaw in its current state isn’t worth the paper its written on. ‘Until you put access at staging areas only, (problems) are going to continue.’”
- 2000s from **A. Millway**, Vancouver – “Having spent my early years in the Crowsnest Pass and then moving away, I recently saw the region advertised as the ‘Jewel of the Rockies’, inviting visitors to come and enjoy nature here, including hiking. I therefore recently brought a group of friends with me to enjoy this beautiful area. The idea was to get away from the noise, pollution, and distractions of the big city by coming to the Pass.... To our horror, we found that in all of the hiking regions described in Ambrosi’s book, every reasonable trail was plagued by the extreme noise, pollution, dust, fire hazard, and damage caused by OHVs.....

The Pass is advertising itself as a tourist region that provides something for everyone, including hikers. However, this is simply not true. In fact, all of the once pristine wilderness areas around this lovely region have been completely taken over by OHVs, thus seriously threatening the

sustainability of this area by disturbing wildlife and plant-life, and leaving nothing for the walkers and hikers like us to enjoy.”

- 2007 Pass Promoter letter to editor from **David McIntyre**: “off-road vehicles have created millions of dollars in damage to this besieged community..... Perhaps the most astounding aspect of this wanton land-scape vandalism is the fact that it’s nurtured and sanctioned. While a bylaw officer stalks unleashed dogs, the land is literally disappearing from beneath our feet. Here in the Crowsnest Pass, motorized chaos reigns supreme. It’s the credo of the day, screamed into the faces of its withering adversaries.”

NOTE: This is just a small sample of letters and articles in local papers, and I know there have been many more sent to council, but I am hoping this sample will give a glimpse of the BIG PICTURE here. At this time I moved away, disgusted with the whole situation and tired of being bullied by the ORV community. Now after moving back in 2021, I can see that little has changed, and our laws are not being taken seriously by motorized users or authorities. Instead, ORV groups have been given numerous grants from municipal and provincial governments funded by tax-payers without public consultation, letters of support, funding from industry and the Economic Development Office, awards for offering a hassle-free experience for ORVers at the expense of local residents and the environment, and encouragement from most council members. To make things even worse, as ORVs are being banned from other areas due to havoc and destruction, like the Ghost/Waiporous area, they are coming to the CNP instead, where the rule is still ANYTHING GOES IN THE CROWSNEST PASS.

There has been a mixed response from municipal council and staff, and I sincerely thank those who have tried to deal with the destruction, noise, and rowdy behavior caused by the ORV industry in the CNP. Here are a few responses reported in local papers or specified sources:

2. Council and Government Response

There has been a mixed response from municipal council and staff, and I sincerely thank those who have tried to deal with the destruction, noise, and rowdy behavior caused by the ORV industry in the CNP. Here are a few responses reported in local papers or specified sources:

- 2005 Herald Reporter – “Not often in council chambers do you see ironic situations. However, the April 5th meeting of council say just that. On the heels of the **Crowsnest Conservation Society** presentation to council asking that off-road vehicles be prohibited from using streets and laneways of the Municipality of the Crowsnest Pass, the **CNP Quad Squad** made a presentation about the merits of off-road vehicles both to families and to the community.... **Council** acknowledged the economic benefits of off-road tourism and stated that they would help the Quad Squad in their endeavors. **Mayor Irwin** also commented on the tremendous support the Quad Squad made during the defence of the Crowsnest Pass during the Lost Creek Fire.”

NOTE: This fire in 2003 was started on a Quad trail, and the government gave no one else an opportunity to apply for these jobs that the Quad Squad was paid for. They did not do this as volunteers, but were well paid – overpaid actually, since they are the ones that started it. I had to pay for the Freedom of Information Act to access the Lost Creek Fire 2003 financial records which listed:

- Crowsnest Pass Rescue Squad [mostly Quad Squad members]	\$ 21, 712.00
- Miscellaneous Quads [mostly Quad Squad members]	1, 648.00
- Quad Squad	145, 589.00
TOTAL	\$ 168,949.00

After this fire, **Alberta Sustainable Resource Development** put out a BEWARE poster that stated, “WHAT YOU NEED TO KNOW: ATV and quad exhaust can start fires in these dry conditions..... If you are found responsible for causing a wildfire, you may be charged under the Forest and Prairie Protection Act. This means that you can be held responsible for the cost of fighting the fire, and be held responsible for other losses.” **NOTE:** Instead of being held responsible, they were paid over \$145,000. What is wrong with this picture?

- 2000 – “A disagreement among various provincial government departments over who should fund a three-year pilot project to enhance snowmobiling opportunities in southern Alberta has the effort in a holding pattern....The Rocky Mountain Snowmobile Association is looking to enhance opportunities for snowmobiling through trail development, construction of shelters, and grooming of the existing 1,200 kilometres of trails in the system. The identified stakeholders in the three-year project are the Town and Municipal District of Pincher Creek; the Municipality of the Crowsnest Pass..... “Hopefully we’re going to get a commitment to get enough money to run the program this year,” **Bonertz** said. **NOTE:** And they did get the funding from tax-payers funds without any public consultation about this issue.
- 2001 – “Although the Municipality does make some contributions, such as by covering insurance costs, **Chorney** [President of the Crow Snow Riders and council member – anything seem off about that?] said the taxpayer isn’t propping up the snowmobile industry in the Pass, nor should they. ‘You have people riding \$8000 machines and it doesn’t seem fair for the tax-payer to help us, he said. “Without that man power contribution we wouldn’t be anywhere, said **Fred Bradley**[MLA], chair of the Alberta Rocky Mountain Snowmobile Committee. **NOTE:** In reality, the tax-payer is paying a large sum of funding for the ORV industry without being consulted.
- 2001 – **Ralph Goodale**, Minister of Natural Resources Canada: “Off-road vehicles were identified as an important source of greenhouse gas(GHG) emissions in the work of the Transportation Issue Table of our climate change consultation process. The table estimated that about 9 percent of all motor vehicle GHG emissions are attributable to off-road activities.” **NOTE:** In 2022 that number is sure to be over 10%, since the number of ORVs in Canada has soared.
- 2003 – “Remarks by Mayor John Irwin and Quad Squad President Vern Martin have raised concern, but not surprise, with local environmentalists. In a speech given at the Quad Squad banquet at the Bellevue Legion on October 25, **Mayor Irwin** remarked that some local environmentalists ‘would just as soon kick all human beings except themselves out of the Crowsnest corridor.’ **Martin** also made reference to “environmentalist exclusionists” in an address to the membership, and said that ‘**Albert is no longer for Albertans, but is a playground for the rest of the world.**’ **Irwin** concluded his remarks by asking Quad Squad

members to keep advocating ATV use on trails.” **NOTE:** After the Lost Creek fire, **Vern Martin** received \$10,000 of CNP citizen’s tax money for his work with the Quad Squad.

- 2004 – Tammy Van Dusen column - “It appears to be a common thing in the Crowsnest Pass and it happens anytime, day or night. You’re relaxing on a quiet Sunday afternoon or nicely drifting off to sleep when suddenly, your peace is disrupted by the nerve jarring buzz of a trailbike or all-terrain vehicle zipping down your street or back alley. By the time you get to the window to see if you can identify the culprit, all you see is his smoke. You can call the police but they seem to have a similarly hard time identifying the little buzzers. And many Crowsnest Pass residents are being bugged by the scenario, according to municipal councillor **Nestor Chorney**. ‘This year I have had a rash of phone calls regarding quads and motorcycles,’ he told council.

Councillor **Sam Marra**, who says he lives right on the corner of ‘party central’ says he’s also received many complaints about noise and disruption of off-road vehicles on municipal streets. ‘It’s a common issue in many communities like ours,’ said **Rejman**. As far as enforcement, ‘you just can’t win with these things, you can’t be everywhere,’ he added.”

- 2005 – “Community Services Director, **Todd Becker**, says he has received complaints about both motorbikes and quads. ‘People have become reluctant to utilize the walking trails due to the high traffic of off-road vehicles using the trail.’ **Councillor Nestor Chorney** said the walking trail should have signs posted, and the municipality should have the RCMP and bylaw officer enforce them.”
- 2005 – Lisa Beaubien: “Another hot topic was off-highway vehicles driving through town, and the lack of enforcement. Council responded that they are changing the bylaw to make it more effective and increasing fines by almost double. A new bylaw officer will be in place by June 20, and the officer will be given a flexible work schedule so enforcement can be done at night as well as during the day. Council hopes the schedule will allow offenders to be apprehended, and that the new fines will be a deterrent.”
- 2006 – “**Councillor Gail Sygutek** said she is getting sick and tired of people complaining about OHVs within the community.... **Councillor Stolarik** said he wanted to continue to discuss the issue of OHV use within the community, however he was in favor of not allowing OHVs to be driven within town limits.”
- 2006 – “**Councillor Gary Taje** agreed, adding the bylaw is completely useless if it’s not enforceable. ‘We get complaint, after complaint,, but absolutely no enforcement.’”
- 2007 – *New ORV Bylaw* – “**Councillor David Cole** pointed out that, as indicated in a report made at the last council meeting by Quad Squad president **Glen French**, that people are disregarding the bylaw and continuing to drive quads from their house to trailheads. ‘People are already breaking the law,’ **Cole** said. ‘In the three months the bylaw has been in effect, not one violation has been enforced.’ ‘Either you have the bylaw, or you don’t,’ countered **Councillor Ward**. ‘You don’t scrap a law because people aren’t obeying it.’”
- 2007 – “Anyone found operating an OHV where prohibited, or operating it in a manner which constitutes a nuisance, could be issued a fine of \$500. As well, a Bylaw Enforcement Officer, or

any Peace Officer in the Municipality can seize and impound OHVs found to have been in contravention of the bylaw. Councillor Dean Ward moved first reading of the bylaw. ‘What we’re attempting to do is take the use of OHVs out of residential areas,’ he said **Sgt. Scott Howard** says the nice thing about the proposed bylaw is that it’s crystal clear. ‘It’s very easy to interpret and **very easy to enforce**,’ he said.”

- 2007 – Pincher Creek Echo by Brian Passifiume – “While the bylaw does prohibit the use of ATVs on the streets of the Crowsnest Pass, many people are choosing to ignore it. According to **Councillor David Cole**, the municipal bylaw officer and the RCMP have not written a single ticket under the new bylaw, despite several complaints. **French** requested that council set up a municipal trails committee to ensure the continued viability of the Crowsnest Pass trail system and to secure new staging areas. The Crowsnest Pass has over 1,200 kilometers of trails available for snowmobilers.”
- 2007 – “**The Crowsnest Pass Quad Squad** celebrated their new offices by holding an open house on Oct. 12 ‘This office is a big step forward in visibility,’ said **Glen French**, president of the Quad Squad. ‘It’s just endless the things we can do now that we have a place we can call home.’... With his recent election win, **Mayor Irwin** is pledging support for the Quad Squad and ATVing in the Pass during his next term.” **NOTE:** Who has been paying for this office???
- 2007 – by Brian Passifiume - “**Livingstone-Macleod MLA David Coutts** was in town recently to present an **\$89,291** cheque to the Crowsnest Pass Quad Squad. Presented through the Community Facility Enhancement Grant program and funded by lottery money, the cheque will fund the construction of several engineered 50-foot multi-use trail bridges throughout the Crowsnest Pass..... The municipality, according to French, doesn’t support groups like the Quad Squad nearly as much as they should.”
- 2007 - “Work to reclaim 130 acres of crown land in the eastern end of the Pass has begun, in an attempt to repair damage done by years of indiscriminate vehicle use. The land, located on the banks of the Crowsnest River east of the Hillcrest Bridge, is being rehabilitated through the efforts of the Oldman River Chapter of Trout Unlimited. The Canadian government currently leases the land to **Trout Unlimited**, a stewardship project that will last until at least 2027. ‘It’s a fairly significant project,’ said **Richard Burke, co-chair of the Oldman River branch**. The damage according to Burke, is the accumulation of 20 years of vehicle traffic..... The area was a common hangout for off-roaders, quadders and campers throughout the summer.” **NOTE: It is sad that everyone should have to clean up after them, first with the fire and now with this mess! How much is this costing?**
- 2022 – As my witness statements and numerous photos show, all of these issues continue today, and there is almost no enforcement of the 2007 ORV bylaw that was supposed to prohibit ORVs from municipal streets. I asked the bylaw officers for statistics regarding how many fines and tickets had been issued since that time and how many ORV complaints had been made, and was refused that information.

3. **RECOMMENDATIONS – (Possible Solutions)**

- **Improve ORV Bylaw Enforcement** -Serious measures should be taken to **improve enforcement** of the 2007 ORV Bylaw. At a 2006 council meeting the Promoter reported: “[Councillor Dean] Ward said he spoke to representatives from Sustainable Resource Development and asked them how they catch people committing an offence while driving an OHV on SRD land. Ward said they told him the only way they can identify someone who drives away is to take their licence plate and go after the owner.”

This common-sense solution shouldn’t be so difficult, since enforcement people now have cameras that can record the licence plate numbers. With the free-for-all occurring on my block for over six months, I would have thought that some action would have been taken. Yet all the violations under the ORV bylaw that I documented and had photos of have been dismissed.

The bylaw officer (whose name I am not allowed to mention) revealed to me that one of his best friends is the president of the Quad Squad, and he doesn’t feel that the ORV bylaw is a priority. He suggested instead that I pursue my case in civil court because he did not intend to take further action and was closing the file. This conflict-of-interest problem needs to be rectified, and an additional (unbiased) bylaw officer should be hired to deal with the ORVs still running rampant on municipal streets and the other ORV violations still occurring in 2022. Options include supporting the use of maximum fines, impounding ORVs, giving fines for section 5 nuisance violations, lack of helmets, registrations, etc.

In 2005, when the Cochrane area was having serious ORV problems, the government strengthened regulations and improved efforts which involved enforcement personnel from Public Lands and Forests, Fish and Wildlife, Forest Protection, RCMP, Seasonal Forest Guardians, and Wildfire Protection to ensure public safety and protect their natural resources. They assured the public that this would be an ongoing and sustained effort.

In the Crowsnest Pass, it would be beneficial to have an additional bylaw officer to plan and implement a similar coordinated effort – perhaps to replace the 2000 “Shifting Gears” initiative which has not been effective, as we continue to see an accelerated pattern of abuse, disrespect for local residents and other recreationists, and environmental degradation.

In 2008 the Pincher Creek Echo reported that the RCMP had received several complaints regarding dirt-bikes riding on community walking trails. “**Mounties outwit dirt biker**” – “ON April 5, RCMP apprehended a 25-year-old male and have charged him with flight from a peace officer, driving with no insurance, driving with no registration, and driving carelessly. The charges were laid after police attempted to stop the individual after he was seen driving through downtown on the dirt bike, and fled back into the trail system. With the help of the Piikani First Nations RCMP and local citizens the male was arrested and the dirt bike was seized a short time later.”

NOTE: Regarding the numerous violations occurring on my street that I documented, if several charges had been laid as I requested, it would have sent a clear message to the violator that this behavior was not acceptable, instead of letting this illegal behavior continue to this day.

- **Revisit the 2000 “Pass to the Future” Plan** – It’s a real shame that the municipality didn’t implement the Pass to the Future recommendations, since that process was a major achievement. If we had adopted that strategy, we would be a lot further ahead as a community. The focus meetings, workshops, newsletter responses, community ideas book, surveys, and

open houses all indicated that *environmental protection was a major objective for the majority of participants*.

It was only conducted in the first place because Alberta Municipal Affairs forced council to conduct a public consultation process when complaints of misconduct and ineffective management were launched by community members. I don't believe there was any intention of the municipality taking it seriously from the beginning, as it was just an inconvenient requirement. This is something that still needs to be done by forming a fair, balanced and meaningful advisory committee that would truly represent the majority of citizen's wishes. It's hard to promote a community in conflict, and it's hard to draw people to this kind of tense atmosphere of discontent.

It is a travesty that the map defining environmentally sensitive areas and wildlife corridors, as well as over 20 passages recommending environment protection were deleted from the document. The thousands of hours of volunteer time put in by participants were ignored and discredited as irrelevant.

- **Surveillance:** In 2006 the Promoter editor suggested that perhaps a solution would be to set up surveillance cameras, which can be periodically moved, to help local officers crack down on offenders. Sounds logical to me. Why not hold back some of the funds slated for ORV groups and fighting their fires, and install some cameras in high-traffic ORV areas in the municipality? From what people have been telling me, the worst areas for violations are Bushtown, Hillcrest, Knowles Flats road in Coleman, and Maple Leaf where I live.
- **Have the Crowsnest Pass Designated as a Park:** Decision-makers continue to refuse to recognize the international significance of the Crowsnest Pass in the *Crown of the Continent* and *Y2Y* initiatives. Unfortunately, we remain the weakest link in the Y2Y corridor between the Yukon and Yellowstone. Our outdated ORV policies and lack of environmental stewardship are an international disgrace for this jewel of a place in the Crown of the Continent ecosystem. Since our leaders have time and again refused to acknowledge this special significance, it may be time to promote this area for park status. Perhaps then it could get the protection and recognition it deserves, and the residents could finally get a break from the lawlessness and bullying that presently exists.
- Since the male-driven ORV industry that dominates our community leaves little opportunity for eco-tourism, a park designation would give environmentally friendly industries more of an opportunity to thrive in the CNP. It would also bring some equality for women's rights to the Crowsnest Pass, where the male dominated ORV industry has pushed women out of the backcountry, and off the 1,200 kms of ORV designated trails within the municipality. This is a travesty that men, like our mayors, MLAs, and other government decision-makers, have been allowed to make all of the decisions regarding trails for motorized recreation, and have provided much of the funding out of tax-payer's contributions. Most women prefer non-motorized recreation, which is not compatible with the noisy, polluting, high-speed ORVs that force women off our public trail system. Those making these decisions are contributing to the growing discrimination against women and the inadequate opportunities for women to recreate in the Crowsnest Pass.

Instead, whistleblowers (who are usually women or seniors) are having to deal with retaliation and bullying from the ORV industry as outlined in my witness statements. They are often being black-listed in the community and beyond, and contractors are being warned not to work for them, they are being ignored by council and the provincial government, and ultimately often forced to move from the area. Then, like a scene from the Stepford Wives, they are being replaced by ORV families in a bid to get further control of the municipality. Over the years, many of those who have dared to lay a complaint have been shut-up in this manner. Unfortunately, this strategy has worked very well for the ORV industry, and government has done nothing to stop this terrifying scenario. Is that what we really want, a community of self-serving thugs and red-necks calling the shots?

- **Make an ORV trail-use fee mandatory and substantial:** This money could then be used to replace all the tax-payer funding that local and provincial governments have used to subsidize the destructive ORV industry for decades. Before any further funding in any form is given to the ORV industry, a public consultation process should be conducted to find out if the majority of CNP residents support this biased spending. STOP FUNDING THE ORV INDUSTRY WITH MY MONEY AS A TAX-PAYER!

This fee would apply to elected members of the government as well, who tend to shower ORV groups with open support in an attempt to win votes. There have been more than a few photo-op-rich demo rides in which MLAs, mayors, and other elected government officials have posed with off-riders and their machines, then rode the area's muddy, rutted, so-called trails along with the abusers.

This love affair continues, and it appears that Alberta's Environment and Parks minister will soon, in effect, give the keys to the so-called "trail system," which is actually a maze of mostly unsanctioned muddy roads, to the embraced abusers while lauding them for their love and care of the land and streams.

Senior members of local ORV groups on numerous occasions have claimed that the land's off-road abuses are the result of "a few bad apples" or "out-of-towners." Yet, if you look at the Quad Squad's videoed End of Season Ride from about five years ago, which is recorded, it looks like nothing more than a wholesale assault of the land's wetlands and waterways. It is deeply disturbing, and it was created by, seemingly, the best of the best, the good apples who purport to love and care for the land.

- **Include a balanced representation of environmental groups and environmental experts in decision making processes:** The Pass to the Future was the only fair and meaningful consultation process I have seen in the Pass, and then it was rejected by council and shelved. It recommended that a fair and balanced forum should be created, based on the Pass to the Future, to determine what the majority of CNP residents really want, and to determine what future actions should be taken. Existing committees and forums that claim to represent the community are sham processes that have no balance of representation, and are just a bullying session demanding that only environmental interests do all the compromising. I know this from experience!
- **Take Legal Action** - In 2004 CBC news reported: "A verdict has been reached in favor of the plaintiffs in the class action lawsuit filed on behalf of residents in St-Jovite, in the Laurentians

north of Montreal. The suit alleged that snowmobiles in a local park are a source of noise pollution that affected their health... Studies along the trail found unacceptable levels of noise causing insomnia, nerve problems and related illnesses. **Quebec Superior Court Justice Langlois** ordered municipal and provincial governments to share the costs of \$1,200-per-year compensation payments for the past seven years to each person living within 100 metres of the park.... The ruling could cost between \$6 and \$8 million.”

NOTE: Unfortunately, Premier Jean Charest moved to block lawsuits against snowmobile operators in Quebec for two years after this court ruling. Charest's proposed legislation was intended to give snowmobile operators time to find other trails that weren't close to homes. It seems to me that after two decades of resident complaints in the Crowsnest Pass, and we are still dealing with ORV issues, it may be time to consider legal action. When the Crowsnest Pass RCMP is referring ORV victims to Victim Services to deal with this unacceptable noise, traffic, pollution, and bullying tactics, it may be time for **Legal Action** as the only remaining resolution.

- **Promote the ban of two-stroke engines:** As I mentioned on page 4, Ted Moser recommended banning two-stroke engines due to the extremely high emissions of the incompletely burned fuel in these machines as compared to four-stroke engines. If we are ever to take climate change seriously, this would be the best place to start. We should all be writing to our federal government, urging them to think of our children and future generations, and ban the two-stroke engines – one of the highest GHG producers and a totally unnecessary source of pollution.
- **Consider the impact ORVs are having on our fisheries, creek bank erosion, and spread of invasive weeds.** Since quads continue to ride through creeks within the municipality, this is impacting fish spawning areas, and the banks are being eroded - destroying bushes and trees that would stabilize the banks. These are federal and provincial offenses. When willows and other critical stabilizing trees or bushes are planted along the creeks, they are often intentionally being pulled out, which is a federal offence. ORVs are the leading cause of the spread of invasive weeds throughout their ORV network of trails within the municipality and beyond. The municipality's support of the ORV industry is contributing towards these federal and provincial violations. We must also consider the millions of dollars that have been spent on repairing their destructive abuse of the land, trying to eradicate the invasive weeds that are now out of control, and bring back the fish species that are now extremely threatened by this violation of the waterways.

NOTE: I suggest that council consider their role in the scenario of federal and provincial violations taking place on municipal land. There needs to be some accountability for the lawlessness and environmental destruction, impact to fisheries, and destruction of wildlife habitat taking place in the once beautiful Crowsnest Pass.

Val Allen





Municipality of Crowsnest Pass Request for Decision

Meeting Date: September 27, 2022

Agenda #: 3.e

Subject: Town of Tofield - Victim Services Redesign Letter of Concern of August 23, 2022

Recommendation: That Council accept the Town of Tofield - Victim Services Redesign Letter of Concern of August 23, 2022 as information.

Executive Summary:

Correspondence received is provided to Mayor and Council at the subsequent meeting for their information and consideration.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

The Town of Tofield has provided a letter outlining their concerns with the Victim Services Redesign to Minister Shandro, Minister of Justice and Solicitor General.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[2022 08 23 - Town of Tofield - Victim Services Redesign Letter of Concern.pdf](#)



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W www.tofieldalberta.ca

August 23, 2022

The Honorable Tyler Shandro
Minister of Justice and Solicitor General
204, 10800-97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister,

Re: Victim Services Redesign

Minister Shandro, Town of Tofield Council have only recently become aware of the Victim Services Redesign, and to say that we are both shocked and disappointed would be a vast understatement. Victim Services play an integral part in our community, and rural Alberta. Victim Services staff are as essential as first responders, and work cohesively with RCMP. These people help families and individuals through what could be the most traumatic experience of their lives. Having experience in dealing with trauma, unexpected loss, and extreme shock cannot be measured. Now, your government is looking to remove this from our community and proceed with a centralized approach.

The MLA led review did not engage municipalities, nor did it fully engage Victim Services Boards. Had our local Victim Services Board Chair not come forward to Mayor and Council, we would not be aware of this ill-thought-out change. Of interest, the two MLA'S leading this charge were from major urban centres, with no tie, nor thought to the impacts this would have on rural Albertans.

Not only will this change see a loss of jobs within our community, but more importantly it will leave this service to become reliant on an individual(s) residing outside our community boundaries. What does this mean for response time? Does this mean that response could be upwards of hours before assistance is provided, or does this also mean that it will be based upon the availability of staff? Neither of these scenarios is ideal, especially when dealing with crisis. Our current structure is comprised of hard working, caring individuals who provide an immeasurable service in what is the most trying of circumstances. These people respond in a quick, professional, and caring manner. Now, your government is removing this service from our community, and failing those who require what is often the immediate assistance of Victim Services.

Honorable Tyler Shandro
Minister of Justice and Solicitor General
Page 2

Minister Shandro, we can not fathom the rationale behind this decision, once again without input or consultation from those that this affects most. In our opinion this is a recipe for disaster and stands to only continue to fail rural Alberta. Mayor and Council implore you to pause on this decision and seek input from those forgotten, rural Alberta.

Sincerely,



Debora Dueck
Mayor

C.C AUMA Membership
 RMA Membership
 Jackie Lovely, MLA



Municipality of Crowsnest Pass Request for Decision

Meeting Date: September 27, 2022

Agenda #: 3.f

Subject: Minister Shandro's Response to the Town of Tofield - Victim Services Redesign Letter of Concern of August 26, 2022

Recommendation: That Council accept the letter from Minister Shandro in Response to the Town of Tofield - Victim Services Redesign Letter of Concern of August 26, 2022 as information.

Executive Summary:

Correspondence received is provided to Mayor and Council at the subsequent meeting for their information and consideration.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

Minister Shandro, Minister of Justice and Solicitor General has provided a letter of response regarding the redesign of Victims Services.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:

[Letter from Minister Shandro _ 52074.pdf](#)



ALBERTA
JUSTICE AND SOLICITOR GENERAL

*Office of the Minister
MLA, Calgary-Acadia*

AR 52074

Sent via email to jedwards@tofieldalberta.ca

August 26, 2022

Her Worship Debra Dueck
Mayor
The Town of Tofield
P.O. Box 30
5407 – 50 Street
Tofield AB T0B 4J0

Dear Mayor Dueck:

Thank you for your letter of August 23, 2022 regarding the provincial changes to victim services announced July 19, 2022. I would like to reassure you that these changes, including the new zonal governance model, have been designed to ensure services to victims of crime remain consistent and uninterrupted across all regions of the province, including Tofield, while also ensuring that victims are supported locally from within their own communities. I appreciate the opportunity to provide further information about the redesign work that has occurred to date as it relates to your municipality and others like it.

I would like to ensure that you have the most up-to-date information about the consultations and engagements completed during, and following, the MLA led Review of Victim Services that took place over 2020/2021. The Rural Municipalities of Alberta (RMA) and the Alberta Municipalities (AM) were invited to, and attended, the engagements. This was intentional to ensure a linkage and a mechanism for information sharing. In addition, a specific meeting was held with the RMA and AM to ensure they were comfortable with this approach, and by all indications they were. Further, all MLAs were also invited, regardless of political affiliation.

Other engaged individuals and organizations included:

- Volunteers, staff, and board members of police-based victim services units;
- Victim-serving community and specialized organizations such as child advocacy centres, sexual assault centres, and domestic violence service providers;
- Representatives from the Alberta Police-based Victim Services Association;
- The Alberta Association of Chiefs of Police;

.../2

- The Alberta Federation of Police Associations;
- The Royal Canadian Mounted Police;
- Legal community representatives such as the Criminal Trial Lawyers Association and Legal Aid Alberta; and
- Indigenous organizations such as the Awo Taan Healing Lodge Society, and Métis Child and Family Services Society.

I can advise that the changes to victim services are particularly centred around stabilizing and improving program governance and leadership at a high level, in addition to the significantly enhances supports and services available to victims. There are no plans to interrupt service delivery within communities or at detachments, nor to disrupt victim service workers from continuing to engage in the important work they do. In fact, it is intended that these same locally based services will continue to be offered through the new zonal governance model, in the same co-located manner as they are now, but with more flexibility and sustainability than could be offered under the current governance model. In the new model, local front-line victim services workers will be supported by a core of professional support staff at the zonal level that will provide financial, legal, and human resource services; direct supervision and resource coordination; and personal support and guidance for each employee. There is no reduction in paid positions within the new model, in fact with the new professional support staff there will be approximately 40 additional positions available to Albertans.

To ensure that you and your colleagues have the most accurate and up to date information as to how the new victim services zones will operate, I encourage you to follow up with Trent Forsberg, the director of Victim Services at Trent.Forsberg@gov.ab.ca. He would be happy meet with you and relay further detailed information about the changes to victim services programs, and provide you with the opportunity to ask specific questions.

I also understand that you have a requested a meeting with MLA Jackie Lovely. I welcome the opportunity to have representatives from my office and our department staff who are leading this work attend this meeting. To schedule a meeting, please contact my scheduling coordinator Lisa Gentles at Lisa.Gentles@gov.ab.ca.

I am appreciative of any time you would be willing to dedicate to gaining a complete understanding of the improvements planned to the systems that serve victims of crime in Alberta. Thank you for ensuring the needs of victims in your community continue to be met.

Sincerely,



Honourable Tyler Shandro, QC, ECA
Minister

cc: Jackie Lovely, MLA Camrose
Alberta Municipalities
Rural Municipalities of Alberta



Municipality of Crowsnest Pass Request for Decision

Meeting Date: September 27, 2022

Agenda #: 3.g

Subject: Coleman Drop-In Centre Association - Budget Consideration Letter of August 26, 2022

Recommendation: That Council moves to include the requests for the Coleman Drop-In Centre Association in the 2023 budget deliberations.

Executive Summary:

Correspondence received is provided to Mayor and Council for their information and consideration at the subsequent Council meeting.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

A letter of request was received from the Coleman Drop-In Association to consider adding specific building/grounds maintenance requests to the 2023 budget deliberations.

Analysis of Alternatives:

n/a

Financial Impacts:

Unknown at this time.

Attachments:

[2022 08 26 - Coleman Seniors - Budget Request Items for the Seniors Hall.docx](#)



Coleman Drop-In Centre Association
7701 – 18 Avenue, P.O. Box 175,
Coleman, AB T0K 0M0

www.colemanseniors.org

info@colemanseniors.org

August 26, 2022

Mayor Painter & Council:

I am writing to you on behalf of the Coleman Drop-In Centre Association (aka Coleman Seniors). In an effort to reduce the number of projects on our President, Frank Loseth's plate I have volunteered to act as liaison with the Municipality on our building issues and a number of other unfinished projects.

My goal is to create a healthier relationship with the Municipality and work together and progressively in negotiating mutual solutions to some of our longer term issues. Many Coleman Seniors members have expressed a wish to work amicably with the Municipality to realize our goals and create a more viable, vibrant and sustainable organization that will be a more valued asset to our community.

In that light, and have already spoken with Johan Van Der Bank on these issues to glean details as to where the Municipality stands at present, I would like to propose some initiatives to start a dialogue that will hopefully result in a mutual agreement and solution between the Coleman Seniors and the Municipality of Crowsnest Pass on this building and its issues.

Our concerns at present are as follows:

- The wrapping on the extension is inadequate and is in need of repair/replacement.
- The parging on the extension has not been finished – the “corners” are still showing exposed wire and mesh with no parging.
 - o We would like to see that the parging be completed and painted to match the existing building or some other appropriate material in place to secure the integrity of the extension.
- There is also an issue of “landscaping”. There is a depression/well on the west side near the main door (and a storage area door) that could benefit from a retaining wall of sorts to keep the soil from eroding and sloping into the depression already in existence.
- Unfortunately, when the Museum was having work done in their back yard behind the Seniors Hall, the contractor & equipment chose to drive through the Seniors Hall yard to access their site rather than access the site through the Museum yard and vehicle gate. This has created an uneven landscape in our yard area. The Coleman Seniors have purchased a 20 foot square tent to use as event overflow (and to rent out locally for revenue). At present, with the condition of the yard area, we are not able to erect the tent to use as overflow for our events nor to rent out the space.
- On a walk around and discussion with Johan, we both noticed that the downspouts have either been vandalized or damaged by the Municipal grounds crew. (Both Johan and I have been in contact with

Trent Smith (and his lead hand Brent) about this issue, but as a result, the downspouts still need to be replaced. To date, I have not spoken with Brent/lead hand about the issues at hand.

- I have also been in contact with Pat Rypien, President of the Crowsnest Historical Society regarding off street parking. Pat agreed with me that negotiations should be re-instated to the benefit of the Municipality, the Seniors Hall and the Museum. She will be adding this item to their next Historical Board Meeting to discuss and will get back to me to make arrangements to meet to resume discussions. We would appreciate a representative from the Municipality to attend as well to get this project underway.

Our request at this time would be to ask Mayor and Council if there could be consideration of some or all of this expense being included in the 2023 budget to improve the buildings complexion to compliment the downtown ambiance and to assist our Coleman Seniors organization in becoming a more integral cog in the Municipality to benefit everyone.

If there are any questions or further details required, please do not hesitate to contact me. My email is [REDACTED], cell phone number [REDACTED] or work [REDACTED].

Thank you for your time and consideration. I look forward to working with you and your representatives.

Sincerely,

Wendy Zack
Secretary
Coleman Drop-In Centre Assoc.

PS. At this writing, Frank Loseth had tendered his resignation as President effective August 23, 2022. I will be the contact for any issues forthwith. Thank you.



Municipality of Crowsnest Pass Request for Decision

Meeting Date: September 27, 2022

Agenda #: 3.h

Subject: Chinook Arch Regional Library System - Request for Motion Supporting the 2023-2026 Municipal Levy Schedule

Recommendation: That Council moves that the Municipality of Crowsnest Pass approves the Chinook Arch Library Board 2023-2026 Municipal Levy Schedule.

Executive Summary:

Correspondence received is provided to Mayor and Council for their information and consideration at the subsequent Council meeting.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

A letter of request was received from the Chinook Arch Regional Library System to consider passing a motion to approve the proposed 2023-2026 Municipal Levy Schedule. Chinook Arch has provided a Plan of Service overview to support their request which is attached for Council's information. Two thirds of member municipalities must support this increase.

Analysis of Alternatives:

n/a

Financial Impacts:

- The current levy per capita would increase from \$7.76 to \$11.33 with annual incremental increases proposed from 2023 to 2026.

Attachments:

Memo

September 12, 2022

To: Municipality of Crowsnest Pass Mayor and Council

From: Vic Mensch, Chair of the Chinook Arch Library Board

Re: Chinook Arch Library Board 2023-2026 Budget and Member Levy

Chinook Arch Regional Library System provides a cost-efficient way for municipalities in southwestern Alberta to collaborate with neighbouring communities to ensure that all area residents can experience the life-changing power of public libraries. As a member-driven regional service organization made up of 41 member municipalities, Chinook Arch's mission is to support thriving libraries and thriving communities. We are excited about our 2023-2026 Plan of Service (see attached) and what it means for libraries and library users in your area!

Chinook Arch is primarily funded through a per capita member levy that is set by the Chinook Arch Library Board. Any proposed increase to the member levy must be approved by 2/3 of member councils representing 2/3 of the total member population (27 councils representing 138,075 residents).

The proposed 2023-2026 Levy Schedule includes modest increases in each of the four years. The Board believes that this proposed schedule will allow Chinook Arch to continue to support its member libraries while addressing rising costs associated with inflation and high energy prices. Thanks to the 5% levy reduction Chinook Arch instituted in 2021, the proposed 2023-2026 levies are lower than 2019-2022 levies that were approved by councils in 2018.

The following chart shows the 2023-2026 Municipal Levy Schedule, with proposed increases listed in dollars and percentages:

Year	Proposed Municipal Levy	Annual Increase (\$)	Annual Increase (%)	Library Board Fee	Total Proposed Levy	Total Levy Annual Increase
Current	\$ 7.76				\$ 11.33	
2023	\$ 7.93	\$ 0.17	2.19%	\$ 3.57	\$ 11.50	1.50%
2024	\$ 8.09	\$ 0.16	2.02%	\$ 3.57	\$ 11.66	1.39%
2025	\$ 8.22	\$ 0.13	1.61%	\$ 3.57	\$ 11.79	1.11%
2026	\$ 8.32	\$ 0.10	1.22%	\$ 3.57	\$ 11.89	0.85%

We respectfully request that your council pass a resolution on the proposed 2023-2026 Municipal Levy Schedule. Kindly forward a copy of the council resolution to Chinook Arch.

Proposed resolution:

"The (Name of Municipality) approves the Chinook Arch Library Board 2023-2026 Municipal Levy Schedule."

Chinook Arch CEO Robin Hepher would be pleased to attend a council meeting to answer questions about the plan of service, budget, and member levy. To arrange a presentation, please phone 403-380-1500 or email arch@chinookarch.ca

(encl.)



CHINOOK
ARCH REGIONAL
LIBRARY SYSTEM

PLAN OF SERVICE

2023 - 2026

PLAN OF SERVICE THEMES

1 Getting Butts Back in the Library

2 Programming/Programming Support

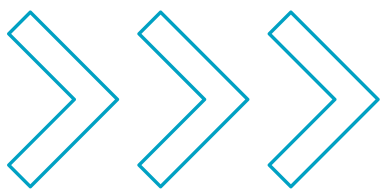
3 Community Outreach

4 Technology Support

5 Language Learning/Serving Immigrant Communities



1



Getting Butts Back in the Library



Identified Need

In the wake of the COVID-19 pandemic, attendance at libraries is still recovering. Other challenges persist, including a lack of awareness about the services and programs available at the library.



Key Activities

- Explore the use of targeted marketing (email, social media) to encourage library use by members of the public
- Develop system-wide contests, games, etc. designed to draw people into the library
- Develop customized/curated information packets aimed at specific groups of users (eg. home schoolers) highlighting ways in which the library can make their lives easier
- Explore the creation of a “library of experts” that can deliver in-library programming
- Explore ways to centrally support in-library programming from a funding standpoint, eg. subsidizing mileage and fees of presenters
- Assist libraries with measuring library visits through the provision of the door counters



Output Measures

- Library use and attendance as measured by door counters
- Attendance at library programs and events
- Number of events held at libraries
- Turnover rates of specific genres in response to customized recommendations

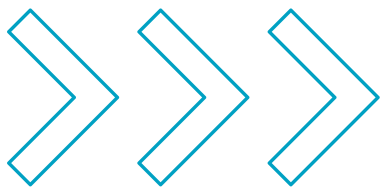


Impact

- The library is a community hub that provides relevant, high-quality programs and services to visitors
- The library is able to offer consistently high quality programming that meets the needs of its community
- Identified target groups are more likely to access library resources
- Patron reporting that their engagement with library collections, services, and programs is positively impacted by targeted communication



2



Programming/ Programming Support



Identified Need

Libraries would like to offer more programming, but face many challenges, including: limited resources, marketing and promotion, and more.



Key Activities

- Develop a collection of programming kits that are unique, relevant, fun, and easy for library staff to use
- Explore communication strategies that highlight the library as a potential partner for other organizations that are delivering services in the area
- Develop strategies for sharing/replicating successful programs across the region
- Explore hiring staff to coordinate and/or deliver programming at member libraries



Output Measures

- Number of programming kits created and used by member libraries
- Number of partnerships developed for program delivery
- Number of programs shared across the region
- Number of person hours invested in programming and programming support

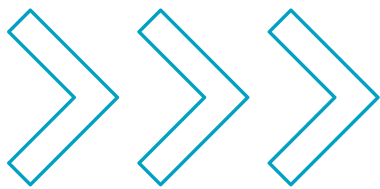


Impact

- Member libraries are a destination for engaging and educational programming for a wide range of demographics
- Libraries are seen as a preferred partner for other organizations in the community
- Attendance at library programs increases



3



Community Outreach



Identified Need

Many members of the community still aren't aware of all that the library has to offer, and some may never enter the library building. How can libraries get out into the community to meet people where they're at?



Key Activities

- Explore the development of "Pop-Up" library kits to allow libraries to offer services off-site
- Develop display units and outreach kits to assist libraries in promoting their services at fairs, markets, meetings, etc.
- Attend inter-agency meetings, etc. to gain awareness of what's happening in communities and to identify potential partners
- Explore directly supporting member libraries in offering community outreach



Output Measures

- Use of the "Pop-Up" library kits
- Number of books signed out/memberships created at Pop-Up library events
- Use of the tabletop displays
- Attendance at inter-agency meetings

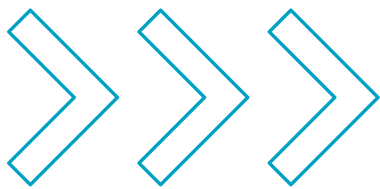


Impact

- Community members are more aware of the library
- Library services are extended to people who otherwise might not have access



4



Technology Support



Identified Need

Keeping up with technological change is difficult when funds and resources are limited. Libraries face challenges in maintaining/replacing computers and other IT equipment, and in keeping up with trends in consumer electronics.



Key Activities

- Explore ways to assist libraries with technology replacement
- Explore system-wide implementation of a point of sale system
- Explore system-wide implementation of a “print from mobile device” system
- Explore print management software for in-library use
- Explore strategies for developing digital literacy for seniors and recent immigrants
- Expand Wi-Fi hot spot lending program



Output Measures

- Number of computers/devices updated annually
- Use of point of sale system
- Use of mobile printing system/print management software
- Number of digital literacy training sessions attended
- Number of Wi-Fi hot spots available/loaned

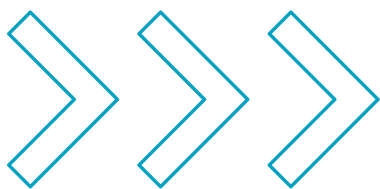


Impact

- The library offers reliable, fast access to printing and other technologies
- Library technology is current, sustainable, and secure
- Residents feel confident navigating their devices and software
- Residents enjoy more equitable access to the internet and enhanced participation in the digital economy



5



Language Learning/ Serving Immigrant Communities



Identified Need

Communities are seeing an increase in the number and variety of immigrant populations. Libraries have many services to offer members of immigrant groups, but face challenges in getting the word out and in providing services that are helpful and appropriate.



Key Activities

- Improve online access to resources for English language learners
- Explore the development of shared collections aimed developing literacy
- Explore the development of shared collections for language learning
- Develop lists of resources for recent immigrants
- Provide opportunities for professional development for library staff in the area of serving recent immigrants
- Develop partnerships with community organizations that are working with immigrant populations
- Identify funding sources from governmental and NGO agencies working in the immigrant settlement sector



Output Measures

- Circulation of literacy and language learning collections
- Usage of online language learning resources
- Attendance at professional development sessions
- Partnerships developed

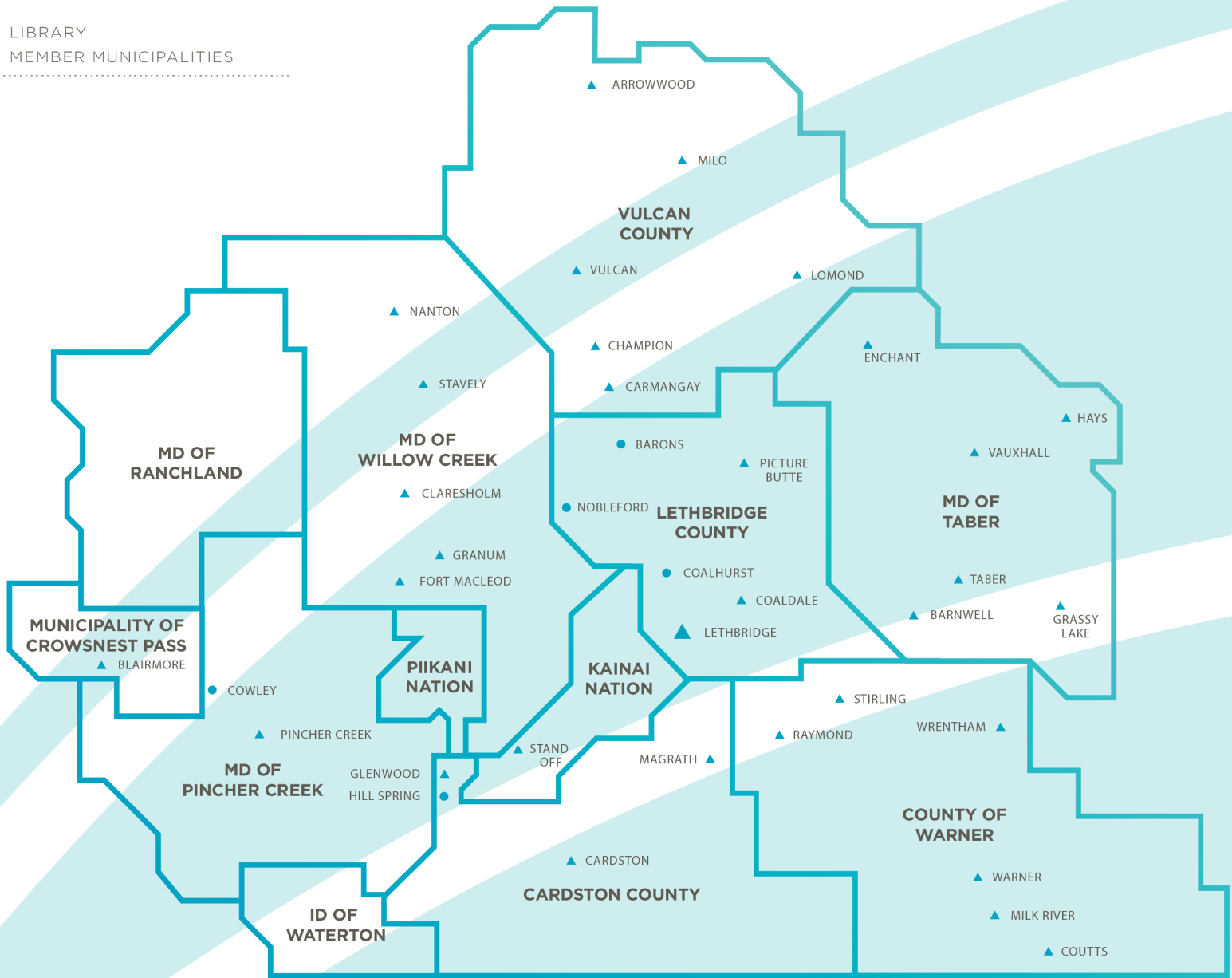


Impact

- The library is a partner with other community organizations supporting recent immigrants
- Recent immigrants use library resources to improve their lives
- Partner organizations and immigrants see the library as a key access point for resources and support



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Municipality of Crowsnest Pass Request for Decision

Meeting Date: September 27, 2022

Agenda #: 3.i

Subject: Asset Management Training

Recommendation: That Council approve Brian McCulloch, Director of Finance to attend the Asset Management Workshop Series being offered by Alberta Municipalities.

Executive Summary:

Alberta Municipalities, in partnership with Rural Municipalities of Alberta and Infrastructure Asset Management Alberta, have received funding to offer asset management training to municipal administrators at no charge. Registration for administrators requires a Council resolution to support participation.

Relevant Council Direction, Policy or Bylaws:

N/A

Discussion:

Alberta Municipalities, in partnership with Rural Municipalities of Alberta and Infrastructure Asset Management Alberta, have received funding to offer asset management training to municipal administrators at no charge. The Provincial Government is requiring all municipalities to implement an Asset Management program. Further, the Provincial Government has indicated future capital grants, will be dependent on a municipality having an asset management program.

Analysis of Alternatives:

Council can approve attending the workshop.
Council can deny attendance of the workshop.

Financial Impacts:

No financial impact to attend.

Attachments:



Municipality of Crowsnest Pass Request for Decision

Meeting Date: September 27, 2022

Agenda #: 4.a

Subject: Minutes of the Council Meeting of August 23, 2022

Recommendation: That Council adopt the Minutes of the Council Meeting of August 23, 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 08 23 Council Meeting Minutes.docx](#)

**Municipality of Crowsnest Pass
Council Meeting Minutes
Tuesday, August 23, 2022**

A regular meeting of the Council of the Municipality of Crowsnest Pass was held in Council Chambers on Tuesday, August 23, 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
Brian McCulloch, Director of Finance
Kristin Ivey, Manager of Corporate Services
Trent Smith, Manager of Community Services
Jesse Fox, Manager of Protective Services/Fire Chief
Bonnie Kawasaki, Recording Secretary

CALL TO ORDER

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

ADOPTION OF AGENDA

Additions:

In Camera

- c) Personal Privacy - Personnel - FOIP Act Section 17 – Councillor Ward

Amendments:

Consent Agenda

- a) Francisco Alaniz Uribe - Request for Letter of Support - Move to Councillor Inquiries and Notice of Motion 10.c – Councillor Glavin
- d) Yellowstone to Yukon Conservation Initiative Nature-Positive Economic Development for Southwest Alberta Executive Summary Report – Move to Councillor Inquiries and Notice of Motion 10.d – Councillor Ward

01-2022-08-23: Councillor Filipuzzi moved to adopt the agenda as amended.

Carried

CONSENT AGENDA

02-2022-08-23: Councillor Glavin moved that Council approve the following Consent Agenda items as amended without debate:

3.b

Queen Elizabeth II's Platinum Jubilee Medal (Alberta) - Request for Nominations

THAT Council consider nomination of a resident who has dedicated themselves to the service of family, community and country for the Queen Elizabeth II's Platinum Jubilee Medal.

3.c

Minutes of the Municipal Planning Commission of June 22, 2022

THAT Council accept the Minutes of the Municipal Planning Commission of June 22, 2022 as information.

3.e

Minutes of the Crowsnest Pass Community Pool Society of August 3, 2022

THAT Council accept the Minutes of the Crowsnest Pass Community Pool Society of August 3, 2022 as information.

Carried

ADOPTION OF MINUTES

Minutes of the Council Meeting of August 16, 2022

03-2022-08-23: Councillor Girhiny moved to adopt the Minutes of the Council Meeting of August 3, 2022, as presented.

Carried

PUBLIC HEARINGS

None

DELEGATIONS

South Canadian Rockies DMO Update - Sacha Anderson, Community Futures

Sacha Anderson, Brandi Fehr, and Marie Everts, advisors to the South Canadian Rockies DMO were in attendance to present Council with an update on the South Canadian Rockies DMO.

RCMP Quarterly Update - Sergeant Randy Guinchard

Sergeant Randy Guinchard of the Crowsnest Pass RCMP detachment was in attendance to present Council with his quarterly update.

NWP Coal Canada Ltd. Update - Dave Baines

Dave Baines, Manager Environment and Engagement of NWP Coal was in attendance to provide an update on the Crown Mountain Coking Coal Project and presented a visual model for Council's information.

REQUESTS FOR DECISION

2022 Property Tax Public Auction Date and Reserve Bids

04-2022-08-23: Councillor Ward moved that Council approve the 2022 Tax Sale date of October 26, 2022 at 10:00 a.m. at the Municipal Office and that Council set the reserve bid for the properties to be offered for sale at the 2022 tax sale (Schedule A) along with the conditions of sale that will apply (Schedule B).

Carried

Pass Powderkeg Ski Area Winter Report - 2021/2022

05-2022-08-23: Councillor Sygutek moved to accept the Pass Powderkeg Ski Area Winter Report - 2021/2022 for information.

Carried

Policy Review - 1303-04 Council Remuneration Policy

06-2022-08-23: Councillor Ward moved that Council defers the 1303-04 Council Remuneration Policy to the next meeting of Council.

Carried

Policy Review - 2000-04 Disposal of Municipal Lands and Reserves Policy

07-2022-08-23: Councillor Ward moved that Council adopts the 2000-04 Disposal of Municipal Lands and Reserves Policy and that the procedure be posted with the policy on the website.

Defeated

08-2022-08-23: Councillor Ward moved that Council adopts the 2000-04 Disposal of Municipal Lands and Reserves Policy.

Carried

09-2022-08-23: Councillor Sygutek moved that an educational session be scheduled for Council to clarify the land sales process.

Carried

Policy Review - 2001-02 Encroachment Policy

10-2022-08-23: Councillor Ward moved that Council adopts - 2001-02 Encroachment Policy.

Carried

Policy Review - 2002-02 Compliance Certificate Policy

11-2022-08-23: Councillor Girhiny moved that Council adopts 2002-02 Compliance Certificate Policy.

Carried

Policy Review - 2003-02 Area Structure Plan Applications Policy

12-2022-08-23: Councillor Filipuzzi moved that Council adopts 2003-02 Area Structure Plan Applications Policy.

Carried

Policy Review - 2004-03 Sidewalk and Street Patio Policy

13-2022-08-23: Councillor Ward moved that Council adopts 2004-03 Sidewalk and Street Patio Policy.

Carried

Proposed Policy - 2005-01 Mobile Vending Policy

14-2022-08-23: Councillor Sygutek moved that Council adopts 2005-01 Mobile Vending Policy.

Carried

COUNCIL MEMBER REPORTS

Council reports since the August 16, 2022 meeting of Council:

- None

PUBLIC INPUT PERIOD

- Melissa Atkinson
 - Commented that she supported an increase to Council meeting rates, as she has firsthand experience seeing the work that is put in, and that the public needs to be more engaged to gain a true understanding of what Council members actually do
 - Inquired about the municipal land sales process

COUNCILLOR INQUIRIES AND NOTICE OF MOTION

Council Meeting Schedule Review - Councillor Kubik

15-2022-08-23: Councillor Ward moved that Administration draft an amendment to the Procedure Bylaw that the Agenda Review Committee has the authority to cancel an upcoming Council meeting if there are no emergent items or a limited number of agenda items.

Carried

Strategic Plan Implementation - Councillor Sygutek

Council held discussion regarding implementation of strategic plan items

Francisco Alaniz Uribe - Request for Letter of Support

16-2022-08-23: Councillor Glavin moved that Council provides a letter of support to Francisco Alaniz Uribe for his tenure at the University of Calgary.

Carried

Yellowstone to Yukon Conservation Initiative Nature-Positive Economic Development for Southwest Alberta Executive Summary Report

17-2022-08-23: Councillor Ward moved that Council accept the Yellowstone to Yukon Conservation Initiative Nature-Positive Economic Development for Southwest Alberta Executive Summary Report as information.

Carried

IN CAMERA

18-2022-08-23: 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 4:37 pm:

- a) Economic Interests of the Public Body – MDM Lands Developer - FOIP Act Section 25
- b) Economic Interests of the Public Body – Purchase Private Roads for Road Allowance - FOIP Act Section 25
- c) Personal Privacy - Personnel - FOIP Act Section 17

Carried

Reconvene

Mayor Painter convened the In Camera meeting at 4:38 pm. Patrick Thomas, Chief Administrative Officer in attendance to provide advice to Council.

19-2022-08-23: Councillor Sygutek moved that Council come out of In Camera at 5:14 pm.

Carried

20-2022-08-23: Councillor Girhiny moved that Council grant the request for extension in the Agreement for Purchase and Sale of the MDM Lands between the Municipality of Crowsnest Pass and AND Villages by six months.

Carried

21-2022-08-23: Councillor Filipuzzi moved that Council authorize Administration to have an appraisal prepared by a professional appraiser to determine the fair market value of the portion of the property that is needed for the road allowance.

Carried

ADJOURNMENT

22-2022-08-23: Councillor Filipuzzi moved to adjourn the meeting at 5:15 pm.

Carried

Blair Painter
Mayor

Patrick Thomas
Chief Administrative Officer



Municipality of Crowsnest Pass Request for Decision

Meeting Date: September 27, 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 - First Reading

Recommendation:

That Council gives First 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:

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. Council may proceed with first reading of Bylaw 1129, 2022, as proposed.
2. Council may defer first reading of Bylaw 1129, 2022 and outline what additional information they would like to see with reconsideration.

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.

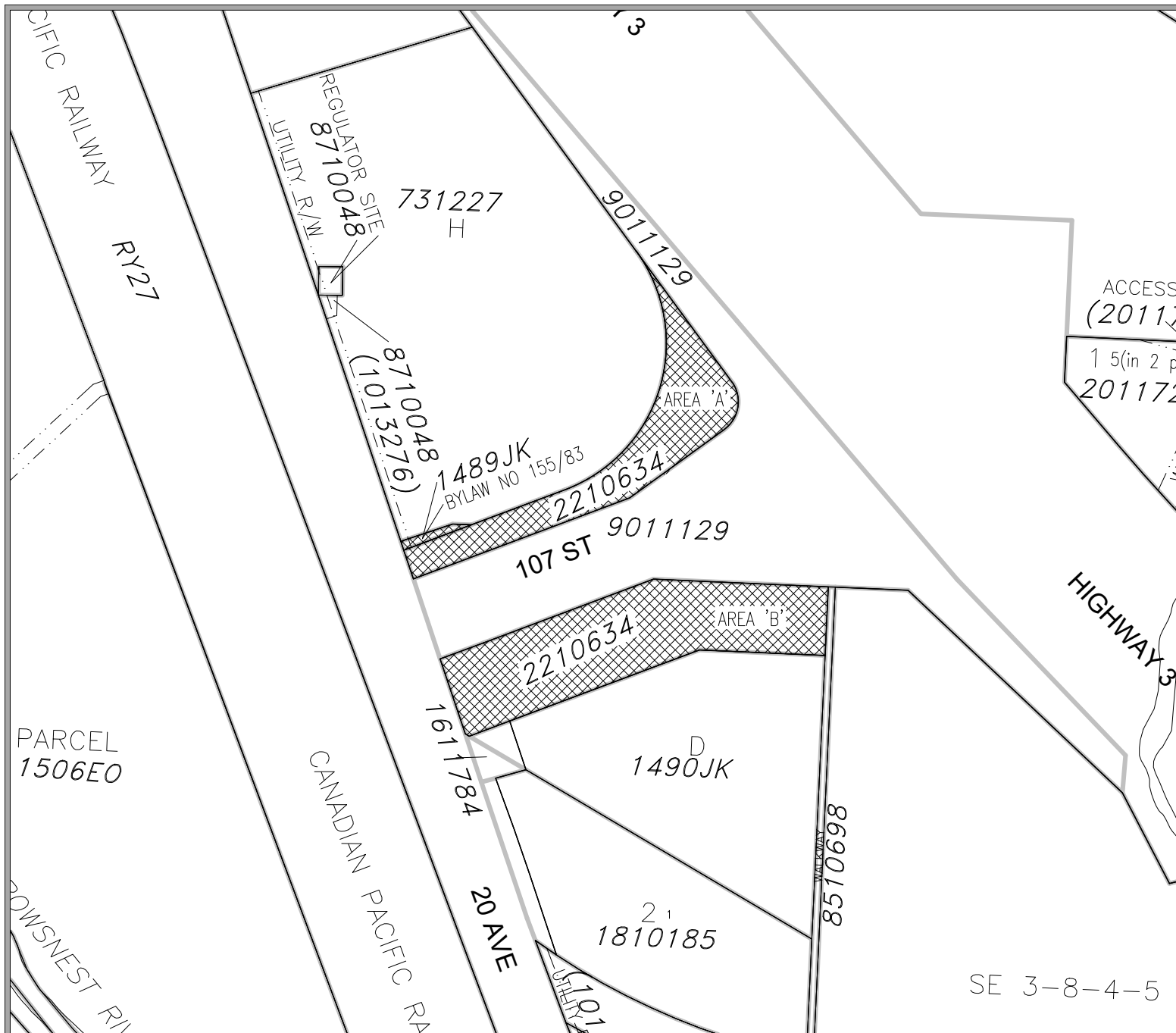
READ a **first** time in council this _____ day of _____ 2022.

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
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"NOT RESPONSIBLE FOR ERRORS OR OMISSIONS"



Municipality of Crowsnest Pass Request for Decision

Meeting Date: September 27, 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 - First Reading

Recommendation: That Council gives First Reading to Bylaw No. 1131, 2022.

Executive Summary:

The subject MR parcel is located adjacent to Municipal property and the 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, 671, 674 and 675, respectively 'Disposal of Land', '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:

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 340-07-04-W5M) which provides continued public access adjacent to the proposed MR closure and TC Energy pipeline.

Analysis of Alternatives:

NA

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.

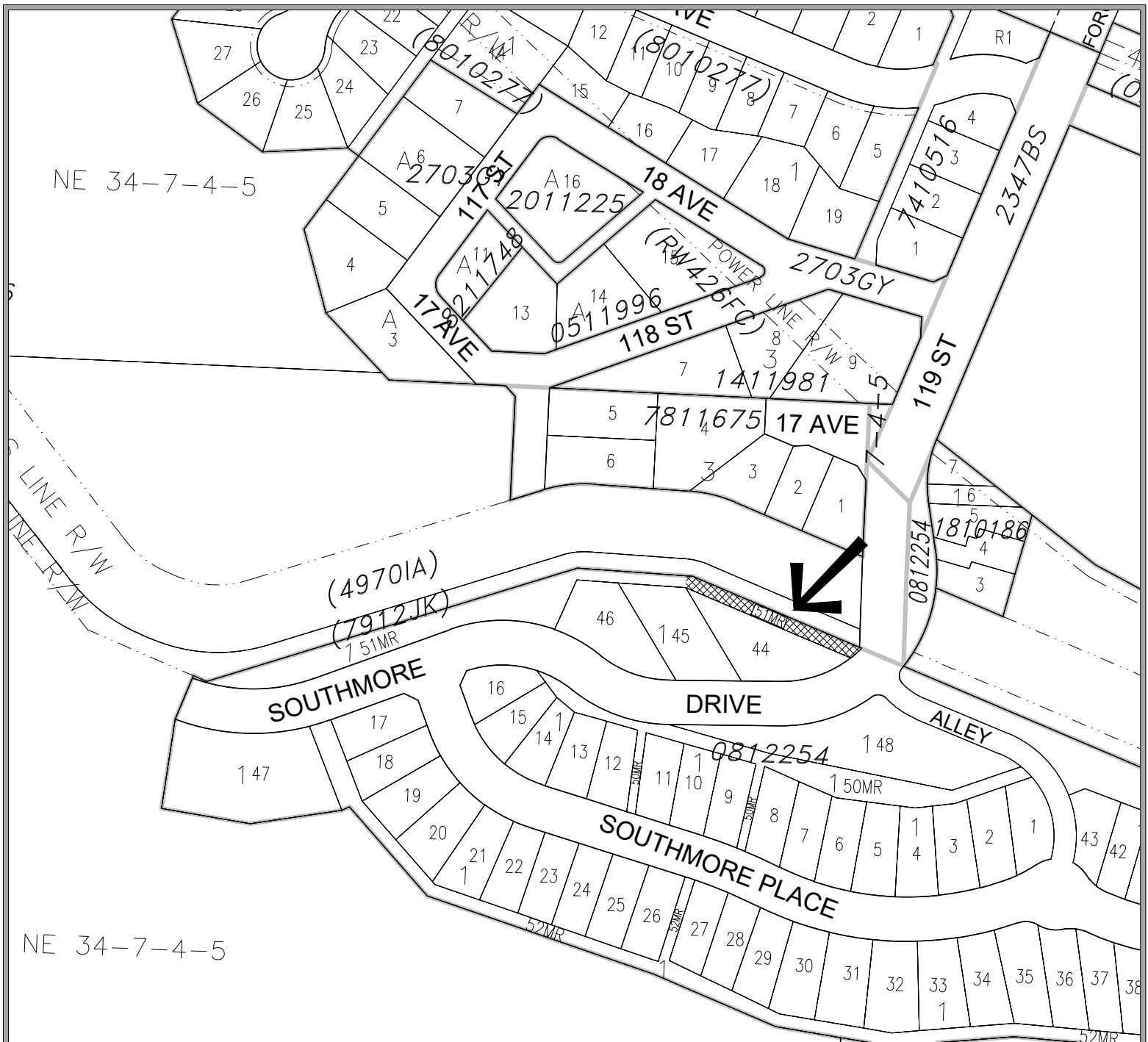
READ a **first** time in council this _____ day of _____ 2022.

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 $0.048 \pm \text{ha}$ ($0.12 \pm \text{ac}$)
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:
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Municipality of Crowsnest Pass Request for Decision

Meeting Date: September 27, 2022

Agenda #: 7.c

Subject: Policy Review - 1303-04 Council Remuneration Policy

Recommendation: That Council adopts Policy 1303-04 - Council Remuneration Policy with Option 2.

Executive Summary:

The Municipality has recently participated in a Council Remuneration Survey with similar sized Municipalities organized by the Town of Barrhead, which was done in addition to our annual compensation survey that we participate in through Alberta Municipalities. We have had opportunity to review the results and would like to bring the Council Remuneration Policy before Council to consider making some changes to ensure that our compensation is still on par with our peers. The Council Remuneration Policy hasn't been reviewed since December 23, 2018. Since that time there have also been changes to federal income taxation as it relates to elected officials which has resulted in lower take home pay. Ensuring that Councillors are appropriately compensated relative to the commitment is very important for ensuring that we continue to attract interested candidates for public office from various demographics and stages of life.

Relevant Council Direction, Policy or Bylaws:

Policy 1303-03

Discussion:

Cost of Living (COLA)

Council Remuneration Policy was last reviewed on December 23, 2018 during which time we introduced cost of living adjustments (COLA) for Council which are set at the equal amount received by staff. If no increases are received by staff, or if they are not yet determined by the bargaining process, Council will likewise, have no increases or will be on hold until bargaining is completed. Fire Rescue

COLA rates are also set as matching to staff. As cost of living has been addressed by the policy, and will be determined for the years 2023-2026 during bargaining, we won't address it at this time.

Income Tax Changes

Since our last review of the policy, as Council is aware, the Federal Government made changes to the Income Tax treatment of elected officials. Previously, Federal legislation recognized that a portion of the income may actually be considered incidentals for carrying out duties of an elected official, so allowed 1/3 of Council's remuneration to not be included for income tax purposes. This was removed in 2019 which caused a direct decrease to the take home pay of Councillors. As such, many municipalities adjusted Councillors pre-tax compensation, but we did not. The amount of decrease in pay varies from Councillor to Councillor and depends on factors such as other employment, and the federal tax rate based on total salary for year from all sources, and other deductions a Councillor may be eligible for.

Market

With the recently completed compensation surveys, we can review the Council Remuneration Policy against the market to see how we compare to our peers. The Municipality participates in the Alberta Municipalities Wage and Compensation Survey, and as well, in 2022 we participated in a Council Remuneration Survey which included similar sized Municipalities conducted by the Town of Barrhead which provided some new insight on how the compensation structures work.

Based on the findings of both surveys, and possibly attributed in part, to the compensation adjustments other Municipalities made, but we did not, we are lagging behind the average, both in terms of similar sized Municipalities and Municipal Districts, Counties and Specialized Municipalities. With regard to the similar sized Municipalities that participated in the survey with populations between 4,000 and 7,000 we were 9/11 in terms of annual compensation. The average monthly compensation of the comparable Municipalities was \$2,232.82 (Crowsnest: \$1,724), average meeting rate for full day was \$266 (Crowsnest: \$204.02), Half Day \$150 (Crowsnest: \$102.01). The stipend was also low but it is difficult to compare because all of the other Municipalities surveyed, except two, include regular Council and Board and Committee Meetings in their stipend, so they are not requisitioning the meeting rate in addition to the stipend for any regular meetings.

At the August 23, 2022 Council Meeting, Council requested that we also look at neighbouring Municipalities in Southern Alberta. With regard to our neighbours, we are more middle of the pack, sitting 6/11 and above the average of \$1,594 per month.

The administrative recommendation is to adopt Option 2, as it will bring us to market for meeting rates which because we requisition for them separately, also, brings us to matching the market in average annual compensation for similar sized Municipalities and brings us more in line with our immediate neighbours.

Other Changes to the Policy

With regard to mileage and per diems (meal allowances received when no meals are provided at meetings, training or convention) these are set as per the Travel Policy and will be reviewed at a later date.

Council requested a change with half day meetings meaning those 3 hours or less, and full day meetings meaning those 3 hours or greater. That change is made.

Parades have historically been excluded from receiving meeting allowances, as they are not technicality meetings and have just been covered by the stipend. However, we are recommending that we include a Meeting Allowance for up to 2 Councillors to attend a parade with the new municipal float. The reason being is we have a wind and highway proof system that protects the new float while in transit, that needs to be removed, stored and then set up again before going home. Due to the additional work with set up as well as obtaining the truck and transporting the new float, providing a full day meeting allowance is likely appropriate.

Analysis of Alternatives:

Option 1- Increase the the Meeting Rates and Stipend to compensate for the changes in taxable income for Councillors. A Councillor in the second tax bracket would have lost approximately 8% in take home income from the Municipality. With this change the annual estimated Councillor average salary would be \$ 22,421.93, still under-market (market \$26,793)

- Mayoral Stipend \$ 1,123.52
- Councillor Stipend \$ 794.33
- Half Day \$ 110.17
- Full Day \$ 220.34

Option 2- Increase the Meeting Rates so they are closer to the average of 17 similar sized Municipalities. With this change the annual estimated Councillor average salary would be \$26,200.88 which meets the market (\$26,793).

- \$125.00 for half day
- \$250.00 for full day

Option 3- 3% on all rates for 5 years to start to inch it closer to market (we still would be shy of market in 5 years based on 2022 numbers). Annual estimated Councillor average salary would be \$21,383.88, still under-market in 2023 (market \$26,793)

- \$ 1082.22 for Mayoral stipend
- \$ 757.55 for Councillor stipend
- \$ 105.07 for half day
- \$ 210.14 for full day

Option 4- Increase the stipend to the average but have meetings included rather than compensated for in addition.

- \$2,902.57 Mayoral Stipend- all meetings included
- \$2,232.75 Councillor Stipend- all meetings included

Financial Impacts:

Option 1 Impact to 2023 budget- \$ 13,650.72.

Option 2 Impact to 2023 budget- \$ 23,845.87.

Option 3 Impact to 2023 budget- \$ 5,119.02.

Option 4- Impact to 2023 budget- \$ 24,954.00.

Attachments:

[Council Remuneration Comparisons- 2022 03 14.pdf](#)

[Council Remuneration Southern Alberta Comparisons- 2022 09 21.pdf](#)

[1303-04 Council Remuneration Policy.pdf](#)

Councillor Remuneration- Survey of Participating Municipalities with populations 4,000-7,000

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9	Column10	Column11	Column12
	Municipality	Pop.	Stipend	Stipend Includes	Full Day	Half Day	Meeting Rates Include	Other Items that are Compensated	Mileage	Average Yearly (2021)	Monthly (avg)
1	Woodlands County	4,754	\$ 4,166.67	All Council meetings, local meetings with ratepayers and media, resident birthdays, Agenda reviews, charitable events, ribbon cutting, etc., general public appearances	\$ 345.00	\$ 172.50	Approved conferences and training sessions, orientation, training, conventions, workshops, SDAB meetings, Pembina Zone meetings	\$200/month Communication Allowance, meals and accommodations with receipts	\$0.59/km	\$50,989.17	\$4,249.10
2	St. Paul	5,963	\$ 1,710.00	Regular Council meetings, public inquiries, CAO meetings, signing of cheques and agreements, attendance at Town functions, attendance at ceremonies, grand openings, social functions, etc.	\$ 257.00	\$ 154.00	Committee meetings, Conferences, Conventions, Seminars, workshops, education sessions, out of town meetings, out of town events	\$95/month - Office Expense allowance, Accommodation and Travel expenses with receipt	CRA Rates	\$32,235.83	\$2,686.32
3	Slave Lake	6,651	\$ 1,054.17	Public meetings, Administration meetings, Agenda review, staff functions	\$ 350.00	\$ 180.00	Standing Committee meetings, approved training, attendance at events with official duties or Council resolution	Meals and Accommodations	\$0.54/km	\$31,141.50	\$2,595.13
4	Barrhead County	6,288	\$ 1,808.79	Meetings with residents (time and mileage), attendance at hosted events, home office costs (cell phone, office supplies, internet expenses), preparation time for meetings	\$ 272.05	\$ 136.03	All regular, special and organizational meetings, Committee of the Whole meetings, internal and external Committees, Budget Workshops, Strategic Planning sessions, Road tours, Conferences, Conventions, RMA meetings, Orientation and training sessions	\$500/term for electronic device use, meals	\$0.59/km	\$29,867.50	\$2,488.96
5	Westlock	5,101	\$ 1,920.88	Council Meetings and Special Council meetings, Committee of the Whole, Council appointed Committee meetings, Administration meetings, public inquiries, cheque/document signing, attendance at ceremonies, banquets, etc, Budget meetings	\$ 202.40	\$ 151.80	Out of Town Council-appointed Board meetings, Ceremonies, parades, etc outside of Westlock, Conferences, seminars, workshops, orientation, AUMA, FCM	Meals, Accommodations, phone expenses	\$0.54/km	\$24,701.00	\$2,058.42
6	Didsbury	5,268	\$ 1,369.00	All Regular Council meetings, Organizational meetings, non formal duties	\$ 250.00	\$ 146.00	Committee meetings, Special Council meetings, Conferences, Workshops, Open Houses	\$21/month for internet allowance, also meals, accommodations with receipts	CRA Rates	\$22,969.00	\$1,914.08
7	Vermilion	4,150	\$ 1,075.00	Public inquiries, CAO and Administration meetings, ceremonies, banquets, etc, ribbon cutting ceremonies, cheque/document signing	\$ 250.00	\$ 200.00	Business meetings including extraordinary meeting with municipal officials, college present, etc.)	\$5,000/year budget allowance, meals & accommodations	\$0.505/km	\$22,589.40	\$1,882.45

Councillor Remuneration- Survey of Participating Municipalities with populations 4,000-7,000

8	Stettler	5,952	\$ 1,559.85	In town Board and Committee Meetings, Regular Council Meetings	\$ 260.00	\$ 130.00	Budget Meetings, Strategic Planning, Joint Town and County meetings, Board and Committee Special meetings, Union Labour negotiations, Extraordinary external board related duties	\$108.34/month (travel & general allowance), meal reimbursements	\$0.50/km	\$20,955.33	\$1,746.28
9	Crowsnest Pass	5,589	\$ 735.49	Meeting with residents, reviewing agenda packages, parades, speeches, etc	\$ 204.02	\$ 102.01	All types of meetings including Council, boards, committees, workshops, seminars, open houses	Meals, accomodations	\$0.505/km	\$20,694.50	\$1,724.54
10	Barrhead	4,579	\$ 1,630.00	All Council meetings (Regular, Special, Joint), all Committee, Board and Commission Meetings	\$ 283.00	\$ 145.00	AUMA, FCM, Budget Retreat, Committee, Board and Coimmission Meetings, Training Sessions, Seminars and Conferences	\$88/Full Day, \$49/Half Day	\$0.505/km	\$20,266.67	\$1,688.89
11	Wainwright	6,270	\$ 1,190.79	Standing and Sub Committee meetings, Meetings of appointed Boards and Committees, Public inquiries, Meetings with Administrative Staff, signing of cheques and agreements, attendance at Town functions and ceremonies	\$ 260.00	\$ 140.00	Attendance at conferences, seminars, courses and meetings where the subject matter is directly related to the boards and committees the Council member is appointed to, AUMA, FCM	\$60/day (no receipts required), Accommodations per receipt, Communication allowance of \$75/month	CRA Rates	\$18,322.83	\$1,526.90
			1,656.42		266.68	150.67				\$26,793.88	\$2,232.82

Councillor Remuneration- Southern Alberta Municipalities

	Municipality	Pop.	Stipend	Stipend Includes	Full Day	Half Day	Meeting Rates Include	Other Items that are Compensated	Mileage	Average Yearly (2021)	Monthly (avg)
1	Drumheller	7,982	\$ 1,831.40	All council meetings, prep for meetings, attendance at community events, meetings with ratepayers	\$ 260.00		convention, strategic planning, meeting with federal, provincial governments	\$600 for cell phone (annual), \$100 for office supplies (annual), 3% RRSP Contribution, Benefits, Meal per diem \$50	0.505	\$26,564.17	\$2,213.68
2	Taber	8,428	\$ 2,000.00	For travel and attendance at Council and Committee Meetings	\$ 125.00		Out of town meetings			\$25,594.67	\$2,132.89
3	MD Pincher Creek	2,965	\$ 550.00	attending issues above regular councillor duties excluding travel, meetings and meeting expenses	\$ 250.00	\$ 125.00		Tech allowance \$1200 annually		\$24,105.00	\$2,008.75
4	Town of Pincher Creek	3,642	\$ 600.00	Consultation with Public, Public Relations events, school presentations, Opening Remarks at special events, etc.	\$ 235.00	\$ 120.00	All Regular and Special Council meetings, Committee meetings (full day meetings are over 3 hours, 1/2 day meetings are under 3 hours)		0.50/km	\$23,912.50	\$1,992.71
5	Coaldale	8,771								\$21,167.00	\$1,763.92
6	Crowsnest Pass	5,589	\$ 735.49	Meeting with residents, reviewing agenda packages, parades, speeches, etc	\$ 204.02	\$ 102.01	All types of meetings including Council, boards, committees, workshops, seminars, open houses	Meals, accomodations, \$780 for Mayor cell phone	\$0.505/km	\$20,694.50	\$1,724.54
7	Nanton	2,181	\$ 963.30	All meetings including special meetings, committee meetings	\$ 160.00	\$ 80.00	course, conference, seminar			\$14,847.00	\$1,237.25
8	Cardston	3,909	\$ 337.50	Meetings less than 1 hour long, one meeting per month up to 4 hours long	\$ 255.00	\$ 130.00	Approved meetings other than Council meetings, assigned Committee meetings.	Meals & Accommodations	CRA Rates	\$14,812.83	\$1,234.40
9	Claresholm	3,780	\$ 513.33		\$ 253.00	\$ 126.50	Council meetings have their own	Life Insurance	0.54/km	\$13,748.17	\$1,145.68
10	Coalhurst	2,869	\$ 367.68		\$ 239.49	\$ 119.74			0.505/km	\$13,675.00	\$1,139.58
11	Fort Macleod	2,967	\$ 411.60			\$ 125.00	Council, Finance Meetings flat rate			\$11,342.00	\$945.17

	<h2 style="text-align: center;">Municipality of Crowsnest Pass Policy</h2>
<p>Policy No.: Policy Title: Approval Date: Revision Date: Supersedes Policy: Department:</p>	<p>1303-03-04 Council Remuneration Takes effect January 1, 2019-2023 December 24, 2018 September 27, 2022 1303-02-03 Council</p>

1.0 POLICY PURPOSE

The purpose of this policy is to establish the remuneration and reimbursements to the Mayor and Councillors while acting in their official capacities. The Mayor and Councillors will attend meetings of varying durations as well as participate in information sessions, seminars, conferences, etc. These meetings and other activities will be reimbursed for attendance.

2.0 DEFINITIONS

“Authorized Expenses” means those expenses approved by this policy and includes Meeting Allowances, Monthly Stipend, Per-Diem, Mileage and Cell Phone Allowance.

“Boards, Committees, Societies, Authorities and Commissions” means the duly appointed Boards, Committees, Societies, Authorities and Commissions established, appointed and accountable to, Municipal Council for the purpose of providing input and support in a variety of areas. Hereafter referred to as Committees for the purpose of the policy.

“Cell Phone Allowance” means the monthly rate paid for use of personal cell phone and forgoing the Municipal cell phone.

“Costs Incurred” means any other costs that are directly incurred by Council personally for the purpose of attending meetings or other functions that within the scope of this policy such as parking, tolls, or hotels.

“Cost of Living Increase” means a cost of living increase applied to the Meeting Allowances and Monthly Stipend that is equal to the negotiated increase of the Employees of the Municipality of Crowsnest Pass.

“Council” means the duly elected officers of the Municipality of Crowsnest Pass and the Chief Elected Officer or Mayor.

“Meeting” means regular Council or Committee meetings to which the Mayor or Council are named or those extraordinary meetings authorized by motion of Council and/or those scheduled and approved by the Mayor or Deputy Mayor.

“Meeting Allowance- Half Day” means an allowance paid to Council for attending Meetings **4 3** hours or less in duration including travel time if the meeting is outside of the Municipality.

“Meeting Allowance- Full Day” means an allowance paid to Council for attending Meetings over **4 3** hours in duration including travel time if the meeting is outside of the Municipality

“Mileage” or “Kilometric Rate” means the distance travelled for Municipal Business in kilometers for which a rate is paid to compensate for fuel, wear and tear and insurance.

“Monthly Stipend” means a monthly allowance paid to Mayor and Council for the performance of their duties associated with being an elected representative of the Municipality of Crowsnest Pass.

“Per-Diem” means the meal allowance rate that the Municipality pays for Meals while Employees are travelling for the Municipality in lieu of providing receipts.

3.0 POLICY STATEMENTS

3.1 Eligible Expenses

a) Meeting Allowances

The Municipality of Crowsnest Pass will reimburse the Mayor and Councillors for their time while attending Meetings, seminars, conferences, workshops, conventions and educational courses as well as Authorized Expenses to attend such activities. **Meeting Allowance will be also provided for 2 Councillors to attend Parades while towing the Municipal Float.**

Meeting Allowances will not be provided for social or ceremonial events within or outside of the community for which the Mayor or the Council receive courtesy invitations, i.e. Remembrance Day Ceremony, Volunteer Nights, School Graduations, ribbon Cuttings, store or business openings, commercial or promotional ventures not directly related to Council or the workings of the Boards or Committees of Council.

The Meeting Allowance will receive a cost of living increase annually on January 1st that is equal to the increase that is being received by Municipal Employees. In the event that a Cost of Living Increase has not yet been determined with the Municipal Employees (such as during bargaining), then there will be no increase

until one has been determined, at which time, Councillors will be eligible for backpay. If there is no increase for Municipal Employees, Councillors will likewise not receive an increase.

b) Meal Allowance- Per- Diem

Per-Diems are provided for meals that Mayor and Council are required to purchase while travelling outside of the Municipality for Municipal Business. No receipts are required when submitting for Per-Diems.

Per-Diems will only be provided if meals are not provided by the Municipality or the event sponsor.

If a meal is charged on a Municipal credit card, Per-Diems will not be provided and the following process is in place:

- i) The credit card receipts shall identify for whom the costs were incurred and if more than the Councillor's meals or costs are included on the receipt;
- ii) These receipts must then be provided to the Accounts Payable Department for processing.

c) Monthly Stipend

Monthly Stipend will be provided for each calendar month that Mayor or Council serves on Council. There is no pro-ration for the first and last month of the elected term.

The Stipend will be eligible for a cost of living increase annually, to take effect on January 1. The increase will be equal to the increase that is being received by Municipal Employees. In the event that a Cost of Living Increase has not yet been determined with the Municipal Employees (such as during bargaining years), then there will be no increase until one has been determined, at which time, Councillors will be eligible for backpay. If there is no increase for Municipal Employees, Councillors will likewise not receive an increase.

d) Mileage

Mileage at the applicable rate set out at the Alberta Provincial Municipal Rate will be paid for Councillors that use their personal vehicle for Municipal Travel outside of the Crowsnest Pass. The payment of Mileage by the Municipality is provided to offset the cost of gas, wear and tear on the vehicle, and additional insurance that may be required.

Mileage will be calculated by using the vehicle odometer excluding any personal travel or by utilizing a web-based mapping service such as Google Maps or Mapquest.

3.2 Submitting Expenses

- a) All Meetings attended will be detailed monthly on the Council Remuneration form which shall be submitted to the Executive Assistant following the end of each month;
- b) The Remuneration will be paid out monthly once per Councillor, any expenses that were omitted will be paid on the following month.

End of Policy

MUNICIPALITY OF CROWSNEST PASS

Blair Painter, Mayor

Date

Patrick Thomas, CAO

Date

Appendix A- Schedule of Rates- Effective January 1, ~~2019~~ 2023

Meeting Allowance- Half Day	\$ 100.00 \$125.00
Meeting Allowance- Full Day	\$ 200.00 \$250.00
Monthly Stipend- Mayor	\$ 1030.00 \$1040.30
Monthly Stipend- Councillor	\$ 721.00 \$728.21
Mileage	Provincial Rate per kilometer Paid as per Employee Travel Policy
Per Diem	Paid as per "1813-01 Paid as per "Employee Travel Policy"
Cell Phone Allowance	\$65.00
Costs Incurred	Reimbursement for costs incurred



Municipality of Crowsnest Pass Request for Decision

Meeting Date: September 27, 2022

Agenda #: 7.d

Subject: Service Areas Update

Recommendation: That Council receives the service area update as information.

Executive Summary:

Each month the CAO provides Council with a summary of some of the highlights of work completed by the various departments over the last month. Due to vacations in August, we are presenting an extended service areas update report for Council.

Relevant Council Direction, Policy or Bylaws:

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

[Service_Areas_Update_-_September_9__2022.docx](#)



Service Areas Update – September 9, 2022

CAO Office

- Kickoff meeting for Downtown Bellevue Revitalization design
- Coordinating IMP completion
- Completed Cascade system updates and maintenance
- Conducting organization review
- Continuing policy reviews
- Continuing Frank WWTP Upgrade project oversight
- Attended Peaks to Pines Grand Opening
- Attended Roxy Theatre historic designation ceremony

Finance

- Tax Desk received 75 requests for Tax Searches in August (compared to 64 in August 2021). To the end of August, we have completed 429 tax searches compared to 597 to the end of August 2021 and 228 to the end of August 2020.
- Accounts Payable in August did two check runs, processed 474 invoices, and paid 269 vendors (August 2021 processed 324 invoices and paid 169 vendors with 2 check runs).
- In August processed 84 Senior Property Tax Rebates. (Have received an additional 18 for review and processing in September).
- Number of MGA Section 305 tax adjustments made in total by the July 8 filing date resulted in 71 adjustments for a net decrease in taxes of \$48,183.
- Administration has received 11 formal appeals from residents regarding their assessment value with 1 being withdrawn. Hearings are scheduled for October 20 and 21.
- Triannual audit of LAPP was completed by BDO and submitted July 28.

Corporate Services

- **Human Resources**
 - Municipality has 130 current employees across the organization.
 - Director of Development, Engineering and Operations has been reposted as of August 25, 2022.
 - Community Peace Officer position has been filled. New Employee will start September 27, 2022.

- The Municipality has 2 job vacancies (1 management, 1 union).
- Pass Powderkeg Job Postings are up. Supervisor jobs closed August 31; all other jobs are open until filled.
- **Safety**
 - COR Audit has been booked for October. It is an external audit this year.
 - Advisor working on Standard Operating Procedures to address some incidents that we've had, as well as making manual updates to get us ready for Audit.
- **Document Management/Information Access**
 - 9 FOIP requests have been received in 2022, all 9 are complete.
 - 4 Office of the Privacy Commissioner (OIPC) Request for Review were received (from a single Applicant), our submissions have been completed.
 - Received 6 complaint forms in 2022; all have been transferred or completed.
 - Website revamp underway.

Development, Engineering & Operations

- **Utilities Department**
 - Received draft or final permits from Alberta Environment to allow continued operation of the Hillcrest Bellevue WWTP and to complete water testing in house rather than contracting an external lab.
 - Installation of 2 PRVs in Hillcrest has been completed. Pressure issues have been resolved.
 - Completed one hydrant repair.
 - Completed 3 water/sewer service installs.
 - Fixed 4 main line water leaks and one service repair.
 - Completed 3 sewer service line repairs.
 - Water service installs to 3 homes on 16th Ave in Blairmore was completed by Westerra and a fourth install completed by us. Old service line in back alley no longer in use.
 - Submitted initial work plan to Alberta Environment to address odour issues at the Hillcrest Bellevue WWTP.
 - Continued review of training documents for new equipment installations at the Frank WWTP.
 - Provide additional data to Environment Canada on Hillcrest Bellevue WWTP operations.
 - Summer flushing of sewer lines program continued.
 - Completed survey of 184 manholes without pipe type, size, or invert data for the IMP.
 - Level 3 operator training for drinking and wastewater operations continues.
 - Infrastructure master plan draft document under review.
 - Inspection of all water reservoirs completed. Some cleaning of sediment is advised for next year.

- **Transportation Department**

- RFQ for Concrete Rehabilitation was awarded to Midoram Concrete Construction Ltd. Planning to start September 19th.
- Transportation crew cutting and removing concrete in preparation for Concrete Rehabilitation Program.
- Paving Rehabilitation started August 10th by McNally. Program is 65% completed and they will be coming back the end of September.
- Pothole repairs – Blairmore 211, Bellevue 170, Coleman 535.
- Cutting of treetops east of hospital completed as per request from Alberta Health and Nav. Canada.
- Storm sewer flushing is ongoing.
- Line painting for stop bars and crosswalks, yellow no parking locations, and handicap stalls is 90% complete.
- Parking stalls completed at the Sports-Complex.
- Centre line painting completed.
- Crew replacing storm catch basins. One completed to date and there are four more to be completed.

- **Development and Trades**

Facility Maintenance:

- General maintenance tasks.
- Curling Lounge – furnace parts have been installed and unit is operational.
- Hot water tanks replaced – Library, PPK Lodge, SPCA.
- Installed three memorial benches on walking trails.
- Installed swimming pool trophy case.
- Developing preventative maintenance work schedules and facility / equipment life-cycle assessments.

Planning and Development:

- Municipal Planning Commission – one meeting in August (10 DPs, 0 Subdivision).
- Municipal Historic Resources Advisory Committee – no meeting in August.
- SDAB – no hearing in August.
- Aurora Lifestyles Communities – Phase 1 construction is completed – Construction Completion Certificate (partial) has been issued and security deposit reduced accordingly. Development permits for the first duplexes have been issued and one basement foundation has been poured. The power poles will be removed at the end of September when Shaw has removed its lines from the power poles.
- Bellevue townhouse development (Trilogy Real Estate Group) - development agreement is signed, and the security deposit paid. Issued For Construction engineering design drawings have been approved. Tender was scheduled for July and construction start was scheduled for late July or early August. There appears to be a hold-up with additional work required regarding Historic Resources Permitting and Clearance.

- Landfills investigation – the project was awarded to Associated Environmental (Associated Engineering). Project kick-off and first progress meeting have been held. Geophysical surveys were undertaken in August. Preliminary test-pitting is scheduled for September. Project completion target date is November 2022.
- Land Use Bylaw amendments: To date a total of 42 Tourist Home DP applications have been received. Omnibus No. 2 land use bylaw public hearing is scheduled for September 13. Minimum floor area R-1 bylaw will follow.
- Policies: Council adopted / reviewed six policies (including the new Mobile Vending Policy). Review of additional policies and standard operating procedures will continue.

Key Performance Indicators (KPIs):

Key Performance Indicator (KPI)	Activity Volume Previous Month	Activity Volume YTD
Facility Maintenance – Plumbing, Construction, Electrical		
Work Orders - issued / closed	42 / 37	362 / 313
Planning & Development		
Compliance Certificate requests processed	16	85
Development permit applications - received / issued	21 / 13	197 / 134
Business Licences reviewed	1	61
LUB enforcement – new / active	2 / 24	20
LUB amendment, road/MR closure	4	14
Subdivision applications – new / active	1	10
Safety Codes		
Building permits - issued / inspections / closed	21 / 30 / 15	126 / 200 / 67
Electrical permits - issued / inspections / closed	19 / 24 / 19	113 / 150 / 93
Gas permits - issued / inspections / closed	11 / 7 / 5	62 / 107 / 70
Plumbing permits - issued / inspections / closed	8 / 9 / 3	54 / 90 / 52
PSDS permits - issued / inspections / closed	2 / 3 / 3	7 / 5 / 4

Protective Services

- **Fire**
 - Airplane crash site route orientation
 - Multiple MVI's
 - Multiple fire investigations during a Fire Ban
- **Peace Officer**
 - Significant emphasis on enforcing wildlife attractants in the Municipality, with a focus on improper garbage management
 - September enforcement focus:
 - Wildlife Attractants
 - Back to school and pedestrian safety

Category	Month (Aug)	Year to Date
Number of Charges Laid	45	302
Cases Generated (Incident Count)	47	372
Cases: Requests for Service	31	191
Cases: Officer Observed	5	121
Cases: Received from outside Department/Agency (i.e. RCMP)	6	33
Vehicle Removal Notices	0	11
Vehicles Towed	2	5
Positive Ticketing	2	18
Projected Fine Revenue **	\$11,712	\$73,826

Note** Fine revenue is subject to change through court process

- **Agriculture and Environment**

- 1,010 Kg of Noxious and Prohibited Noxious weeds destroyed
- 17 noxious weed sites inspected
- 4 prohibited noxious weed sites inspected
- Weed Identification Session for Crowsnest Pass Golf Course Managers (Field Walk)
- Hosted Weed Pull Event on August 3rd, 2022 Crowsnest River (Blairmore)
- Hosted Weed Pull Event on August 10th, 2022 Crowsnest River (SWIM Event, Frank)
- Hosted Weed Pull Event on August 17th, 2022 Bike Park (UROC, Blairmore)
- Hosted Weed Pull Event on August 24th, 2022 Nez Perce (Coleman)
- Hosted Weed Pull Event on August 31st, 2022 Crowsnest River (Blairmore)
- Display booth at community market
- Completed grasshopper survey for Alberta Agriculture and Forestry
- Seasonal position term concluded
- Municipal vegetation management is approx. 70% completed

Pass Powderkeg Ski Area

- New UROC bike trails – Electric Monkey (upper mountain) and Nothing to Luge (lower mountain) have opened to public. Trails have seen significant use already and feedback has been extremely positive.
- Crowsnest 100 event was a success with over 100 riders joining in the long-distance bike races.
- Season passes and programs are now on sale. New snow school registration program is up and running. Response has been strong.
- PPK is hosting a volunteer day Sept. 17 from 9:45-2pm with a BBQ lunch. Organized by the PPK Ski Society, this day will help take on noxious weeds and clear deadfall on the upper mountain.
- Interviewing for winter positions starts the week of Sept. 7.
- Early season race training bookings are strong, with December nearly 50% booked.
- Lift maintenance is nearly complete on the lower mountain. Upper mountain safety system re-build will start week of Sept. 7.
- Summer staff finished work August 31. Staff did a fantastic job clearing runs and sprucing up the lodge area.

Community Services

- Curling Club Lease Renewal Complete
- Species Wayfinding signage with Nature Conservatory planning complete 5 new signs to be placed on walking trails. Species to cover Cutthroat trout, big horn, botany plants and wetland birds. Planning on walkway partnership for 2023
- Dog park fence installed, waiting on slow trickle of backordered parts. Play System to be installed in October
- Still waiting on cement delivery for boat ramp
- Outdoor washrooms arrived August 17th.
- Bellecrest Summer Kickoff special event processed.
- Frank playground ordered, delivery in October.
- Beautification project - Planters are out
- Coleman Canada Day special event processed.
- Town office cement work to be completed in September
- Picnic tables installed at Office and Gazebo Park.
- Renewal of Brighter Futures and Adult Education.
- War memorial location planning
- Winter ice block book meeting.

- **Parks / Arena**
 - Glass install started
 - Parks staff full out watering during heat wave.
 - Slow pitch tournament complete
 - Movie night setup and tear down.
 - Winter ice install preparation.

- **FCSS**
 - 7 - 2023 FCSS Funding Applications have been received.
 - 2023 Fall winter community handbook has been completed.
 - 2 Movies in the Park this summer. – July 15 and August 13. Approx. 150 people attended each movie. Very well received by the community.
 - Meals on Wheels coordination
 - Planning for Volunteer Appreciation BBQ – September 8.

- **Programming**
 - Gymnastics camps (4) and (1) Soccer Camp have gone as planned with great attendance
 - Aqua Yoga
 - Walking Trail signage updating is in progress – working on new mapping
 - Memorial bench program continuing with new benches being installed
 - Open Gym
 - Fall winter programming planning – Aerial Yoga room set up
 - Maintenance check of walking trails
 - Registration for fall programs



Municipality of Crowsnest Pass Request for Decision

Meeting Date: September 27, 2022

Agenda #: 7.e

Subject: Pass Powderkeg School Pricing

Recommendation: That Council moves to approve the school pricing as presented and to include this into Schedule H of the Fees, Rates and Charges during the next revision.

Executive Summary:

Pass Powderkeg is looking to set school group pricing which will be included in the next revision of the Fees Rates and Charges Bylaw - Schedule H "Pass Powderkeg Fee Schedule".

Relevant Council Direction, Policy or Bylaws:

Bylaw No. 1108 Fees, Rates and Charges Bylaw

Discussion:

Pass Powderkeg provides opportunities throughout the year for schools, both local and non local, to get outside and be active. Our school visits have evolved over the past 5 years to include weekly trips, afternoon visits and full day events. This has changed the way we price our products. This summer, using information from other ski areas around Alberta, past experience with local schools as well as working through our costs for running programming, the following pricing has been put forward. Prices do not include GST.

Local's Rate	Lift, Lesson, Rental	Lift, Rental	Lift, Lesson	Lesson only
Full Day (5+hours)	\$45.00	\$35.00	\$35.00	\$21.00
Half Day (2.5-4.5 hours)	\$37.50	\$26.25	\$26.25	\$21.00
Less than 2.5 hours	\$25.00	\$25.00	\$25.00	\$25.00

Regular Rate	Lift, Lesson, Rental	Lift/Rental	Lift/Lesson	Lesson Only
Full Day (5+hours)	\$50.00	\$37.00	\$37.00	\$21.00
Half Day (2.5-4.5 hours)	\$37.50	\$27.75	\$27.75	\$21.00
Less than 2.5 hours	\$28.00	\$28.00	\$28.00	\$28.00

Analysis of Alternatives:

Council can direct Administration to revise rates and come back with a new rate structure.

Financial Impacts:

Lowering prices may mean programs run at a loss.

Raising prices may push some schools to reduce number of days they attend or cancel trips all together.

Attachments:



Municipality of Crowsnest Pass Request for Decision

Meeting Date: September 27, 2022

Agenda #: 7.f

Subject: Ranchlands Mutual Aid Agreement

Recommendation: That Council approves the Ranchlands Mutual Aid agreement.

Executive Summary:

Traditionally, Crowsnest Pass Fire & Rescue provides services in the backcountry north of the community up to Dutch Creek. The only time that compensation was given back was if an insured vehicle was involved, that an insurance claim could be put towards. Administration has been working with the administrators of the MD of Ranchlands to establish a mutual aid agreement to cover providing these services along with outlining fair compensation.

The MD of Ranchlands Council approved the agreement on September 20, 2022.

Relevant Council Direction, Policy or Bylaws:

N/A

Discussion:

N/A

Analysis of Alternatives:

N/A

Financial Impacts:

N/A

Attachments:

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MUTUAL AID AGREEMENT

THIS AGREEMENT made effective as of the ____ day of _____, 20__.

BETWEEN:

MUNICIPAL DISTRICT OF RANGLAND NO. 66,
a municipal corporation within the meaning of the *Municipal Government Act*,
R.S.A. 2000, Chapter M-26

("MD of Ranchland")

-and-

MUNICIPALITY OF CROWSNEST PASS,
a municipal corporation within the meaning of the *Municipal Government Act*,
R.S.A. 2000, Chapter M-26

("Municipality of CNP")

WHEREAS pursuant to Section 54 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, a municipality may provide any service that it provides within its own boundaries in another municipality with the agreement of that other municipality;

AND WHEREAS the Municipality of CNP operates a Fire Department and provides fire rescue services within its own boundaries;

AND WHEREAS the MD of Ranchland is desirous to have the Municipality of CNP provide fire and rescue services to the extent possible within the MD of Ranchland for the benefit of its residents, ratepayers and visitors;

AND WHEREAS the Municipality of CNP is willing to provide the MD of Ranchland with such fire and rescue services under the terms and conditions contained herein;

NOW THEREFORE, in consideration of the mutual covenants, terms and conditions contained herein, the Parties hereto agree as follows:

1. PURPOSE

1.1 The purpose of this Agreement is:

1 RD. RS

- a) to ensure that the MD of Ranchland can request Assistance from the Municipality of CNP in the event of an Incident; and
- b) to establish policies and procedures to ensure that requests for, and provision of, Assistance is undertaken in an effective and efficient manner.

2. **DEFINITIONS**

2.1 For the purpose of this Agreement:

- a) "Agency" means either the Ministry of Agriculture, Forestry and Rural Economic Development (Alberta), Alberta Transportation, or the Royal Canadian Mounted Police ("RCMP"), or such other federal or provincial entity that the Responding Party may have an agreement with for the purposes of invoicing and cost recovery;
- b) "Alberta Transportation" means the Ministry of Transportation of the Government of Alberta, and its successors;
- c) "Assistance" means the provision of fire suppression services, and/or rescue services with trained personnel, materials and equipment;
- d) "Authorized Fire Official" means, in respect of a Party to this Agreement:
 - i. the Director of Emergency Services, Fire Chief, or the Chief's designate; or
 - ii. if the Director of Emergency Services, Fire Chief, or the Fire Chief's designate, is absent, the most senior Member that is present;
- e) "Director of Emergency Services" means the person holding the position of Director for the Emergency Services Department of the municipality;
- f) "Dispatch" means the Foothills Regional 911 dispatch center;
- g) "Effective Date" means the date first written above;
- h) "Equipment" means any tools, devices, materials, vehicles, apparatus and equipment used by each respective Fire Department;
- i) "Fee" means any fees to be charged by the Responding Party for providing Assistance;
- j) "Fire Chief" means the person holding the position of fire chief of the Fire Department of the municipality, or that person's designate, as applicable;
- k) "Fire Department" means the fire department of a Party hereto;
- l) "Full Response" means the deployment of available Members and Equipment immediately in order to provide Assistance;
- m) "Incident" means a fire or a situation where a fire is imminent or any other situation (real or perceived) presenting a danger or possible danger to life, health or property where Assistance may be requested;

- n) "Member" means a duly appointed member of a Fire Department, including, but not limited to, permanent, part-time, paid on-call and volunteer firefighters;
- o) "Parties" means both the MD of Ranchland and the Municipality of CNP, and "Party" means either of them, as the context requires;
- p) "Requesting Party" means the MD of Ranchland;
- q) "Rescue Services" means emergency services comprised of trained personnel and specialized equipment that serves to bring a person or persons out of risk, danger or harm after an accident or disaster;
- r) "Responding Party" means the Municipality of CNP;
- s) "Standby Response" means the coordination and preparation of available Members and equipment, for the purpose of providing Assistance, to be deployed immediately upon further request;
- t) "FOIP Act" refers to the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25.

3. TERM OF AGREEMENT

- 3.1 From the Effective Date of this Agreement, the Requesting Party may request the Responding Party to provide Assistance.
- 3.2 This Agreement shall continue in force until terminated by either Party in accordance with the provisions of this Agreement.
- 3.3 Either Party may terminate this Agreement at any time by providing not less than ninety (90) days' prior written notice of its intention to terminate the Agreement to the other Party.
- 3.4 The Parties shall review this Agreement on an annual basis, including any required revisions to fees, charges or terms which may be agreed to in writing by the Parties. The review will be done after April 1st to allow for new Alberta Transportation fees to take effect.
- 3.5 Either Party may request a meeting to discuss concerns or required changes to this Agreement, at any time, by providing the other Party with advance written notice of the meeting request, including details of the issues to be discussed at the meeting.

4. PROCEDURE FOR INVOKING MUTUAL AID

- 4.1 Requests for Assistance shall be made in accordance with the following procedures:
 - a) Through Dispatch if it is geographically appropriate for the Responding Party to be directly dispatched as the primary responder to the area; or

- b) Through the Fire Chief of the Requesting Party by placing the request for Assistance through Dispatch, either by radio or phone. The Fire Chief of the Requesting Party shall advise if:
 - i. a Standby Response or Full Response is requested; and,
 - ii. what Equipment and/or personnel are being requested.
- 4.2 After the initial request for Assistance is made through Dispatch, all further communications between the Requesting Party and the Responding Party shall be made through the applicable working channels, or through other means of agreed upon communication.
- 4.3 The Responding Party shall provide a list of Equipment that is available for providing Assistance (attached to this Agreement as Schedule "B").

5. COMMAND AND CONTROL OVER EMERGENCY RESPONSE PERSONNEL AND EQUIPMENT

- 5.1 Subject to Section 5.2, the Requesting Party shall have command and control over any Incident within its municipal boundaries in respect of which it has requested Assistance.
- 5.2 If the Responding Party arrives at the scene of an Incident to provide Assistance pursuant to this Agreement, and the Requesting Party is not yet present at the scene of the Incident, the Responding Party shall assume command and control of the Incident until the Requesting Party arrives at the scene of the Incident, at which point the Requesting Party shall assume command and control of the Incident.
- 5.3 While the Party that has command and control of an Incident pursuant to Section 5.1 or 5.2 shall determine the overall approach to be taken in response to an Incident, every Member present at the scene of the Incident shall remain under the direct control of their respective Fire Department, and any direction given by the Party with command and control of the Incident to the other Party shall be directed to the ranking Member of that other Party's Fire Department, who shall, in turn, provide commands or instruction to the Members under his or her direct control.

6. RESPONSE OBLIGATIONS OF THE PARTIES

- 6.1 The Responding Party shall only dispatch qualified Members and Equipment that meets or exceeds the minimum requirements for certification and functionality of that Party.
- 6.2 The Responding Party shall not permit any Members to provide Assistance with personal vehicles, unless specifically requested by the Authorized Fire Official of the Requesting Party.
- 6.3 The Authorized Fire Official of the Responding Party shall ensure that no task exceeds the qualifications or training of its Members.

6.4 The Responding Party shall not make public statements or communicate with the media, with respect to the provision of Assistance to the Requesting Party, without first having reached an agreement with the Requesting Party regarding the information to be made public. However, the Responding Party may provide comments to the media for purposes of public safety and preparedness for those emergencies attended to as the primary responder.

7. LIMITATIONS OF ASSISTANCE

- 7.1 Upon receipt of a request for Assistance, the Responding Party shall make reasonable efforts to provide the requested level of Assistance.
- 7.2 Notwithstanding Section 7.1, whether or not Assistance is provided in a given case, and the nature of any Assistance that is provided, shall be in the discretion of the Responding Party.
- 7.3 Without limiting the generality of Section 7.2, the Responding Party may withhold Assistance where:
- a) the Fire Department of the Responding Party is already engaged at a different Incident;
 - b) the Fire Department of the Responding Party is unable to mount a safe response due to a shortage of staff, an Equipment failure or dangerous road or weather conditions; or
 - c) the Authorized Fire Official of the Responding Party otherwise considers it to be imprudent to provide the requested Assistance.
- 7.4 If the Responding Party receives a request for Assistance, but determines that no Assistance will be provided, it shall advise the Requesting Party of this as soon as reasonably possible.
- 7.5 A Responding Party that has responded to a request for Assistance may withdraw its Assistance if the Authorized Official of the Responding Party determines that
- a) the Responding Party's Equipment or Members are required in order to respond to a different Incident;
 - b) the continued provision of Assistance would pose an unacceptable safety risk to the Responding Party's Members;
 - c) it would otherwise be imprudent for the Responding Party to continue to provide Assistance; or
- 7.6 The Responding Party shall withdraw the Assistance upon the Authorized Fire Official of the Requesting Party advising the Responding Party that the Assistance is no longer required.

8. FEES AND COST RECOVERY PROCEDURE

- 8.1 When the Responding Party has provided Assistance pursuant to this Agreement, the Responding Party shall be compensated in accordance with the Fees set out in Schedule "A".
- 8.2 If the Responding Party has an agreement in place with an Agency for invoicing and cost recovery, and that agreement is applicable to the Assistance provided, the Responding Party shall issue an invoice for payment of the Fee to that Agency within thirty (30) days of providing the Assistance.
- 8.3 If the Responding Party:
- a) has the invoice which was submitted to an Agency pursuant to Section 8.2 of this Agreement declined;
 - b) reasonably determines the invoice to be uncollectable from an Agency; or
 - c) does not have an applicable agreement in place with an Agency for invoicing and cost recovery purposes,

the Responding Party shall issue an invoice for payment of the Fee to the Requesting Party. The Fee shall be paid by the Requesting Party within thirty (30) days of receipt of an invoice issued by the Responding Party.

9. DISPUTE RESOLUTION

- 9.1 Any operational questions, concerns and/or conflicts are to be brought to the attention of both Fire Chiefs through the appropriate chain of command, and the Fire Chiefs shall undertake reasonable efforts to resolve the issues between themselves.
- 9.2 Where the Fire Chiefs are unable to resolve the issues, the following provisions shall apply to the resolution of conflicts between the Parties as they arise:

Any dispute between the Parties hereto as to the interpretation of, subject matter of, or in any way related to, this Agreement is to be resolved by the Parties attempting to reach a fair and equitable resolution by using, in good faith, one or more of the following means, in the order listed, until a resolution is arrived at. The means to be used are:

- a. negotiation;
- b. mediation;
- c. arbitration; or,
- d. legal proceedings in a court of competent jurisdiction.

Except for the purposes of preserving a limitation period or obtaining an appropriate writing by the Parties, it is a condition precedent to the bringing of any legal proceedings that the means or procedures in this clause have been used and followed in good faith. With respect to mediation, unless otherwise agreed to in writing, mediation will be in accordance with the procedures of The ADR Institute

of Canada, Inc. (hereinafter sometimes referred to as the "Institute"), using as mediator a third-party neutral person, either mutually agreed to by the Parties, or if the Parties are unable to agree, as selected by the Institute. With respect to arbitration, unless otherwise agreed to in writing by both Parties, arbitration is to be by way of a single arbitrator pursuant to the *Arbitration Act*, R.S.A. 2000, c. A-43, in accordance with the rules and procedures of the Institute.

10. LIABILITY AND INDEMNITY

- 10.1 Each Party shall indemnify and save harmless the other Party, their respective elected officials, designated officers, employees, personnel, volunteers, agents and assigns from and against all claims and demands, losses, costs (including legal costs on a solicitor and his own client full indemnity basis), damages, actions, suits or other proceedings brought by a third party, including claims for personal injury or death, arising out of or in any way related to the rendering of Assistance by the provider of Assistance related thereto (excluding losses or expenses caused by the negligence or willful misconduct of the provider of the Assistance in the rendering of such Assistance).
- 10.2 Neither Party shall have any claim against the other Party for any loss or damage caused to their respective Equipment unless the loss or damage is attributable to the negligence or willful misconduct of the Party, its servants or employees, acting in the course of their duties or employment.
- 10.3 Neither Party shall be liable to the other Party for any failure to render Assistance, delay in rendering Assistance or withdrawal of Assistance, nor shall a Party be deemed to be in breach of this Agreement due to such failure, delay or withdrawal.
- 10.4 Notwithstanding anything contained in this Agreement, neither Party shall be liable to the other in any way for indirect or consequential losses or damages, punitive damages, nor damages for pure economic loss, howsoever caused or contributed to in connection with this Agreement.

11. INSURANCE

- 11.1. Throughout the Term of this Agreement, each Party, at its own expense, shall acquire and maintain in full force and effect, the following minimum insurance coverage with insurers authorized within the Province of Alberta to issue insurance policies in Alberta:
- a) Commercial General Liability insuring against Third Party Property Damage, Bodily Injury (including death), and Personal Injury, including Products and Completed Operations Liability for an amount of not less than TEN MILLION DOLLARS (\$10,000,000) per occurrence. Such insurance shall also include provision for:

- i. A broad form Contractual Liability Clause,
 - ii. A Non-Owned Automobile Liability extension which incorporates
 - A. Contractual Liability Endorsement S.E.F. 96, and
 - B. Legal Liability for Damage to Hired Automobile Endorsement;
 - b) Automobile Liability insuring against Bodily Injury, and Property Damage Liability arising from the use and operation of all vehicles owned, licensed or leased in the performance of the Fire and Rescue Services (including liability for attached equipment if not contemplated by Commercial General Liability above) with no less than a Five Million Dollars (\$5,000,000) per occurrence limit.
- 11.2 Each Party shall insure its own Equipment against damage or loss in an amount suitable to them.
- 11.3 Each Party shall comply with the *Workers' Compensation Act*, RSA 2000, c. W-15, and have such other insurance in place for its Members as each Party deems necessary.
- 11.4 Either Party may request evidence of insurance at any time during the term of this Agreement, and the other Party shall provide evidence within thirty (30) days of receipt of the request.
- 11.5 The insurance required to be maintained by each Party hereunder shall be on terms and conditions and with insurers reasonably acceptable to the other Party, and shall require that such insurer shall provide to the other Party thirty (30) days prior written notice of cancellation or alteration of such policies

12. INFORMATION TO BE PROVIDED

- 12.1 Each Party shall keep and maintain proper records with respect to the provision of Assistance, including written or electronic incident reports for services provided, and any other information that the Parties may jointly determine.
- 12.2 The Parties shall share with one another information, records, and reports, including personal information, collected in the course of providing Assistance under this Agreement. Each Party agrees to provide the other Party with information sufficient to enable the Parties to:
- a) effectively provide Assistance when and if called upon; and
 - b) bill, invoice or otherwise seek recovery of the costs associated with providing Assistance.

12.3 The Parties acknowledge that the information to be shared pursuant to this Agreement, for the purposes set out in Section 12.2, may include, but is not limited to:

- a) the Incident Run Report created by the applicable Dispatch;
- b) the location of the Incident (including blue sign address, legal land description or printed map with the location marked);
- c) the names of persons at the scene;
- d) vehicle information (including name and address of registered owner, VIN, year, make and model);
- e) the name and address of the driver;
- f) insurance information; and
- g) the name(s) of RCMP member(s) and their detachment(s) if in attendance, along with the RCMP file number.

12.4 Each Party shall provide such information, records and reports to the other within fifteen (15) calendar days of a request being made.

12.5 Each Party agrees that it shall collect, handle, use or disclose any personal information obtained while providing Assistance under this Agreement strictly in accordance with the FOIP Act.

13. POLICIES, PROCEDURES AND STRATEGIES

13.1 The Fire Chiefs of the respective Parties may develop and agree upon operational and maintenance policies, procedures and strategies (including, without restriction, notice and communication policies, procedures and strategies) for the efficient and effective deployment of Assistance under this Agreement.

13.2 Notwithstanding the foregoing, the Parties acknowledge that when and if agreed upon the policies, procedures and strategies shall be guidelines only, and the Parties shall exercise reasonable best efforts to comply with and conform to such guidelines, having regard to the nature and extent of the Incident that may occur and the criticality of timing of response and decision making in response thereto.

14. GENERAL

14.1 This Agreement embodies the entire agreement between the Parties. The Parties shall not be bound by or liable for any statement, representation, promise, inducement or understanding of any kind or nature not set forth herein.

14.2 This Agreement shall supersede any and all previous agreements for fire services, whether oral or written, among the Parties.

- 14.3 The duties, obligations and liabilities of the Parties are intended to be separate, not joint or collective. Nothing in this Agreement is intended to create a partnership of any kind. Each Party hereto is individually responsible for its own conduct and obligations as set out in this Agreement, or otherwise agreed to and confirmed in writing.
- 14.4 No interest in this Agreement may be assigned without the prior written consent of the Parties hereto. No Party may be added as a party to this Agreement without the prior written consent of the Parties hereto.
- 14.5 If any Party desires to give notice to any other Party under or in connection with this Agreement, such notice should be given as follows:
- a) to MD of Ranchland by delivery to or by postage prepaid mail addressed to:
- MD of Ranchland
P.O. Box 1060
Nanton, AB,
T0L 1R0
- Attention: Robert Strauss, CAO
- or by email to the CAO at cao@ranchland66.com or such other email address as provided by MD of Ranchland.
- b) to Municipality of CNP by delivery to or by postage prepaid mail addressed as follows:
- Municipality of CNP
8502 – 19 Avenue
Box 600
Crowsnest Pass, AB
T0K 0E0
- Attention: Patrick Thomas, CAO
- or by email to the CAO at patrick.thomas@crowsnestpass.com or such other email address as provided by the Municipality of CNP.
- c) Each Party may change the contact information provided in Paragraph 14.5 upon written notice to the other.
- d) Notices sent by courier or registered mail shall be deemed received seven (7) days after being sent. Notices sent by e-mail or facsimile shall be deemed received the next business day after being sent.

- 14.6 A waiver by any Party hereto of the strict performance of the other of any covenant or provision of this Agreement will not of itself constitute a waiver of any subsequent breach of such covenant or provision or of any other covenant, provision or term of this Agreement.
- 14.7 Each of the Parties from time to time and at all times will do all such further acts and execute and deliver all such further documents and assurances as may be reasonably required in order to fully perform and carry out the terms of this Agreement.
- 14.8 The Parties agree that this Agreement may be amended from time to time in writing upon mutual agreement to do so to give effect to the intention of the Parties as the circumstances at the time may require.
- 14.9 Notwithstanding the termination of this Agreement, the provisions of this Agreement regarding payment obligations, liability, indemnities and information sharing, and those other provisions which are expressly or impliedly intended to survive, shall survive any such termination and shall remain in force.
- 14.10 The recitals set out at the beginning of this document and the schedules attached hereto are hereby made part of this Agreement.
- 14.11 Time shall be of the essence of this Agreement.
- 14.12 This Agreement shall endure to the benefit of and be binding upon the Parties hereto, their heirs, executors, successors, and assigns.

IN WITNESS WHEREOF the Parties hereto have caused to be hereto affixed their respective corporate seals attested by the signatures of their respective duly authorized signing officers, as of the day and year first above written.

MUNICIPAL DISTRICT OF RANGLAND NO. 66

Reeve

MUNICIPALITY OF CROWNEST PASS

Mayor

Chief Administrative Officer

Chief Administrative Officer

SCHEDULE "A"

FEES

1. Both Parties agree that the fees and cost recovery for Assistance provided under this Agreement shall be invoiced according to Alberta Transportation Table 1: Rates of Reimbursement for Fire Department units. Any fire and emergency services equipment not covered by Alberta Transportation's Table 1 shall be invoiced according to the Responding Party's municipal fees bylaw.
2. Fire and emergency services equipment and personnel referred to in Schedule "B", shall be invoiced as per the minimums and increments referred to in Alberta Transportation Table 1: Rates of Reimbursement for Fire Department units.
3. Fire and emergency services equipment, including personnel, responding to a joint emergency involving primary or secondary highways shall be invoiced in accordance with Alberta Transportation Table 1: Rates of Reimbursement for Fire Department units for one hour minimum and at 15-minute increments after the first hour.
4. Billing time for fire and emergency services will commence with the initial call for Assistance and cease when the unit(s) that attended are back at station.
5. The Manager of Protective Services for the Municipality of CNP has the authority to review the fees to be charged for each request for Assistance, and where extraordinary circumstances exist may reduce, adjust or waive the fees for reasons that reasonably qualify as an error, emergency or of a humanitarian nature.

SCHEDULE "B"

Available Municipality of Crowsnest Pass Fire Rescue Apparatus/Equipment

Apparatus	Tank Capacity (Gallons)	Pump & Roll	Spray Bars	Drop Tank	Vehicle Extrication	Confined Space	Ice/ Water Certified	Rope Rescue Certified	SCBA	Type
Station 1										
Station 2										
Station 3										
Station 4										

N/A- Not Applicable H/P- High Pressure Reel M/C- Mobile Command Unit M/S- Medical Support Unit



Municipality of Crowsnest Pass Request for Decision

Meeting Date: September 27, 2022

Agenda #: 10.a

Subject: Bear Issues - Councillor Ward

Recommendation: That Council have discussion regarding the recent bear issues in the community.

Executive Summary:

Councillor Ward requested that bear issues in the community be added to the agenda for further discussion by Council.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

With recent bear issues in the community and bear attractants causing much of the problems, Councillor Ward requested that this be added for discussion.

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments:



Municipality of Crowsnest Pass Request for Decision

Meeting Date: September 27, 2022

Agenda #: 10.b

Subject: Hillcrest Lagoons - Mayor Painter

Recommendation: That Council have discussion regarding the Hillcrest Lagoons.

Executive Summary:

Mayor Painter requested that the Hillcrest Lagoons be added to the agenda for further discussion by Council.

Relevant Council Direction, Policy or Bylaws:

1041, 2020 Procedure Bylaw

Discussion:

n/a

Analysis of Alternatives:

n/a

Financial Impacts:

n/a

Attachments: